

# CITY OF LOS ANGELES

CALIFORNIA

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INTERIM GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT



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ERIC GARCETTI  
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**DATE:** September 24, 2019

**TO:** WorkSource Center Partners

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development Division

**SUBJECT: WDS DIRECTIVE NO. 20-06**

*(Supersedes WDS Directive No. 19-26)*

**TRADE AND ECONOMIC TRANSITION PROGRAM BUDGET  
GUIDELINES, WORKFORCE INNOVATION OPPORTUNITY ACT CO-  
ENROLLMENT INFORMATION, AND MIS REPORTING GUIDELINES**

## EFFECTIVE DATE

This directive is effective upon date of issue.

## PURPOSE

The purpose of this directive is to provide budget guidelines, Workforce Innovation Opportunity Act (WIOA) co-enrollment information, and MIS reporting guidelines for Trade and Economic Transition (TET) Program participants. Budget guidelines will only apply to the contracted agencies under the Trade and Economic Transition Program with a contract term of May 1, 2019 to September 30, 2020.

## BACKGROUND

The Retail Industry in the Los Angeles region faces significant challenges. Nationally, since 2017, nearly 9,000 stores have closed or announced closures. Over 1,000 individuals in the Los Angeles region alone have been impacted by the downturn over the past 18 months, with 17 retail closures (WARN and non-WARN).

On November 27, 2018, the Economic and Workforce Development Division (EWDD) released to its currently contracted WSC/AJCC the "2018 Trade and Economic Transition National Dislocated Worker Grant – Request for Interest" (RFI) as WDS Directive No. 19-09. The RFI focused on the TET NDWG award from the California Employment Development Department (EDD). The TET NDWG seeks to provide training and career services in the public transportation system to 200 dislocated workers from the retail industry. The City will emulate the Los Angeles County Metropolitan Transportation Authority (Metro) on Workforce Initiation Now-Los Angeles (WIN-LA), a new workforce development program created to focus on careers in the transportation industry

The TET program seeks to help expand both Metro's and other public transportation companies' workforce. Through partnerships with the Los Angeles Community College District (LACCD) and the Los Angeles Unified School District Division of Career Education (LAUSD-DACE), the EWDD will provide dislocated retail industry workers with life skills development, skill set enhancement, and educational attainment services. The program will also partner with the Los Angeles Department of Transportation (LADOT), which has a critical need for Bus Operators. Supportive services, such as State of California Department of Motor Vehicle licensing fees, Metro rider passes, and gas cards, will also be provided by the selected proposers.

### **BUDGET GUIDELINES**

Each agency contracted under the TET Program will need to submit a 17-month budget with a minimum set-aside of 50 percent for Training and Supportive Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC), and should be reflected in the budget/expenditure plan.

### **REQUIRED ACTION**

A budget/expenditure plan will be required from participating contractors of TET Program. Contractors should submit a budget reflecting:

1. Minimum set-aside of 50 percent for Training and Supportive Services;
2. Admin cap of 4 percent.

### **WIOA CO-ENROLLMENT**

Eligible TET participants are to be co-enrolled into a WIOA program to ensure they obtain all the benefits and services they are eligible to receive, such as skills set enhancement and Career Counseling and Planning.

### **MIS GUIDELINES**

MIS has provided the following instructions on how to Report the State Grant Code and activities into the CalJOBS<sup>SM</sup> system.

Contractors shall co-enroll participants in the CalJOBS<sup>SM</sup> System utilizing two grants:

1. WIOA Dislocated Worker DW Grant
2. Trade and Economic Transition NDWG 1136

Go to the WIOA Program page and click on the "Edit Application Using Wizard" icon (W) to access the WIOA application. Go to "Eligibility Summary" page of the application and make sure the Dislocated Worker Program is selected. Go to "WIOA Grant Eligibility" and select "YES" National Dislocated Worker Grant NDWG. Scroll to the Grants Section and select "View Available Grants." All NDWG Grants will be available; click Add "1136 - Trade & Economic Transition NDWG." Scroll and click "Finish" so that the co-enrolled Grant 1136 activity can be entered.

From this point on, you will be able to create activities under the Trade and Economic Transition Grant 1136. Go to "Create Activity/Enrollment/Service," and under General Information click on "Customer Program Group," then select "80 – National Dislocated Worker Grant (NDWG)." Scroll down to "Enrollment Information, and click on the "Grant" drop down to select 1136 – 1136 Trade and Economic Transition NDWG. 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.

**WDS CONTACT**

Questions and/or concerns should be addressed to Désirée Guzzetta at [Desiree.Guzzetta@lacity.org](mailto:Desiree.Guzzetta@lacity.org) or (213) 744-7191, TTY (213) 744-9395.

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Attachments: 1. EDD Work-Based Learning/Training Activity Guide  
2. MIS Screenshots - Trade and Economic Transition - Grant 1136