

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



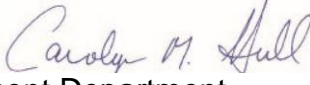
ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: July 26, 2021

TO: LA's Workforce Development System – WorkSource Centers

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

**SUBJECT: WDS DIRECTIVE NO. 22-03
COVID-19 NATIONAL DISLOCATED WORKER GRANT, PROGRAM
AND BUDGET GUIDELINES UPDATES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide an update on the increase in 'Laborer' and 'Laborer-Supervisor' wages, retroactive wage payments, outreach material requirements, and approved Support Services. This program has a contract term of July 1, 2020 to December 31, 2021.

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) announced the "COVID-19 National Dislocated Worker Grant" (NDWG)".

The State EDD awarded the City \$1.8 million dollars in such NDWG funding to provide eligible dislocated workers with 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.

The Economic and Workforce Development Department was approved for a higher rate of Participant Wages, but instructed participating WorkSource Centers to set the 'Laborer' and 'Labor-Supervisor' wages at \$15 and \$17 respectively. The City imposed lower wages for these positions in the hopes of being able to serve more participants. However, after ample constructive feedback, the City determined that higher wages would likely be

necessary to encourage greater participation in the program. The State EDD approved the supervisory hourly rate of \$20.00 and non-supervisory hourly rate of \$18.00 on April 21, 2021.

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. The support services covered under this grant include transportation, clothing/tools, and LiveScan background checks.

OUTREACH AND RECRUITMENT MATERIALS

As a result of a 2018 finding against the State EDD by the Department of Labor, the State has placed significant importance on the Stevens Amendment for federally funded programs. This amendment mandates the inclusion of certain language on all public communications regarding federally funded programs. The amendment helps to ensure transparency and accountability in federal spending.

The requirement reads as follows:

“When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.”

“Public communications” includes outreach materials, recruiting advertisements, and any other advertisement related to the project, along with the examples provided in the requirement language itself. The description can be a prominent part of the communication or can be in the form of a disclaimer at the bottom of a flyer, whatever works best for the specific communication is acceptable, so long as the required language is present.

Three examples of acceptable language are:

1. “This National Dislocated Worker Grant project is fully funded by the Employment and Training Administration of the U.S. Department of Labor as a part of an award totaling \$1,000,000.”
2. “This opportunity is 50% funded by the Employment and Training Administration of the U.S. Department of Labor as a part of an award totaling \$1,000,000 and 50% with funds from a State of California grant.”
3. “This project is 100% federally-funded in the amount of \$1,000,000.”

Please note that the format is not specified, as long as the required language is included.

BUDGET GUIDELINES

Due to the wage increase and time extension, each agency contracted under the COVID-19 (NDWG) must submit an eighteen (18) 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 \$20.00 and non-supervisory hourly rate will be \$18.00. 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. Accordingly, each agency will now provide eligible dislocated workers with fewer than 500 hours of transitional employment on average. Furthermore, those participants who began temporary employment on or before April 21, 2021 and are still working, shall receive retroactive payments to account for this wage increase. Payments made to account for this wage discrepancy will be retroactive to April 21, 2021. Please note that this wage increase applies to all participants at all State approved worksites.

Additionally, the State EDD has applied maximum amounts to be itemized under 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

Reporting Job Activities

1. **Use Grant Code – 1195 COVID-19 Disaster Recovery**
2. **Activity Code: 227 Disaster Employment/Temp Job**
 - Activity code 227 must be entered before the supportive service and can remain open for
3. **Supportive Services**
 - **181** (Transportation Assistance)
 - **188** (Clothing and Tools)
 - **185** (Other) – Shall be used to cover the cost of the participants' Live Scan background check.

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, itemized under Category #2100, for Participant Wages, Participant Fringe Benefits and Supportive Services;
2. A budget and expenditure plan which meets max amounts placed by the State 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

Please contact your assigned Program Monitor for any questions and/or concerns regarding this directive.

CMH:GR:DB:SM:cg

Attachment: Disaster Recovery - COVID-19 NDWG Budget Template