

CITY OF LOS ANGELES

CALIFORNIA

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DATE: December 28, 2023

TO: LA:RISE Youth Academy Contractors

FROM: Gerardo Ruvalcaba, Assistant General Manager
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 24-04
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE (LA:RISE)
YOUTH ACADEMY CALIFORNIAN'S FOR ALL (CA4A) CALJOBSSM
REPORTING AND DATA, REQUIRED PROGRAM FORMS AND FISCAL
REPORTING GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to set forth the CalJOBSSM reporting and data, required program forms, and fiscal reporting guidelines for the City of Los Angeles Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Youth Academy contracts under new funding from Californian's for All (CA4A).

BACKGROUND

In July 2022, the Mayor's Office of Economic Opportunity and the Los Angeles City Council allocated Californian's for All (CA4A) youth category funding to the EWDD to provide workforce development services to individuals 18 to 30 years of age who are experiencing homelessness or at risk of experiencing homelessness and not currently or previously enrolled in LA:RISE. The CA4A funds will be used to expand the LA:RISE Youth Academy program which is focused on improving housing, education and workforce outcomes for the more than 3,000 identified homeless youth in Los Angeles.

The LA:RISE Youth Academy provides participants with education, employment, and social well-being services while permanent housing is being established to move them to a future of self-sufficiency and economic mobility. The LA:RISE Youth Academy participants will receive educational, career, and social well-being assessments, case management, support services, work readiness and vocational training. Additional services include subsidized employment, job placement and follow-up services.

The CA4A Funded LA:RISE Youth Academy will provide services to a minimum of 500 young adults over the course of a two-year period, ending June 30, 2024.

CONTRACT TERM

The contract term period is July 1, 2022 through June 30, 2024 unless otherwise noted in the contract.

PERFORMANCE MEASURES

Performance measures and expected outcomes include:

PERFORMANCE METRIC	GOAL
Number of participants placed in subsidized employment/work experience for up to 250 hours	100%
Number of participants co-enrolled in WIOA	50%
Number of unhoused participants linked to stabilized housing	50%
Number of participants enrolled/ retained in GED/education or in credit recovery or basic skills remediation programs	50%
Minimum number of enrolled participants complete subsidized employment/work experience for up to 250 hours and referred to competitive employment or a certificated education/training program	75%
Number of participants placed in un-subsidized competitive employment or enrolled in a certificated education/training program	75%
Number of participants receiving support services/wrap-around services	100%
Number of participants placed in InnerSight training	25%

Upon EWDD approval, up to 150 hours of additional transitional employment (for participants who have completed initial 250 hours and need additional skill building; All transitional employment must be completed by June 30, 2024).

SUCCESSFUL OUTCOMES

At the conclusion of the subsidized employment/work experience, LA:RISE Youth Academy participants will be considered successful in the program under one of the following criteria outlined below:

- Participant placed in un-subsidized competitive employment: agency must have employment verification on file to substantiate outcome (ex. hire letter or pay stub)
- Participant enrolled in certified education/training program: education/training program must be designed to prepare participant for a specialized career with competitive wages. Agency must verify that the participant has either begun or completed program to substantiate outcome (ex. Individual Training Agreement (ITA); education program/training enrollment letter or e-mail; certificate of completion)

PROGRAM ELIGIBILITY

The LA:RISE Youth Academy Work Experience Application Form will be used for the participant enrollments under this CA4A program. For consistency, the United States Department of Housing and Urban Development (HUD) definition of homelessness will be used. Participants must be currently homeless or at-risk of homelessness (unstable housing) and unemployed or underemployed (currently working less than 20 hours a week). Participants must also have the legal right to work in the U.S., reside in the City of Los Angeles and be 18 to 30 years of age. Participants may not be currently or previously enrolled in another LA:RISE Program. Participant must self-attest that they meet the LA:RISE eligibility criteria.

LA:RISE PARTNERS

The following contracted agencies will provide LA:RISE Youth Academy CA4A services:

LA REGION	SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	WORKFORCE PARTNER
South	CRCD Enterprises	Vernon Central/LATTC WorkSource (operated by CRCD)
San Fernando Valley	El Proyecto Del Barrio (Sun Valley Youth Source Center)	N/A
Northeast	Goodwill Industries of SoCal	Northeast LA WSC (operated by Goodwill Industries)
Northeast/ Central LA	Para Los Niños (Westlake and Northeast LA Youthsource Center)	N/A
Central/ Hollywood	Los Angeles LGBT Center	Hollywood WorkSource (operated by Managed Career Solutions)
West	Regents of the University of California (West LA YouthSource)	N/A
Central LA	Catholic Charities of Los Angeles Archdiocesan Youth Employment (AYE)	N/A
Harbor	Harbor YouthSource Center (operated by Managed Career Solutions)	N/A

