

CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER




**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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KAREN BASS
MAYOR

DATE: December 8, 2023

TO: High Road Training Partnerships (HRTTP) Grant Contractors

FROM: Gerardo Ruvalcaba, Assistant General Manager 
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 24-02
HIGH ROAD TRAINING PARTNERSHIPS (HRTTP) GRANT CALJOBSSM
REPORTING, REQUIRED CO-ENROLLMENT, AND PROGRAM
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 High Road Training Partnerships (HRTTP) Grant program funded by set-aside Workforce Innovation and Opportunity Act (WIOA) funds. The directive also correctly identifies program sectors for all agencies participating in the HRTTP Grant project.

BACKGROUND

The City of Los Angeles (City) local Workforce Development Board (WDB) and the Economic and Workforce Development Department (EWDD) set aside \$1.5M of Workforce Innovation and Opportunity Act (WIOA) funds in the Year 23 Annual Plan to develop and/or expand local HRTTP projects involving key industry sectors that lead to high-wage and middle-skilled employment opportunities. In addition, the WDB set aside \$200K to expand access to registered apprenticeship programs. The total amount of WIOA funding available under this process for the HRTTP grant is \$1,700,00.

CONTRACT TERM

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

PERFORMANCE MEASURES

HRTTP Grant performance measures and expected outcomes, per sector, include:

PERFORMANCE MEASURES AND SERVICE LEVELS			
Performance Measures		Project Goals	
		ADULT	DISLOCATED WORKER
1	Employment Rate 2 nd Quarter After Exit	80%	80%

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.

2	Employment Rate 4 th Quarter After Exit	80%	80%
3	Median Earnings 2 nd Quarter After Exit	\$12,500	\$12,500
4	Credential Attainment Within 4 Quarters After Exit	65.5%	68.6%
5	Total (new, unduplicated) participants enrolled	25	10
6	Of enrollment goal, minimum number of participants trained	100%	
7	Of enrollment goal, minimum number of women enrolled	50%	
8	Of enrollment goal, minimum number of participants belonging to a high-barrier population	70%	

H RTP partners will utilize the CalJOBS system to report program services delivered and participant outcomes achieved. Data from the CalJOBS system 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

Eligibility requirements for the H RTP Grant program include:

- Individuals who reside within the City of Los Angeles boundaries; and
- Individuals who are eligible for WIOA enrollment.

CO-ENROLLMENT INTO WIOA

All H RTP Grant program participants will be **required** to be co-enrolled in the City’s WIOA Adult or DW programs. As the participant should be new, and unduplicated, the individual will not already be in the CalJOBSSM system. The individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs.

CalJOBSSM DATA REPORTING REQUIREMENTS

H RTP providers will utilize the CalJOBS system (www.caljobs.ca.gov) to report program services delivered and outcomes achieved. The following are data reporting responsibilities for each provider.

Workforce Provider
Timely data entry into CalJOBS SM : enrolling and tracking of participants in WIOA. <ol style="list-style-type: none"> create CalJOBSSM WIOA Title 1 application for all participants full co-enrollment into WIOA add the H RTP local grant code (LAI 322) to all WIOA applications and activity code 108 write WIOA case notes for participants capture placements into competitive, unsubsidized employment

MIS GUIDELINES

Please use the following instructions to properly report the High Road Training Partnership Program H RTP.

Local Grant Code LAI322 and Activity Code 108 – Referred to WIOA Services, will be entered into CalJOBS to track the H RTP enrollments.

Reporting Local Grant Code LAI322 and Activity Code 108–Referred to WIOA Services**1. Search for / Assist an Individual.**

If the individual is already enrolled in the system, please contact the MIS Unit staff for further instructions.

2. Create the WIOA Application

Once the Application Form is complete, staff must first enter WIOA activities.

3. Add the Local Grant Code

To add the Local Grant Code, go to the "Eligibility Summary," which is the last page of the WIOA application, and follow these steps:

- Go to "Non-WIOA Grants."
- Select "Local Funded Grants," then select "Yes."
- Scroll to the Grants Section and select "View Available Grants."
- All the Local Grants will be available. Click "Add LAI322 High Road Training Partnership Program."
- Scroll down and click "Finish."

