

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
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ERIC GARCETTI
MAYOR

DATE: November 23, 2020

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager *Carolyn Hull*
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 21-09
LOS ANGELES COMMUNITY CARE CORP PROGRAM, ELIGIBILITY,
CO-ENROLLMENT, BUDGET, FISCAL, AND MIS REPORTING
GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide program eligibility, co-enrollment, budget, fiscal, and MIS reporting guidelines for the Los Angeles Community Care Corp (LACCC) program. The LACCC program has a contract term of November 17, 2020 to December 30, 2020.

BACKGROUND

In order to mitigate the continued and extensive job losses incurred within our Los Angeles City communities from the current coronavirus pandemic (COVID-19), the LACCC Program will provide eligible participants with an average of 200 hours of transitional employment including, but not limited to, 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, Los Angeles Fire Department (LAFD) Testing sites and Recreation and Park (RAP) Department sites; and support of other response projects as needed.

The Economic and Workforce Development Department (EWDD) will receive \$5 million dollars to implement the LACCC Program to provide transitional employment services to at least 608 individuals impacted by the novel coronavirus pandemic (COVID-19) through WorkSource Center providers.

PROGRAM GUIDELINES

Agencies contracted under the LACCC Program will be responsible for the following:

- Recruiting, assessing, and enrolling eligible participants into transitional employment opportunities and support services;
- Ensure all eligible participants have a completed LACCC Program Self Attestation Form on file;
- Ensure that all eligible participants have the required WIOA eligibility documentation on file;
- Coordinate with project partners to identify and secure transitional employment opportunities;
- Ensure all eligible participants receive appropriate safety training prior to employment, only if required by the work assignment;
- WorkSource Centers will be the Employer of Record for the LACCC Program; and
- Submitting a Worksite Application Form with proposed work sites to EWDD for review and approval. Eligible participants may not work at these sites until they have been approved by EWDD.

ELIGIBILITY & CO-ENROLLMENT

Individuals eligible for the LACCC Program are those who have been impacted by the recent pandemic and meet the definition of Dislocated Worker or Adult criteria as defined by WIOA.

Upon EWDD approval, eligible participants currently enrolled in WIOA Adult or Dislocated Worker formula grant or other special grants may be co-enrolled into the LACCC Program 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. Duplication of services is not allowed while participants are enrolled in LACCC.

FISCAL GUIDELINES

Provided are Fiscal guidelines for all WorkSource Centers contracted under the LACCC Program.

First payment – in order to process cash advance requests with an equivalent of up to 50% of the contract amount, agencies will need to submit the following to Financial Management Division (FMD):

- Cash Request Form
- Actual Expenditures Incurred in November 2020
- List of Enrolled Participant Roster by Worksite
- List of Enrolled Participants who have Received Support Services

In addition, please note the following:

- Special Bank Account Agreement – FMD is issuing a one-time waiver for those without a cash advance arrangement;
- Maintain a separate general ledger and separate general ledger accounts; and
- Identify bank information on where the funds will be deposited and disbursed.

Second payment - in order to process second payment, the following documents/reports will be needed:

Closeout packages will be due to FMD/EWDD on January 8, 2021. Each Closeout package should include the following:

- Cover Letter
- Cash Request
- Expenditure Report
- Schedule of Personnel Costs
- List of Enrolled Participant Roster
- Worksite Agreements
- Schedule of Expenditure Accruals
- General Ledger and Reconciliation with Expenditure Report
- Closeout Forms
 - Subrecipient Release Form
 - Subrecipient Assignment of Refunds, Rebates, and Credits
 - Contract Closeout Certification
- Bank and Cash Account Reconciliation for Funds Provided Under this Grant

BUDGET GUIDELINES

Each agency contracted under the LACCC Program must submit a 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 \$25.00 and non-supervisory hourly rate will be \$22.00. 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, a maximum amount has been applied to the following line items: Staff Salaries, Staff Fringe Benefits, Staff Travel, facilities costs, office supplies and Indirect Costs.

Agencies participating in the LACCC Program may charge no more than \$38,000 in Personnel to provide Case Management and other Career Services.

WorkSource Centers participating in the LACCC Program are considered the Employer of Records and must ensure participants' benefits match Employer of Record benefits for other temporary workers, at a minimum, FICA, Medicare, and Workers Compensation.

MIS GUIDELINES

MIS has provided the following instructions on how to report the Los Angeles Community Care Program Code and activities into the CalJOBS system.

Contractors shall enroll participants in the CalJOBS system utilizing the following grants:

Non-WIOA Enrollment

- Los Angeles Community Care Program Grant LA517

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 Adult or Dislocated Worker Program is Inactive. Go to "Non-WIOA Grant Eligibility" and select "YES" Local Funded Grant. Scroll to the Grants Section and select "View Available Grants." The Grants will be available; click Add "LA517 – LA Care Program - LA City." Scroll and click "Finish" so that staff can enter the Grant LA517 activities.

WIOA Co-Enrollment

- WIOA Adult or Dislocated Worker Grant
- Los Angeles Community Care Program Grant LA517

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 Adult or Dislocated Worker Program is selected. Go to "Non-WIOA Grant Eligibility" and select "YES" Local Funded Grant. Scroll to the Grants Section and select "View Available Grants." The Grants will be available; click Add "LA517 – LA Care Program - LA City." Scroll and click "Finish" so that staff can co-enroll and enter the Grant LA517 activities.

Activity Reporting

Once the Local Grant Code LA517 has been added, staff will be able to create activities under the Local Grant Code LA517 – LA Care Program. Go to "Create Activity/Enrollment/Service," and under General Information, click on "Customer Program Group," then select "98 – Local Funded Grant." Scroll down to "Enrollment Information and click on the "Grant" drop-down to choose LA517 – LA Care Program." 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 LACCC Program. Contractors shall submit a budget reflecting:

1. A minimum set-aside for Participant Wages, Participant Fringe Benefits, Supportive Services and Personnel set-aside of \$38,000 for Case Management.
2. An administrative cost cap of ten (10) percent of contract award.
3. Cash Request for Advance Payment of up to 50%.

All proposed budgets are due to your assigned Program Monitor. All Cash Request for Advance Payment are due to FMD at ewddfinaancial@lacity.org. Both proposed budgets and Cash Requests for Advance Payment are due **Wednesday November 25, 2020**.

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. LACCC Program Self Attestation Form
 2. LACCC Program Budget Template
 3. LACCC Program MIS Activity Codes