CO-ENROLLMENT INTO WIOA

At least 50% of LA:RISE participants must be co-enrolled into the City’s WIOA programs. If the potential participant is already receiving services through another City funded grant or WIOA, they are still eligible to receive additional services through this program. However, the individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs. If the participant is already in the CaJOBSSM system, agencies are required to contact the EWDD’s MIS Unit to secure approval to co-enroll the participant and/or to transfer the participant to a LA:RISE service provider.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

LA:RISE Youth Academy standardized forms are to be utilized by the LA:RISE service providers as follows:

DOCUMENT	TO BE COMPLETED BY LA:RISE PARTNER
Participant Section File Form (to organize files)	As applicable, SE, WSC, YSC
Participant Eligibility Form/Application	SE, WSC, YSC
For Right to Work Documents (Refer to I-9 List of Acceptable Documents)	SE, WSC, YSC
Co-Case Management Service Delivery Coordination Form (via Google doc sample or similar)	SE and WSC partners
Worksite Review Checklist (compliance)- 1 per worksite	SE/ transitional employment provider
Worksite Work Experience Agreement (as applicable)	SE/ transitional employment provider
Worksite Acknowledgement Form (onboarding)	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Complaint Resolution Procedures	SE/ transitional employment provider

EWDD Sample Form (Agency to provide internal procedures) - Equal Opportunity is the Law Discrimination Policy	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Sexual Harassment in the Workplace Policy	SE/ transitional employment provider
Timesheet – Sample (may use alternative) and Pay Stubs or Payroll Records (Verification of total hours worked under LA:RISE)	SE/ transitional employment provider
Job Readiness Assessment Form (REDF Form for SE & simple form for WSC/YSC use)	SE/ transitional employment provider
Support Service Verification Form	As applicable, SE, WSC, YSC
Individual Training Agreement (ITA) sample	As applicable, SE, WSC, YSC
Education Stipend Verification	As applicable, SE, WSC, YSC
Employment Verification Form – Sample	Workforce Partner
Participant Placement and Outcomes Form	WSC partner with SE input, YSC
Participant Success Story Consent Form	All Providers

PARTICIPANT FILES

The attached LA:RISE Youth Academy CA4A Participant Section File Forms are to be included in each participant file and used to organize the required standardized program and support documents in the file. All LA:RISE standardized program and support documents must be available for review.

CO-CASE MANAGEMENT SERVICE DELIVERY COORDINATION FORM

The Co-Case Management Service Delivery Coordination Form (via EWDD shared Google doc sample or similar) is to be used by the SE and WSC partners to facilitate WIOA co-enrollment information exchange, track co-case management touchpoints and coordinate service delivery. This participant enrollment and service delivery tracking form may also serve as the required LA:RISE inventory of participant names for those who have completed the LA:RISE work experience opportunity and are deemed job ready and available for job placement services. EWDD may request access to the Co-Case Management Service Delivery Coordination Form on a monthly basis and upon request by REDF or EWDD.

EWDD SAMPLE FORMS: COMPLAINT PROCEDURES & EQUAL OPPORTUNITY

The EWDD Sample Forms outlined below are to be used as guides for LA:RISE contracted agencies to determine similar procedures that LA:RISE Youth Academy participants can refer to in case of relevant incident or inquiry.

- Complaint Resolution Procedures
- Equal Opportunity is the Law Discrimination Policy
- Sexual Harassment in the Workplace Policy

The EWDD Sample Forms are directly applicable to WIOA contracted partners and WIOA-co-enrolled participants. However, all City contracted service providers must have a similar internal complaint procedure and worker rights and protections policies in place.

DATA REPORTING REQUIREMENTS

Under the LA:RISE Youth Academy CA4A grant, the following platforms will be used for data reporting and/or for capturing of service delivery:

- CalJOBSSM Agency Defined Program (Enrollment and Milestone Reporting)
- Hire LA (Application and Enrollment Status Updates)

- EWDD Monthly WEX Reporting Form (via Google Forms)
- Innersight (Orientation/Training Service as applicable)
- LA:RISE CA4A Participant Satisfaction Pre and Post Surveys (via Google Forms)

CALJOBSSM DATA REPORTING REQUIREMENTS

LA:RISE partners will utilize the CalJOBSSM system (www.caljobs.ca.gov) to report program services delivered and outcomes achieved.

Data from the CalJOBSSM LA:RISE Youth Academy Agency Defined Program CA4A will be used to substantiate program enrollments and performance measures achieved. Self-reported data will not count toward contractual obligations or performance measures.

MIS GUIDELINES

The MIS Unit has provided instructions to enter participants and activities into the CalJOBSSM system. Please reference screenshots provided by EWDD MIS Unit.

Participants are to be enrolled under a new Agency Defined Program.

