

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



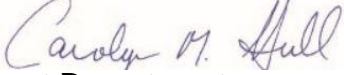
**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: March 21, 2022

TO: LA's Workforce Development System – WorkSource Centers

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

SUBJECT: WDS DIRECTIVE No. 22-14
(Supersedes WDS Directive No.22-10)
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR SINGLE
PARENTS AFFECTED BY COVID-19 TO PROVIDE CHILDCARE
SUPPORT AND EMPLOYMENT TRAINING PROGRAM**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide program responsibility details, the Workforce Innovation and Opportunity Act (WIOA) co-enrollment information, budget guidelines, and Management Information System (MIS) reporting guidelines for eligible participants under the Community Development Block Grant (CDBG) Childcare Support and Employment Training Program. This program has a contract term of November 1, 2021, to June 30, 2022.

BACKGROUND

In partnership with the Los Angeles Housing Department (LAHD) and the Community Investment for Families (CIF) Department, the City of Los Angeles Economic and Workforce development Department (EWDD) was awarded \$4,800,000 in Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds to provide relief to parents of low to moderate income for childcare support and employment training.

In a concerted and organized effort to support the successful return of heads of households to the workforce and address the acute impacts and needs of single-parent headed households, Los Angeles constituents will have an opportunity to access a range of services and resources to assist in a successful and long-lasting transition back to gainful employment.

Deploying a three-pronged approach, EWDD intends to address access to childcare, which is a significant barrier to employment, especially for single-parent households and women in particular. Through this program, EWDD will support childcare providers

negatively impacted by the pandemic with the resources needed to reopen and stay open, provide access to childcare for households for whom childcare remains a barrier to reentering the workforce, and provide short term vocational training to households in various industries.

WIOA CO-ENROLLMENT

Eligible participants may be co-enrolled into the Adult/DW WIOA program to obtain basic career services and all the benefits and services they are eligible to receive, such as skill set enhancement, Career Counseling and Planning and Support Services. Further MIS guidelines included in later sections.

ELIGIBILITY REQUIREMENTS

Eligible WIOA participants who have the following additional barriers to employment may be eligible for this grant:

Childcare Support

- Eligible Parent with dependent-aged children up to 14 years of age
- Low to Moderate Income (please see table below)

Family Size	Extremely Low-Income	Very Low-Income “Low”	Low-Income “Mod”	Above 80% of Median Income
1 Person	\$0 - 24,850	\$24,851 - \$41,400	\$41,401 - 66,250	\$66,251 +
2 Person	\$0 - \$28,400	\$28,401 - \$47,300	\$47,301 - \$75,700	\$75,101 +
3 Person	\$0 - \$31,950	\$31,951 - \$53,200	\$53,201 - \$85,150	\$85,151 +
4 Person	\$0 - \$35,450	\$35,451 - \$59,100	\$59,101 - \$94,600	\$94,601 +
5 Person	\$0 - \$38,300	\$38,301 - \$63,850	\$63,851 - \$102,200	\$102,201 +
6 Person	\$0 - \$41,150	\$41,151 - \$68,600	\$68,601 - \$109,750	\$109,751 +
7 Person	\$0 - \$44,000	\$44,001 - \$73,300	\$73,301 - \$117,350	\$117,351 +
8 Person	\$0 - \$46,800	\$46,801 - \$78,050	\$78,051 - \$124,900	\$124,901 +

OR

- Presumed Low-income Populations
 - “Severely disabled” Adult
 - Elderly Persons (62 and older)
 - Battered Spouse
 - Homeless Persons
 - Persons Living with AIDS
 - Illiterate Adults
 - Migrant Farm Workers
- Enrolled in a qualified training program

OR

- Returning to the workforce
- Affected by Coronavirus-19 pandemic in the following way:
 - Laid off due to coronavirus (COVID-19) pandemic
 - Experienced a reduction in hours and/or pay due to COVID-19
 - Unable to work due to the following COVID-19 related reasons:
 - Subject to quarantine
 - Caregiver for someone who is subject to quarantine

- Need to care for children because of school closure or closure of other childcare provider
- At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk
- Required to telework, but do not have the necessary equipment
- Other impact, must explain other reason

Employment Training

- Eligible Parent with dependent-aged children up to 14 years of age
- Low to Moderate Income (please see table listed above)
- Returning to Workforce
- Employment Opportunities impacted by COVID-19 pandemic
- Affected by Coronavirus-19 pandemic in the following way:
 - Laid off due to coronavirus (COVID-19) pandemic
 - Experienced a reduction in hours and/or pay due to COVID-19
 - Unable to work due to the following COVID-19 related reasons:
 - Subject to quarantine
 - Caregiver for someone who is subject to quarantine
 - Need to care for children because of school closure or closure of other childcare provider
 - At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk
 - Required to telework, but do not have the necessary equipment
 - Other impact, must explain other reason

ALLOWABLE CHILDCARE PROVIDER

CDBG-CV funds shall be used to compensate approved, licensed childcare providers. Family members shall not be allowed to receive grant funds to provide childcare services to a participant.

