

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: July 2, 2020

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director 
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 21-01
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
(LA:RISE) BUDGET GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the PY 20-21 budget guidelines for the City of Los Angeles. Los Angeles Regional Initiative for Social Enterprise (LA:RISE) contracts.

BACKGROUND

The LA:RISE program is a multi-faceted intervention that provides transitional jobs and other services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness, currently in unstable housing, including formerly incarcerated, and disconnected youth). Under the LA:RISE, the participants progress from subsidized, transitional employment to unsubsidized competitive employment in the open labor market and receive job retention supports for one year from time of placement. During Program Year 20-21, contracts will run July 1, 2020 through June 30, 2021.

PROGRAM YEAR 20/21 FUNDING AND CONFIRMATION OF MEASURE H FUNDS

The LA:RISE is funded through the City's General Fund and County Measure H Fund. During Program Year 20/21, the projected funding for LA:RISE is \$6 million, with \$3 million coming from the City General Fund and \$3 million from County Measure H Fund. The Economic and Workforce Development Department (EWDD) is awaiting final confirmation of total Measure H funding.

Final Measure H funding will not be voted on by the County Board of Supervisors until later in the program year. The EWDD has been notified of an initial commitment of \$1million dollars in Measure H funds. This amount will provide funding for the initial 4 months of LA:RISE Measure H from July 1, 2020 to October 31, 2020.

PROPOSED PROGRAM BUDGETS

LA:RISE contractors are to submit a 12-month budget for both City General Fund and Measure H contracts. Due to the uncertainty of LA County Measure H funding, EWDD will provide approvals for the initial 4 months of funding. EWDD will place a fiscal hold on remaining funds and will approve total budgets contingent on funding availability. EWDD will issue a revised approved budget with final approved funding.

BUDGET GUIDELINES

A budget/expenditure plan will be required from all participating contractors. In preparing your budgets, please adhere to the following guidelines:

PY 20/21 LA:RISE Budget Forms

- Utilize the attached budget forms template to request payment for delivered services
- Submit the completed Narrative Form along with the other budget forms
- Budget must reflect the funding structure outlined in the LA:RISE contracts
- EWDD will not process the proposed budget if the attached LA:RISE PY 20/21 budget template is not utilized.

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.)
- If allocating funds for personnel, please submit:
 - a) A Personnel Cost Allocation Plan
 - b) Position Descriptions detailing staff function in support of LA:RISE service delivery

Cost Allocation Plan

- Apply appropriate Cost Allocation Plan (based on projected expenditures)
- 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.

Leverage Resources

- Utilize the Budget Detail and Narrative Form to report and explain leveraged resources

Budget Modification Requests

- Utilize your agency's approved PY 20/21 LA:RISE Budget Forms
- On the Budget Narrative Form detail the proposed line item modification
- With the submission, provide the reason for the modification request

Budget Submission

- For review and approval, e-mail the Excel version of the proposed budget to Elizabeth.Macias@lacity.org

LA:RISE MONTHLY CASH REQUESTS AND FINANCIAL REPORTING FORMS

As instructed by EWDD's Financial Management Division (FMD) directives, the financial reporting forms shall be submitted on a monthly basis on the 5th of the month for Measure H and on the 15th of the month for City General Fund to ewddfiancial@lacity.org with subject heading "**LA:RISE Monthly Cash Request, name of your agency, contract #**" Please copy your fiscal monitor and LA:RISE program monitor on the submission.

WDS CONTACT

Questions or concerns should be addressed to the LA:RISE Program Administrator, Elizabeth Macias at Elizabeth.Macias@lacity.org or (213) 238-1717, TTY: 711.

GR:DB:EM:cg

Attachments:

1. PY 20-21 Budget Forms – City General Fund
2. PY 20-21 Budget Forms – Measure H