Select: ACA-(CA4A) LA:RISE Youth Academy

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the “CA4A LA:RISE Youth Academy” Agency Defined Program	Select: ACA-(CA4A) LA:RISE Youth Academy	LA:RISE Youth Academy partners are to use the attached list of service activity codes to report services provided.
Social Enterprise/Transitional Employment Provider will be responsible for all CalJOBS SM Agency Defined data entry. The SE/WSC partners are to coordinate on job placement data and other required data as applicable.		

REQUIRED CALJOBS SM ACTIVITY CODE	SPECIAL REMINDERS
<u>Orientation</u>	CalJOBSSM Activity Code 101 (You may close activity after entering appropriate service same day.)
<u>Enrollment</u>	CalJOBSSM Activity Code 321 (Keep activity OPEN until participant completes their hours, include hours worked in case note BEFORE closing activity.)
<u>Additional Services as Needed</u>	Refer to attached list of activity codes to capture other services provided as applicable.

CalJOBSSM CASE NOTES

The SE/transitional employer provider case manager shall add case notes for all enrolled LA:RISE Youth Academy participants on a monthly basis. Reference the attached LA:RISE case note template.

CalJOBSSM CASE CLOSURES

The SE/transitional employer provider case manager shall close the Agency Defined Application when the participant will no longer receive services. Case Managers shall create a record closure for participants who are inactive for more than 60 days or who have dropped out of the program.

Case Managers shall use the following exit reasons:

- “Successful Completion Employed” = Gained unsubsidized permanent employment or enrolled in a certificated education/training program
- “Planned Services Completed” = Completed transitional employment/work experience program and will no longer receive further services
- “Planned Services Not Completed” = Dropped out of the program before completion of transitional employment/work experience
- “Dropped” = Participant did not start the transitional employment program

LA:RISE CalJOBSSM ACCESS REQUEST FORM

All staff needing access to the LA:RISE Youth Academy Agency Defined Program must request privileges by submitting a LA:RISE CalJOBSSM Access Request Form.

LA:RISE MIS DATA CORRECTION AND TECHNICAL ASSISTANCE (TA) FORM

Agencies can use the LA:RISE CalJOBSSM Data Correction and TA Form for data corrections and technical assistance requests.

HIRE LA PLATFORM DATA REPORTING REQUIREMENTS

The Los Angeles Mayor’s Office will be tracking enrolled youth across all Californian’s for All (CA4A) funded programs to ensure no duplication of service is taking place. Contracted agencies are responsible for completing Hire LA Applications for participants and managing enrollment status in the platform (<https://enrollment.hirelayouth.com/>).

LA:RISE Youth Academy CA4A participant status is to be updated in the platform to match their status in the program. Refer to screenshots from Hire LA platform training for overview on this process.

EWDD MONTHLY WEX HOUR REPORTING

The Los Angeles Mayor’s Office has requested that all work experience (WEX) programs under Californian’s for All (CA4A) funding provide monthly real-time reports of WEX Hours completed. Using the template provided by EWDD, the LA:RISE Youth Academy CA4A contractors will need to report an estimate of monthly hours worked by all CA4A participants by the last day of each month. The information provided will be verified by EWDD during routine quarterly monitoring.

PARTICIPANT SATISFACTION PRE AND POST SURVEY

The Los Angeles Mayor’s Office has requested that each CA4A participant complete a pre-survey at enrollment and a post-survey at program exit. The surveys will be provided by EWDD and will consist of a short set of questions measuring participants satisfaction of the program.

- Survey participant completion timeline guidelines:
 - Pre-survey: No later than 3 weeks after starting the program, but with the goal of having participants complete the survey within the first week of being in the program.
 - Exit Survey: 3 weeks before completion and no later than a week after completion of the program.

For LA:RISE Youth Academy CA4A participants, this includes participants who meet any of the exit criteria as defined in CalJOBSSM Case Closures section.

PARTICIPANT SUCCESS STORIES

LA:RISE Youth Academy CA4A participant success stories shall be submitted monthly to EWDD and the Mayor’s office. Reference the PY 23/24 LA:RISE Success Story Submission Schedule

which outlines the deadline for submission and the total number of success stories required per agency.

INNERSIGHT TRAINING

Under the CA4A LA:RISE Youth Academy, contracted partners are to offer InnerSight training to their LA:RISE participants and coach them along in the process. The InnerSight Experience introduces participants to personal preference and puts them in the process of finding the best fit job, educational major, or career. Contractors are required to attend InnerSight Training and use the InnerSight platform to request training for their participants from an InnerSight Trainer. At least one staff member must attend both The Experience (training participants receive) and Case Manager training to administer InnerSight for each agency. Completion of InnerSight training is to be captured under the CA4A LA:RISE Youth Academy Agency Defined Application.

