

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER




KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: December 28, 2023

TO: Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Contractors

FROM: Gerardo Ruvalcaba, Assistant General Manager 
Economic and Workforce Development Department

SUBJECT: WDS DIRECTIVE No. 24-03
(Supersedes WDS Directive No. 20-05, 20-21, 21-01, 22-02, 22-05, 23-02)
**LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE (LA:RISE)
CALJOBSSM REPORTING AND DATA, REQUIRED PROGRAM FORMS AND
FISCAL REPORTING GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to establish the required CalJOBSSM and fiscal reporting guidelines and required program documents for the City of Los Angeles Los Angeles Regional Initiative for Social Enterprise (LA:RISE) programs funded by the City General Fund and County Measure H Fund.

BACKGROUND

In partnership with 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. The LA:RISE program provides transitional jobs and other employment services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness 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 support for one year from time of job placement. By co-enrolling participants into the City's Workforce Opportunity and Innovation Act (WIOA) programs operated by the City's WorkSource Centers (WSCs), LA:RISE is able to leverage funds and work more efficiently.

CONTRACT TERM

The contract period will begin on July 1, 2023 through June 30, 2024.

PERFORMANCE MEASURES

LA:RISE performance measures and expected outcomes include:

Performance Metric	Goal
Number of participants placed in subsidized employment for up to 300 hours	100%
Number of total participants with a completed WIOA Title 1 App	100%
Number of total enrolled participants co-enrolled in WIOA	70%
Number of unhoused participants referred to housing resources	50%
Minimum number of enrolled participants complete up to 300 hours/deemed job	50%

ready and are referred to competitive employment	
Number of total enrolled placed in un-subsidized competitive employment	50%
Number of enrolled participants receive job retention services (post job placement for 12 months)	50%

Upon EWDD approval, up to 150 hours of additional transitional employment (for participants who have completed initial 300 hours and need additional skill building; All transitional employment must be completed by June 30, 2024).

LA:RISE partners utilize the CalJOBSSM system to report program services delivered and participant outcomes achieved. Data from the CalJOBSSM Regional LA:RISE Agency Defined Application and from the City’s WIOA program 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 PY 23-24 eligibility form will be used for the participant enrollments. As directed by the County of Los Angeles for Measure H funding, the United States Department of Housing and Urban Development (HUD) definition of homelessness will be used. Participants must be currently homeless or at risk of homelessness such as unstable housing and unemployed or underemployed such as individuals 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 or County of Los Angeles and be 18 years of age or older. Participants cannot be currently or previously enrolled in another LA:RISE Program. Participant must self-attest that they meet the LA:RISE eligibility criteria. Please reference the County’s WDP-D19-09 Homeless Definition Policy Directive Sept 2019.

LA:RISE PARTNERS

The following agencies will partner to provide coordinated LA:RISE services:

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Retention Services
The Anti-Recidivism Coalition	Boyle Heights WSC (MCS)	Provided by SE/Transitional Employment Provider for PY 23-24
Downtown Women's Center	Boyle Heights WSC (MCS)	
Homeboy Industries	Boyle Heights WSC (MCS)	
Los Angeles Conservation Corps	Boyle Heights WSC (MCS)	
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)	
Goodwill Industries So Cal	Northeast Los Angeles WSC (Goodwill)	
Center for Employment Opportunities	Vernon Central/LATTC WSC (CRCD)	
CRCD Enterprise	Vernon Central/LATTC WSC (CRCD)	
GRID Alternatives	Vernon Central/LATTC (WSC CRCD)	
Los Angeles LGBT Center	Hollywood WSC (MCS)	
Managed Career Solutions	Hollywood WSC (MCS)	
Center for Living and Learning	Sun Valley WSC (El Proyecto)	

CO-ENROLLMENT INTO WIOA

At least 70% of LA:RISE participants must be co-enrolled into the City’s WIOA programs. If the potential participant is already receiving services through another City funded grant or WIOA, they are still eligible to receive additional services through this program. However, the individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs. If the participant is already in the CalJOBSSM system, agencies are required to contact the EWDD’s MIS Unit to secure approval to co-enroll the participant and/or to transfer the participant to a LA:RISE service provider.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

