

CITY OF LOS ANGELES

CALIFORNIA

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DATE: July 26, 2021

TO: LA:RISE Youth Academy Contractors

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

**SUBJECT: WDS DIRECTIVE No. 22-04
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
(LA:RISE) YOUTH ACADEMY CALJOBSSM AND FISCAL REPORTING
GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the CalJOBSSM and fiscal reporting guidelines for the City of Los Angeles Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Youth Academy contracts.

BACKGROUND

In partnership with the Robert's Enterprise Development Fund (REDF), LA:RISE is a collaborative partnership that unites the City's Workforce Development System (WDS) with employment Social Enterprises (SEs) to move individuals with employment barriers into the workforce. LA:RISE provides job training, transitional jobs, paid work experiences, and other employment services to the hardest-to-employ participants, including individuals with a history of homelessness or at risk of homelessness, formerly incarcerated, former gang-involved, long-term unemployed and disconnected youth.

In January 2021, the Mayor and Los Angeles City Council allocated \$2 million in Homeless, Housing, And Prevention Program (HHAP) youth category funding to expand services specifically to individuals 18 to 24 years of age who are experiencing homelessness or at risk of experiencing homelessness and not currently enrolled in LA:RISE. The HHAP funds will be used to launch the LA:RISE Youth Academy, a new program 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 will provide 226 young adults 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 project will support an integrated service delivery model and will leverage existing partnerships and connections

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.

under the LA:RISE and Los Angeles Performance Pilot Partnership Pilot (P3) Youth Collaborative. The Economic and Workforce Development Department (EWDD) will partner with REDF, the Los Angeles Homeless Services Authority (LAHSA), Los Angeles Unified School District (LAUSD), community colleges, and other City departments.

The LA:RISE Youth Academy will include 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.

CONTRACT TERM

Contracts will run June 1, 2021 through May 31, 2022.

PERFORMANCE MEASURES

Performance measures and expected outcomes include:

Performance Metric	Goal
Total Minimum Enrollments	100%
Number of youth receiving support services/wrap-around services	100%
Number of youth linked to stabilized housing	80%
Number of youth enrolled or retained in GED/education, credit recovery or basic skills remediation programs	50%
Number of youth enrolled in subsidized employment/work experience	100%
Minimum number of youth completing up to 300 hours of subsidized transitional employment and job ready	50%
Number of job-ready youth placed in un-subsidized, competitive employment or enrolled in a certificated education/training program	75%

LA:RISE partners utilize the CalJOBSSM system to report program services delivered and participant outcomes achieved. Data from the CalJOBSSM LA:RISE Youth Academy Agency Defined Program (formerly called Generic Module Application) will be used to substantiate program enrollments and performance measures achieved. Self-reported data will not count toward contractual obligations or performance measures.

PROGRAM ELIGIBILITY

The LA:RISE Youth Academy eligibility checklist form will be used for the participant enrollments under this HHAP program. For consistency, the United States Department of Housing and Urban Development (HUD) new definition of homelessness will be used as outlined in the attached Los Angeles County Workforce Development, Aging, and Community Services (WDACS) WDP-D19-09_Homeless Definition Programs Directive released September 3, 2019. 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 24 years of age. Participants must not be currently enrolled in another LA:RISE Program.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

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

Standard Documents (Social Enterprise/ Transitional Employment/WEX Provider)	
Participant Eligibility Checklist Form	Job Readiness Assessment -simple form for WSC/YSC use
Participant Service Profile	Job Readiness Assessment- REDF Form for SE use
Worksite Review Checklist (Compliance)	Support Service Verification Form
EWDD Worksite Work Experience Agreement	Individual Training Agreement (ITA)
Worksite Acknowledgement Form	Education Stipend Verification (if applicable)
Timesheet – Sample (may use alternative)	

Standard Documents (Workforce Partner- WSC/YSC)
Employment and WIOA-Co-Enrollment Status Form
Employment Verification Form – Sample

LA:RISE PARTNERS

The following WorkSource Centers (WSC), YouthSource Centers (YSC) and agencies will provide LA:RISE Youth Academy services:

LA Region	Social Enterprise/ Transitional Employment Provider	Workforce Partner
South	Coalition for Responsible Community Development (CRCD)	Vernon Central/LATTC WSC
San Fernando Valley	El Proyecto Del Barrio (Sun Valley YouthSource)	Sun Valley YSC
Northeast	Goodwill Industries of SoCal	Northeast Los Angeles WSC (Goodwill)
Central/ Hollywood	Los Angeles LGBT Center	Hollywood WSC (MCS)
West	Regents of the University of California (UCLA YSC)	UCLA YSC
Central/ Hollywood	YWCA Digital Learning Academy	Hollywood WSC (MCS)

CALJOBSSM DATA REPORTING REQUIREMENTS

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

The Social Enterprise/Transitional Employment Provider will be responsible for CalJOBSSM agency defined data entry. The SE/WSC partners are to coordinate on job placement data and other required data as applicable.

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.

CO-ENROLLMENT INTO WIOA

Co-enrollment into the City's WIOA programs is encouraged but not required.

If a participant is co-enrolled into any other program, the individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs.

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.

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.

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the "LA:RISE YOUTH Academy" Agency Defined Program	Select: LA:RISE YOUTH Academy	LA:RISE 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.		

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 300 hours of TSE, passed two Job Ready Assessments (JRAs) with a score of 3 or higher and will no longer receive further services
- Planned Services Not Completed - Dropped out of the program before completion of 300 hours *or* before passing the JRAs
- Dropped out (Did not start transitional employment program)

PARTICIPANT FILES

The attached LA:RISE Youth Academy Participant 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.

BUDGET GUIDELINES

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

Utilize the attached LA:RISE Youth Academy budget forms template to request payment for delivered services

- Submit the completed Narrative Form along with the other budget forms

- Budget must support the funding structure outlined in the LA:RISE contracts
- EWDD will not process the proposed budget if the 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)
 - Social Enterprise/Transitional Employment Providers:
 - Allocate 75% of program budget to Participant-Related Costs (e.g. transitional employment wages and benefits, training, support services)
- 10% admin cap
- 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 Budget Forms to submit a budget modification request
- On the Budget Narrative Form, detail the proposed line item modification
- Provide the reason for the modification request

Budget Submission

- For review and approval, e-mail the Excel version of the proposed budget to your LA:RISE program monitor Karina.Henriquez@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 monthly on the 15th of each month to ewddfiancial@lacity.org with subject heading "LA:RISE Youth Academy Monthly Cash Request, name of your agency, contract number."

Please copy your fiscal monitor and LA:RISE program monitor Karina.Henriquez@lacity.org on the submission.

WDS CONTACT

Questions or concerns regarding this directive should be addressed to LA:RISE Program Monitor, Karina Henriquez at Karina.Henriquez@lacity.org or (213) 744-9375, TTY: 711.

GR:EM:KH:cg

Attachments:

1. County of Los Angeles WDACS WDP-D19-09 Programs Directive Sept 2019 Homeless Definition
2. LA:RISE Youth Academy Participant Eligibility Form and Program Documents
3. CalJOBSSM Reporting Instruction Screenshots
4. CalJOBSSM LA:RISE Access Request Form
5. LA:RISE CalJOBSSM Correction Form and Technical Assistance Request
6. LA:RISE Youth Academy CalJOBSSM Required Service Activity Codes Table
7. LA:RISE Youth Academy Participant File Forms
8. LA:RISE Youth Academy Budget Forms