

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



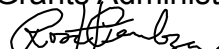
ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: June 8, 2022

TO: All Economic Development Division Subrecipients

FROM: Rosa Penaloza, Assistant Chief Grants Administrator
Economic Development Division 

**SUBJECT: DIRECTIVE NO. 22-04
PROGRAM YEAR 2022-23 NEW PROGRAM FORMS FOR ECONOMIC
DEVELOPMENT SERVICE PROVIDERS WITH A NATIONAL
OBJECTIVE OF LOW/MODERATE AREA OR LOW/MODERATE
LIMITED CLIENTELE**

EFFECTIVE DATE

This bulletin is effective as of June 15, 2022.

PURPOSE

The purpose of this Directive is to provide Economic Development Service Providers (Subrecipients) with a National Objective of Low/Moderate Area or Low/Moderate Limited Clientele with new Program Forms to be used for all files in conjunction with utilization of Community Development Block Grants (CDBG) funds for Program Year 2022-23. This Directive and attachments set out the program requirements and identify documents that must be utilized and maintained in client files in order for contract compliance to be maintained. Unless stated otherwise in this Directive, the documents may be stored either electronically and/or maintained in hard-copy form in a locked file cabinet.

1. Individual Business Service Agreement

This document is required to enroll clients into your program. The application must be accompanied with eligibility document(s). This form must document the number and types of jobs that exist prior to receiving services and the number of jobs to be created. The Application is valid for two years. If the client continues to receive services after two years or returns for additional services two years after signing the Application then a new Application needs to be completed. **HUD has allowed e-signatures for this document due to the pandemic, however, it is recommended to collect original "wet" signatures when possible. If the client does not want to sign in person due to health reasons, make sure to document it in the client notes.**

2. Business Needs Assessment

A business needs assessment must be completed and documented in the client's

file prior to providing any services. Based on the answers provided, Subrecipient must create an action plan with their client to ensure all the client's business needs will be addressed.

3. Business Service Notes

Subrecipients must keep detailed case notes for every client enrolled in your program. Be sure to document how the services provided lead to meeting the National Objective.

4. CDBG Self-Certification Form

If your National Objective is Low/Moderate Limited Clientele, then all participants must fill out this form prior to receiving services. Only individuals with household incomes in Group 1-3 may enroll into your program. Note that using a self-certification approach to income documentation can put the program at possible risk if clients are later audited and determined to be over the applicable income limit. **HUD has allowed e-signatures for this document due to the pandemic, however, it is recommended to collect original "wet" signatures when possible. If the client does not want to sign in person due to health reasons, make sure to document it in the client notes.**

5. Business Referral Form

This form is used for client referrals to any EWDD system based on your business needs assessment. A descriptive list of services provided by BusinessSource Centers, EWDD Partners, and WorkSource Centers is also provided.

6. Quarterly Participant Report

All agencies except Los Angeles BusinessSource Centers must submit this form by the tenth day after each quarter ends to nyssa.buck@lacity.org along with access to program documentation received to date.

Any document attached to this Directive shall not be altered without prior City approval.

EDD CONTACT

Questions or concerns should be addressed to nyssa.buck@lacity.org.

Attachments:

1. Individual Business Services Agreement 2022 - LMA & LMC (English)
2. Individual Business Services Agreement 2022 - LMA & LMC (Spanish)
3. The Art of Writing Case Notes
4. CDBG Self-Certification for 2022
5. Business Referral Form
6. List of Services Provided by EWDD Systems
7. Quarterly Participant Report