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

Document	To be completed by LA:RISE Partner
Participant Section File Form (to organize files)	As applicable, SE, WSC, Retention Provider
Participant Eligibility Form	SE/ transitional employment provider
For Right to Work Documents (Refer to I-9 List of Acceptable Documents)	SE/ transitional employment provider
Co-Case Management Service Delivery Coordination Form (via Google doc sample or similar)	SE and WSC partners
Worksite Review Checklist (compliance)- 1 per worksite	SE/ transitional employment provider
Worksite Work Experience Agreement (as applicable)	SE/ transitional employment provider
Worksite Acknowledgement Form (onboarding)	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Complaint Resolution Procedures	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Equal Opportunity is the Law Discrimination Policy	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Sexual Harassment in the Workplace Policy	SE/ transitional employment provider
Timesheet – Sample (may use alternative) and Pay Stubs or Payroll Records (Verification of total hours worked under LA:RISE)	SE/ transitional employment provider
Job Readiness Assessment Form (REDF Form for SE & simple form for WSC/YSC use)	SE/ transitional employment provider
Support Service Verification Form	As applicable, SE, WSC, Retention Provider
Individual Training Agreement (ITA) sample	As applicable, SE, WSC, Retention Provider
Education Stipend Verification	As applicable, SE, WSC
Employment Verification Form – Sample	Workforce Partner
Participant Placement and Outcomes Form	WSC partner with SE input
Retention Services Outcomes Form (post placement)	SE/ Retention provider with WSC input
Employment Retention Financial Incentives Tracking Log and Verification	Retention Provider
Participant Success Story Consent Form	All Providers

PARTICIPANT SECTION FILE FORMS

The LA:RISE Participant File Forms are required and must be included in each participant file to organize the required standardized program and support documents within the file accordingly. All LA:RISE standardized program and support documents must be available for monitoring review as requested by EWDD.

CO-CASE MANAGEMENT SERVICE DELIVERY COORDINATION FORM

The Co-Case Management Service Delivery Coordination Form (via EWDD shared Google doc sample or similar) is to be used by the SE and WSC partners to facilitate WIOA co-enrollment information exchange, track co-case management touchpoints and coordinate service delivery. This participant enrollment and service delivery tracking form may also serve as the required LA:RISE inventory of participant names for those who have completed the LA:RISE work experience opportunity and are deemed job ready and available for job placement services. EWDD may request access to the Co-Case Management Service Delivery Coordination Form on a monthly basis and upon request by REDF or EWDD.

EWDD SAMPLE FORMS: COMPLAINT PROCEDURES & EQUAL OPPORTUNITY

The EWDD Sample Forms outlined below are to be used as guides for LA:RISE contracted agencies to determine similar procedures that LA:RISE Youth Academy participants can refer to in case of relevant incident or inquiry.

- Complaint Resolution Procedures
- Equal Opportunity is the Law Discrimination Policy
- Sexual Harassment in the Workplace Policy

The EWDD Sample Forms are directly applicable to WIOA contracted partners and WIOA-co-enrolled participants. However, all City contracted service providers must have a similar internal complaint procedure and worker rights and protections policies in place.

CalJOBSSM DATA REPORTING REQUIREMENTS

LA:RISE partners will utilize the CalJOBSSM system (www.caljobs.ca.gov) to report program services delivered and outcomes achieved. The following are data reporting responsibilities for each provider.

Social Enterprise/ Transitional Employment Provider	Workforce Provider	Job Retention Provider
Timely data entry into the CalJOBS SM system; Use “Regional LA:RISE” Agency Defined Application a) to capture intake/enrollments b) track performance outcomes c) write case notes for participants at a minimum on a monthly basis d) Coordinate with workforce partner for timely creation of CalJOBS SM WIOA Title 1 Application for all LA:RISE participants; to update employment related data; and for record closures.	Timely data entry into CalJOBS SM : enrolling and tracking of participants in WIOA. a) create CalJOBS SM WIOA Title 1 application for all participants b) if eligible, full co-enrollment into WIOA c) add the LA:RISE local grant code to all WIOA applications d) write WIOA case notes for participants at a minimum on a monthly basis e) capture placements into competitive, unsubsidized employment f) coordinate with social enterprise on record closures.	Timely data entry into the CalJOBS SM system; Use the Regional LA:RISE Agency Defined Application a) to capture performance outcomes (financial incentives/milestones and support services, etc.) b) write case notes for participants at a minimum on a monthly basis. d) coordinate with workforce partner to update job placement data.

LA:RISE CalJOBSSM ACCESS REQUEST FORM

All staff needing access to the Regional LA:RISE Agency Defined Program must request privileges by submitting the LA:RISE CalJOBSSM Access Request Form to EWDD’s MIS Unit.