4. Add Activity 108 under the Local Grant Code LAI322

Once the Local Grant Code has been added, you must enter Activity Code 108- Referred to WIOA Services under the Local Grant.

- Go to "Create Activity," and under General Information, click "Customer Program Group"
- Select "98 Local Funded"
- Scroll down to "Enrollment Information"
- Click on the "Grant" drop-down menu to select LAI322.
- Click on the "Select Activity Code" link
- Select the assigned activity code 108
- Enter an Actual Begin Date and Projected End Date. The Projected End Date will be the same as the Begin date (One-day Duration).
- Continue to complete the rest of the fields
- Scroll down and select "Next" at the bottom of the page

Reminder: Please verify the following:

1. WIOA Activities were entered first
2. Local Grant Code LIA322 H RTP was added to the Non-WIOA Grant section.
3. Activity Code 108 – Referred to WIOA Services was entered under Grant Code LAI322. Use the same Begin and End date for Activity Code 108.

CalJOBS Sample - Non-WIOA Grants

Grant Type	Group ID	Grant Name	Local Grant Code	Action
Local Funded Grant	954	High Road Training Partnership H RTP	LAI322	Add

PARTICIPANT TESTIMONIALS AND SUCCESS STORIES

H RTP Grant providers may submit participant attested participant testimonial/success stories, publication consent form, and photo(s) to be collected by EWDD.

INDUSTRY SECTORS

The following table outlines sectors for participating WorkSource Centers.

Agency	High Road Sector
Asian American Drug Abuse Program, Inc. (AADAP)	Renewable Energy*
Equus Workforce Solutions (Equus)	Construction*
Housing Authority of the City of Los Angeles (HACLA)	Transportation*
Pacific Gateway	Transportation/Logistics*
Equus Workforce Solutions (Equus)	Hospitality
Managed Career Solutions, SPC – Boyle Heights	Bioscience/Biotechnology
Managed Career Solutions, SPC – Hollywood	Entertainment/Film Industry
Goodwill of Southern California	Advanced Manufacturing

*The High Road Sector shown on the table corrects, and supersedes, the sector identified in the executed contract.

BUDGET GUIDELINES

Using the H RTP Grant program PY 23-24 budget template, contractors are to prepare two (2) 12-month budgets (Adult and DW) and include the appropriate budget forms to demonstrate the proposed plan for using grant funds.

In preparing proposed budgets, adhere to the following guidelines:

Set Aside Requirements and Admin Cost Limit

- Participant Related Costs Set-Aside Requirement
A minimum of fifty percent (50%) of the grant must be budgeted for participant related costs (i.e. training, support services, etc.).
- Administrative Cost Limit - All partners
Administrative costs are limited to four percent (4%) of each total funding allocation.

Personnel Costs

- Identify program manager in FTE position.
- Position Descriptions detailing staff function in support of H RTP service delivery.

Budget Narrative

- The budget narrative form must be completed and submitted as part of your budget package.
- The budget narrative must include a statement setting forth the intended use of the monies for 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 HRTP Budget for proposed revised budget.
- On the Budget Narrative tab, detail the proposed line-item modification.
- With the submission to EWDD, inform the reason for the modification request.

Please submit your budgets to Elisa.Lam@lacity.org and copy Aron.Thompson@lacity.org.

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 15th of the month for City General Fund to ewddfiancial@lacity.org with subject heading "HRTP Program Monthly Cash Request, name of your agency, contract #".

Please include a courtesy copy to HRTP program managers Aron.Thompson@lacity.org and Elisa.Lam@lacity.org the submission.

WDS CONTACT

Questions or concerns regarding this directive should be addressed to HRTP Program Manager, Aron Thompson at Aron.Thompson@lacity.org or at (213) 744-9084, TTY: 711.

CMH:GR:DB:EM:cg

Attachments:

1. High Road Training Partnership Budget Template
2. MIS HRTP Screenshots