

CITY OF LOS ANGELES

CALIFORNIA

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DATE: August 7, 2020

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director 
Workforce Development Division

**SUBJECT: WDS DIRECTIVE No. 21-03
COVID-19 NATIONAL DISLOCATED WORKER GRANT, PROGRAM
AND BUDGET GUIDELINES, WORKFORCE INNOVATION AND
OPPORTUNITY ACT CO-ENROLLMENT INFORMATION, AND MIS
REPORTING GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide program guidelines and Workforce Innovation and Opportunity Act (WIOA) co-enrollment information, budget requirements and MIS reporting guidelines for the COVID-19 National Dislocated Worker Grant (NDWG). This program has a contract term of July 1, 2020 to December 31, 2020.

BACKGROUND

In order to mitigate the continued and extensive losses incurred by California businesses and communities from the current coronavirus pandemic (COVID-19), the State of California Employment Development Department (EDD) has announced the "COVID-19 National Dislocated Worker Grant" (NDWG)".

The EDD awarded the City \$1.8 million dollars in such NDWG funding to provide eligible dislocated workers with an average of 500 hours of transitional employment providing: sanitizing of public spaces (schools, libraries, etc.) prior to their re-opening; support of community-based organizations in the provision of social and/or emergency services to individuals impacted by COVID-19, including Project Room Key sites operated by the Los Angeles Housing Services Authority (LAHSA), and distribution of food and other emergency services at Los Angeles Unified School District (LAUSD) sites and Recreation and Park (RAP) Department sites; and support of other response projects as needed.

On June 3, 2020, the Economic and Workforce Development Department (EWDD) released Workforce Development System (WDS) Directive No. 20-38, "Request for Interest to Provide Transitional Employment in Support of Regional COVID-19 Response

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Efforts,” to its currently contracted WorkSource Centers (WSCs). The EWDD received ten (10) complete proposals from the existing WSCs to implement this program and recommended a total funding award amount of \$1.62M in NDWG funds.

PROGRAM GUIDELINES

Agencies contracted under the COVID-19 NDWG will be responsible for recruiting, assessing, and enrolling eligible participants into temporary employment opportunities and support services. Each WSC will coordinate with project partners to identify and secure temporary employment opportunities. Each WSC will ensure all eligible COVID-19 NDWG participants receive safety training and disaster service worker training.

Agencies contracted under COVID-19 NDWG will ensure participants get paid for all work performed and ensure wages are higher than that of the State/local minimum wage for larger employers and comparable rate for workers doing similar work. WSCs must also ensure participants’ benefits match Employer of Record benefits for other temporary workers, at a minimum, FICA, Medicare, and Workers Compensation.

ELIGIBILITY & WIOA CO-ENROLLMENT

Individuals eligible for the COVID-19 NDWG are those who: have been dislocated from their employment because of the disaster or pandemic; meet the definition of Dislocated Worker as defined by WIOA; are long-term unemployed worker (15+ continuous weeks); and are self-employed and have become unemployed or underemployed because of the disaster or pandemic

Eligible participants currently enrolled in WIOA Dislocated Worker formula grant may be co-enrolled into the COVID-19 NDWG to ensure they obtain the benefits of workforce development services such as but not limited to: Career Services, Training Services, assistance with subsidized employment and Support Services.

BUDGET GUIDELINES

Each agency contracted under the COVID-19 (NDWG) must submit a six (6) month budget with the following set-asides for Participant Wages, Participant Fringe Benefits and Supportive Services. There should be two separate set-aside rates for participant wages, the supervisors’ hourly rate will be \$17.00 and non-supervisory hourly rate will be \$15.00. Participant Fringe Benefits should not exceed 13% of total wages for both supervisors and non-supervisory. These set-asides should be itemized under Category #2100, Participant Related Costs (PRC), and should be reflected in the budget/expenditure plan.

Additionally, the EDD has applied maximum amounts to be charged to the following line items: Staff Salaries, Staff Fringe Benefits, Staff Travel, facilities costs, office supplies and Indirect Costs.

Agencies contracted under the COVID-19 NDWG may request for an advance payment of up to 30 percent of funding by submitting the Cash Request form to the Financial Management Division (FMD). All other current financial reporting requirements and deadlines will apply.

MIS GUIDELINES

MIS has provided the following instructions on how to report the COVID-19 NDWG Code and activities into the CalJOBS system.

Contractors shall co-enroll participants in the CalJOBS system utilizing two grants:

1. WIOA Dislocated Worker DW Grant
2. COVID-19 Disaster Recovery NDWG Grant 1195

Go to the WIOA Program page and click on the "Edit Application" using the pencil icon to access the WIOA application. Go to the "Eligibility Summary" page of the application and make sure the Dislocated Worker Program is selected. Go to "WIOA Grant Eligibility" and select "YES" National Dislocated Worker NDWG. Scroll to the Grants Section and select "View Available Grants." The Grants will be available; click Add "1195 – COVID-19 Disaster Recovery NDWG (Temporary Jobs)." Scroll and click "Finish" so that the co-enrolled Grant 1195 activities can be entered.

From this point on, you will be able to create activities under the 1195 – COVID-19 Disaster Recovery NDWG. Go to "Create Activity/Enrollment/Service," and under General Information, click on "Customer Program Group," then select "80 – National Dislocated Worker." Scroll down to "Enrollment Information and click on the "Grant" drop-down to select 1195 COVID-19 Disaster Recovery NDWG." Click on "Select Activity Code." The Activity Codes will be available; select the assigned activities. Enter an Actual Begin Date and Projected End Date. Complete the rest of the fields and select "Next" at the bottom of the page.

REQUIRED ACTION

A separate budget/expenditure plan will be required from agencies contracted to participate in the COVID-19 NDW grant. Contractors shall submit a budget reflecting:

1. A minimum set-aside for Participant Wages, Participant Fringe Benefits and Supportive Services;
2. A budget and expenditure plan which meets max amounts placed by the EDD;
3. An administrative cost cap of four (4) percent of contract award and based on WIOA regulations specified in 20 CFR 683.215.

WDS CONTACT

Questions and/or concerns related to this directive should be addressed to Donny Brooks at Donny.Brooks@lacity.org or (213) 744-9093, TTY 711.

GR:DB:SM:cg

Attachments: 1. COVID-19 NDWG Budget Template

2. MIS Screenshots – COVID-19 Disaster Recovery - Temporary Jobs
COVID-19 NDWG Grant 1195