SUPPORTIVE SERVICE AMOUNT & ALLOWABLE COSTS

Supportive services under this grant will provide up to \$1,000 per participant up to six months maximum for childcare services. Childcare services must be paid to the vendor at all times. Reimbursements will not be allowable under this grant. No other support service will be allowed under this grant, as it is solely meant for childcare services.

TRAINING PROGRAM SECTOR

Participants are encouraged to enroll in training programs under Healthcare or Childcare sectors. However, a specific sector is not mandated for training under this program.

REQUIRED PROGRAM DOCUMENTS

WIOA participants identified to be eligible to receive these emergency support services shall complete the attached Limited Clientele Intake Form, and the Duplication of Benefits Affidavit. A copy of aforementioned, completed and signed, forms shall be saved in the participant's file.

TEMPORARY WAIVER OF THE REQUIREMENT FOR A WET SIGNATURE

In alignment with the stay-at-home orders, and only if a wet or electronic signature is not possible, contractors may use self-attestation and temporarily waive the requirement for a wet or electronic signature on the required program documents such as applications and self-attestation forms. This temporary allowance will remove barriers and offer individuals easier access to program services. Contractors are to case note that a wet or electronic signature was waived due to COVID-19 Safer At Home Emergency Order. In place of a wet or electronic signature, the contractors may communicate with the participant via e-mail, text, video conferencing, or phone and attest in writing on behalf of the participant that the eligibility information is true, or that the support service was received by mail, and that all required support documentation is on file. At a later time when an in-person meeting is safely feasible, the contractors should make efforts to secure a wet signature.

For communication via e-mail: The correspondence should include the name of the participant, CalJOBSSM User ID, the supportive service or financial incentive provided and the amount. Contractors should include a copy of the e-mail exchange in the participant's file. Staff should specify on correspondence: COVID-19; received consent from client on (date); include staff name and signature.

BUDGET GUIDELINES

Agencies contracted under the CDBG Childcare Initiative Program may request for an advance payment of up to 20 percent of funding by submitting the Cash Request form to the Financial Management Division (FMD). All other current financial reporting requirements and deadlines will apply.

Additionally, agencies participating in the CDBG Childcare Initiative Program may charge no more than 20 percent in Personnel, Indirect Costs, and other operating expenses.

MIS GUIDELINES

MIS has provided the following instructions on how to report the CDBG Childcare Program Code and activities into the CalJOBSSM system.

Contractors shall enroll participants in the CalJOBSSM system utilizing the following grants:

Non-WIOA Enrollment

- CDBG Childcare Initiative Program Grant LAI308

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 "LAI308 – CDBG Childcare Initiative Program - LA City." Scroll and click "Finish" so that staff can enter the Grant LAI308 activities.

WIOA Co-Enrollment

- WIOA Adult or Dislocated Worker Grant
- CDBG Childcare Initiative Program Grant LA308

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 "LAI308 –CDBG Childcare Initiative Program - LA City." Scroll and click "Finish" so that staff can co-enroll and enter the Grant LAI308 activities.

Activity Reporting

Once the Local Grant Code LAI308 has been added, staff will be able to create activities under the Local Grant Code LAI308 – CDBG 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 LAI308 – CDBG Childcare 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 separate budget/expenditure plan will be required from agencies contracted to participate in the CDBG Childcare grant. Contractors shall submit a budget reflecting:

1. A budget and expenditure plan which meets max amounts placed on Personnel Costs by the Department, including allowable Support Service set-aside

WDS CONTACT

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

GR:DB:SM:cg

- Attachments:
1. Limited Clientele - Intake Form
 2. Duplication of Benefits Affidavit
 3. CDBG Childcare Initiative Program Activity Code - LAI308
 4. MIS Screenshots – CDBG Childcare Initiative Program CalJOBS Reporting Grant LAI308
 5. CDBG Childcare Initiative Program Budget Template