LA:RISE MIS DATA CORRECTION AND TECHNICAL ASSISTANCE (TA) FORM

The LA:RISE CalJOBSSM Data Correction and TA Form must be used for any data corrections, co-enrollment approvals for existing WIOA participants, participant transfer requests, 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.

Reference Attachment 3 Regional LA:RISE – Agency Defined Program MIS Instruction Screenshots

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the “Regional LA:RISE” Agency Defined Application	ONLY select: LA City General Fund (EWDD) OR LA City Measure H (EWDD)	101- Orientation

Reference Attachment 4 Regional LA:RISE - WIOA Title 1 (Non-WIOA) MIS Instruction Screenshots

WORKFORCE PARTNER	LOCAL GRANT CODE WIOA & Non-WIOA Title 1	REQUIRED IDENTIFIER ACTIVITY CODE
WIOA Title I or WIOA co-enrolled	To distinguish between LA City General Fund and LA City Measure H participants, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job
LA City Measure H	LA City Measure H (EWDD) LAO 959	321 –Transitional Job
<p>ALL LA RISE participants MUST have an Agency Defined application AND a Title I - WIOA application, in order to count as a fully enrolled LA RISE participant. Without the Title I WIOA application, EWDD will not be able to record crucial demographic data, nor track placements and employment information. Social Enterprises will coordinate with workforce partner to create CalJOBSSM WIOA Title 1 Application for all LA:RISE participants within 30 to 60 days of the Agency Defined application.</p> <p>In order to match an LA RISE generic application to a correct Title I – WIOA application, the following conditions must occur:</p> <ol style="list-style-type: none"> 1. LA RISE Agency Defined and Title I application must be under the same Local Workforce Development Board (i.e. LA:RISE Program: City of LA EWDD) 2. Title I application must have an activity with the Regional LA RISE (LA0959) or LA RISE City General Fund (LAI515) local grant code. 3. Title I application create date must be within 60 days of Agency Defined application OR 4. Agency Defined application must be between Title I application date and last service/exit date. <p>An LA RISE activity can be added to an existing Title I application, and it will be a match, as long as the Agency Defined app date is before the Title I exit date.</p>		
<p>Additional Activity Codes: To assist with tracking of total service delivery and impacts, LA:RISE Workforce Partners are to report activities for services being delivered to WIOA/ Title I Non-WIOA participants (ex. training, training stipend, OJT, support services) when utilizing LA:RISE grant funds.</p>		
JOB RETENTION PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Log on to CalJOBS SM website; Access Agency Defined Regional LA:RISE Program to update Retention Outcomes	N/A	N/A

CALJOBSSM AND HOUSING REFERRAL METRIC DATA REPORTING

Under the Regional LA:RISE Agency Defined Application, to capture the “number of unhoused participants referred to housing resources,” contractors must use Question 17 “Support Services directly provided by Social Enterprise,” select “Other,” and write in “Housing Referral.” For Support Services delivered, select “Housing Assistance” if providing housing financial assistance to participants using LA:RISE funds for needs-related payments such as emergency housing or rental assistance.

CARRY OVERS

Social Enterprise/Transitional Employment Providers may carryover LA:RISE PY 22-23 participants who are still completing transitional employment and use PY 23-24 funds to support these participants; however, the carryovers will not count toward PY 23-24 enrollment numbers. Carryovers will count only toward overall job placements.

Retention funds allocated during PY 23-24 may be used to provide retention financial incentives to PY 22-23 job placed participants who have not accessed all the financial incentives available to them (up to \$400) as outlined in the LA:RISE contract.

LA:RISE carryover participants will continue to be tracked using the CalJOBSSM Agency Defined “Regional LA:RISE” Program. LA:RISE providers will need to continue to report outcomes tied to transitional employment, job placements, and retention and must also update monthly case notes accordingly. Carryover participant files will be subject to performance monitoring and file review.

CALJOBSSM CASE NOTES

The SE/transitional employer provider case manager shall add case notes for all enrolled LA:RISE participants on a monthly basis. Reference the attached LA:RISE case note template.

CASE CLOSURES

Case managers will close the Agency Defined and WIOA Title I applications at roughly the same time, when the participant has either entered permanent employment or will no longer receive services. Case Managers will create a record closure for participants who are inactive for more than 60 days or who have dropped from the program.