BUDGET GUIDELINES

Using the LA:RISE Youth Academy CA4A PY 23-24 budget template, contractors are to prepare a program budget and include the appropriate budget forms to demonstrate the proposed plan for using grant funds.

- The Economic and Workforce Development Department (EWDD) will not process the proposed budget if the LA:RISE PY 23-24 budget template is not utilized.

In preparing proposed budgets, adhere to the following guidelines:

Leveraged Resources – Social Enterprise Partners/ Transitional Employment Providers

- LA:RISE grant funds are intended to be used to cover the Participant Related Costs associated with transitional employment participant wages. For Social Enterprise partners that intend to leverage participant wages with revenue from their social enterprise and/or other funding, leverage resource reporting is required with proposed budgets.
 - a. Use the Budget Detail form to identify leveraged resources.
 - b. Complete and submit the LA:RISE Leveraged Resource Form:
Report planned to actual leveraged resources on a monthly basis using the LA:RISE Monthly Leveraged Resources Form. The completed leveraged resource form must be submitted along with the monthly expenditure reports. The value assigned to the leveraged resource is subject to review and audit, and therefore must be documented appropriately in individual client files or in a general file maintained at the contractor's main facility.

Set Aside Requirements and Admin Cost Limit

- Participant Related Costs Set-Aside Requirement – Social Enterprise
A minimum of seventy-five percent (75%) of the grant must be budgeted for participant related costs (i.e. participant wages, support services, training, etc.).
- Administrative Cost Limit - All partners
Administrative costs are limited to ten percent (10%) of each total funding allocation.

Personnel Costs, If allocating funds to personnel, please submit

- A personnel cost allocation plan
- Position Descriptions detailing staff function in support of LA:RISE service delivery
- Schedule of Personnel: FICA must be at fixed rate of 7.65%

Not Allowable items:

- Personnel Costs Category: Salaries - Overtime
- Other Costs Category: Rent/ Depreciation: only one item may be billed, not both.

Budget Support Documents

- Submit all required support documentation with the budget forms to avoid withheld funds (e.g., subcontractors, indirect cost rate approval letter, etc.)

Budget Narrative

- Please provide the name(s) and contact information of staff who may be contacted about questions concerning your budget submission. The budget narrative form must be completed and submitted as part of your budget package
- The budget narrative must include the following: a) a statement setting forth the intended use of the monies for each line item, and b) an explanation/ justification for that use or a rationale that explains the need and intended use of each line item contained within the proposed budget plan. In preparing the budget narrative, please provide information so that the reviewer understands the necessity of each proposed item as well as the process used to arrive at each budgeted amount (e.g., formulas used).

Budget Modification Requests

- Utilize your agency's approved PY 23-24 LA:RISE Budget to for proposed revised budget
- On the Budget Narrative Form, detail the proposed line-item modification
- With the submission to EWDD, inform the reason for the modification request
- The last day to submit a budget modification will be March 31, 2024. Any additional modification requests and approvals will be at the discretion of EWDD.

Budget Submission and Approvals

- For review and approval, e-mail the Excel version of the proposed budget to your LA:RISE program monitor Danielle.Martinez@lacity.org and courtesy copy LA:RISE Program Administrator Elizabeth.Macias@lacity.org

LA:RISE MONTHLY CASH REQUESTS AND FINANCIAL REPORTING FORMS

As instructed by EWDD's Financial Management Division (FMD), the financial reporting forms shall be submitted monthly on the 5th of each month to ewddfinancial@lacity.org with subject heading "LA:RISE Youth Academy Monthly Cash Request, name of your agency, contract number."

Please courtesy copy the LA:RISE unit:

Danielle.Martinez@lacity.org and Elizabeth.Macias@lacity.org on the submission.

WDS CONTACT

Questions or concerns regarding this directive should be addressed to LA:RISE Program Monitor, Danielle Martinez at Danielle.Martinez@lacity.org or (213) 744-7105, TTY: 711.

GR:EM:DM:cg

Attachments:

1. HUD Homeless Definition
2. LA:RISE Youth Academy Program Application Form and Program Documents
3. LA:RISE Youth Academy CA4A Participant Satisfaction Surveys
4. CalJOBSSM Reporting Instruction Screenshots
5. CalJOBSSM LA:RISE Access Request Form
6. LA:RISE CalJOBSSM Correction Form and Technical Assistance Request
7. LA:RISE Youth Academy CalJOBSSM Required Service Activity Codes Table
8. LA:RISE Youth Academy Participant File Section Forms
9. LA:RISE Youth Academy Hire LA Platform Instructions
10. LA:RISE Case Note Template
11. LA:RISE Success Story Submission Schedule
12. Budget Form - LA:RISE Youth Academy CA4A
13. Budget Form- LA:RISE Leveraged Resource Reporting Form