

# CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE  
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LOS ANGELES, CA 90017

**DATE:** November 2, 2021

**TO:** LA's Workforce Development System

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

A handwritten signature in blue ink that reads 'Carolyn M. Hull'.

**SUBJECT: WDS DIRECTIVE No. 22-07  
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 updated 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 end term of December 31, 2021.

## **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.); support of community-based organizations in the provision of social and/or emergency services to individuals impacted by COVID-19. and support of other local response projects as needed.

The Economic and Workforce Development Department (EWDD) received \$5 million dollars to implement the LACCC Program Phase I to provide transitional employment services to at least 608 individuals impacted by the novel coronavirus pandemic (COVID-19) through WorkSource Center (WSC) providers. During this phase, the system was able to successfully meet and exceed enrollment goals and prepared the system for this next phase of the program.

During this next phase or Phase II of the LACCC Program, participating WSC providers will have the opportunity to fully expend any savings captured during Phase I of the LACCC Program, especially those around Participant Related Costs.

**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 Workforce Innovation Opportunity Act (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;
- WSCs 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 COVID-19 pandemic and meet the definition of Dislocated Worker or Adult criteria as defined by WIOA. All eligible participants must also be current City of Los Angeles residents and live within its boundaries.

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.

**BUDGET GUIDELINES**

Each agency contracted under the LACCC Program Phase II 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: 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 administrative costs that meet the specific conditions set forth by the US Treasury for CARES Act funds. Under these guidelines, the application of an indirect cost rate is not allowable. However, administrative costs normally included in an indirect cost pool may be allowable if sufficient documentation (e.g., time tracking) to support the direct benefit to the LACCC program is maintained. In other words, these indirect administrative costs may be eligible direct administrative costs. Examples of these costs are the salaries and

fringe benefits of administrative staff involved in the disbursement of funds, reporting, management, and oversight of the LACCC program. If additional technical assistance is needed, please contact our Financial Management Division.

Agencies participating in Phase II of the LACCC Program may charge no more than 13% of their new award amount in Personnel in order to provide Case Management and other Career Services.

WSCs 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 LACCC Program Code and activities into the CalJOBS<sup>SM</sup> system.

Contractors shall enroll participants in the CalJOBS<sup>SM</sup> system utilizing the following grants:

#### **Non-WIOA Enrollment**

- Los Angeles Community Care Corp 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 LAI517 activities.

#### **WIOA Co-Enrollment**

- WIOA Adult or Dislocated Worker Grant
- Los Angeles Community Care Corp 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 LAI517 activities.

#### **Activity Reporting**

Once the Local Grant Code LAI517 has been added, staff will be able to create activities under the Local Grant Code LAI517 – 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 LAI517 – 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 new and separate three (3) month budget/expenditure plan will be required from agencies contracted to participate in Phase II of the LACCC Program. Contractors shall use the prescribe three (3) budget template and submit a budget reflecting:

1. A minimum set-aside for Participant Wages, Participant Fringe Benefits, Supportive Services and maximum Personnel set-aside of 13% for Case Management.
2. An administrative cost cap of ten (10) percent of contract award.

All proposed budgets are due to your assigned Program Monitor.

### **WDS CONTACT**

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

CMH:GR:DB:SM:cg

- Attachments:
1. LACCC Program Self Attestation Form
  2. LACCC Program Budget Template
  3. LACCC Program MIS Activity Codes
  4. LACCC Program Participant Activity Codes & Definitions