Case Managers will use the following “Exit Reasons”

- “Successful Completion Employed” = Gained unsubsidized permanent employment
- “Planned Services Completed” = Completed subsidized, transitional employment and will no longer receive further services
- “Planned Services Not Completed” = Dropped out of the program before completion of subsidized, transitional employment
- “Dropped” = Participant did not start the transitional employment program

PARTICIPANT TESTIMONIALS AND SUCCESS STORIES

LA:RISE partners are to submit participant attested participant testimonial/success stories, publication consent form, and photo(s) using the digital LA:RISE questionnaire/ testimonial form and guidelines as administered and collected by REDF and EWDD. Reference the PY 23/24 LA:RISE Success Story Submission Schedule which outlines the deadline for submission and the total number of success stories required per agency.

BUDGET GUIDELINES

Using the LA:RISE PY 23-24 budget template, contractors are to prepare a 12-month budget and include the appropriate budget forms to demonstrate the proposed plan for using grant funds.

- The Economic and Workforce Development Department (EWDD) will not process the proposed budget if the LA:RISE PY 23-24 budget template is not utilized.

In preparing proposed budgets, adhere to the following guidelines:

Leveraged Resources – Social Enterprise Partners/ Transitional Employment Providers

- LA:RISE grant funds are intended to be used to cover the Participant Related Costs associated with transitional employment participant wages. For Social Enterprise partners that intend to leverage participant wages with revenue from their social enterprise and/or other funding, leverage resource reporting is required with proposed budgets.
 - a. Use the Budget Detail form to identify leveraged resources.
 - b. Complete and submit the LA:RISE Leveraged Resource Form:
Report planned to actual leveraged resources on a monthly basis using the LA:RISE Monthly Leveraged Resources Form. The completed leveraged resource form must be submitted along with the monthly expenditure reports. The value assigned to the leveraged resource is subject to review and audit, and therefore must be documented appropriately in individual client files or in a general file maintained at the contractor’s main facility.

Set Aside Requirements and Admin Cost Limit

- Participant Related Costs Set-Aside Requirement – Social Enterprise
A minimum of fifty percent (50%) of the grant must be budgeted for participant related costs (i.e. participant wages, support services, training, retention incentives, etc.).
- Administrative Cost Limit - All partners
Administrative costs are limited to ten percent (10%) of each total funding allocation.

Personnel Costs, If allocating funds to personnel, please submit

- A personnel cost allocation plan
- Position Descriptions detailing staff function in support of LA:RISE service delivery
- 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.

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.)

Budget Narrative

- Please provide the name(s) and contact information of staff who may be contacted about questions concerning your budget submission. The budget narrative form must be completed and submitted as part of your budget package
- The budget narrative must include the following: a) a statement setting forth the intended use of the monies for each line item, and b) an explanation/ justification for that use or a rationale that explains the need and intended use of each line item contained within the proposed budget plan. In preparing the budget narrative, please provide information so that the reviewer understands the necessity of each proposed item as well as the process used to arrive at each budgeted amount (e.g., formulas used).

Budget Modification Requests

- Utilize your agency's approved PY 23-24 LA:RISE Budget to for proposed revised budget
- On the Budget Narrative Form, detail the proposed line-item modification
- With the submission to EWDD, inform the reason for the modification request
- The last day to submit a budget modification will be March 31, 2024. Any additional modification requests and approvals will be at the discretion of EWDD.

Budget Submission and Approvals

- For review and approval, e-mail the Excel version of the proposed budget to LA:RISE program monitor Ryan.Kelley@lacity.org and 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 County 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 include a courtesy copy to LA:RISE program monitor Ryan.Kelley@lacity.org and LA:RISE Program Administrator Elizabeth.Macias@lacity.org on the submission.

WDS CONTACT

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

GR:DB:EM:cg

Attachments:

1. LA:RISE Participant Eligibility Form and Program Documents
2. County of LA WDP-D19-09 – Homeless Definition Policy Directive September 2019
3. LA:RISE – Agency Defined Program MIS Instruction Screenshots
4. LA:RISE - WIOA Title 1 (Non-WIOA) MIS Instruction Screenshots
5. LA:RISE CalJOBSSM Reports Screenshots
6. LA:RISE Agency Defined Program – Creating a Closure Screenshots
7. CalJOBSSM Correction Form and Technical Assistance
8. LA:RISE CalJOBSSM Access Request Form
9. LA:RISE Participant File Section Forms
10. LA:RISE Case Note Template
11. LA:RISE Success Story Submission Schedule
12. Budget Forms - County Measure H PY 23/24
13. Budget Forms - City General Fund PY 23/24
14. Budget Forms- LA:RISE Leveraged Resource Reporting Form PY23-24