



Council Districts 2 (CD2) and 10 Partnership (CD10)  
Project Management Plan  
LA:RISE Program Year 21-22

**Contents**

Contacts: ..... 1  
Background..... 2  
Partnership Goals ..... 2  
Social Enterprise Roles and Responsibilities ..... 2  
CD2 and CD10 Housing Provider Collaborative Roles and Responsibilities ..... 3  
REDF Role ..... 3  
Participating Housing Provider Sites ..... 3  
Participating LA:RISE Partners ..... 3  
CalJOBS Reporting and additional collected data..... 4  
Program Management Tools ..... 4  
    CD2 and CD10 Partner Portals ..... 4  
    Contact List..... 4  
    CD2 and CD10 Client Referral Form ..... 4  
Process Overview Map ..... 5

**Contacts:**

**EWDD:** Elizabeth Macias [elizabeth.macias@lacity.org](mailto:elizabeth.macias@lacity.org)

**REDF:** Reena De Asis [rdeasis@redf.org](mailto:rdeasis@redf.org) Samantha Babineau [sbabineau@redf.org](mailto:sbabineau@redf.org)

## Background

In the City's 2021/22 Budget, the Economic and Workforce Development Department (EWDD) was approved an additional \$1.1 million in City General Funds specifically to support new partnerships with City Council Districts 2 (CD2) and 10 (CD10). These funds are to specifically serve residents in these districts experiencing or at risk of experiencing homelessness. The services provided through these new initiatives help stabilize individuals experiencing homelessness and provides a potential cohort of participants that would benefit from the LA:RISE program. To maximize service delivery and broaden the partnerships between LA:RISE, the Council District Offices, and key housing providers, LA:RISE providers who have service locations in CD 2 and CD 10 were recommended for funding.

## Partnership Goals

The partnership links Council Districts 2 and 10 and local housing providers with the LA:RISE social enterprises, WorkSource Center partners, and retention providers.

The goal is to:

1. Create a referral process between CD2 and CD10 housing providers and the LA:RISE social enterprises which will include informational sessions for the housing provider residents.
2. Expand LA:RISE program to provide transitional employment and employment services to a minimum of 98 CD2 residents experiencing or at risk of experiencing homelessness; including a special partnership with Hope of the Valley operated Tiny Homes Project & A Bridge Home shelter sites.
3. Expand LA:RISE program to provide transitional employment and employment services to a minimum of 47 CD10 residents experiencing or at risk of experiencing homelessness; including special partnerships with PATH, The People Concern, and HOPICS operated shelter sites.
4. Provide transitional employment opportunities and support services such as transportation support, work tools, and work uniform to residents of CD2 and CD10 which includes:
  - a. 300 hours of paid work experience in one of the following industries: call center, food service, janitorial, landscaping, printing, etc.
  - b. Job readiness prep including interview prep, job search, resume building and vocational training.
  - c. Job leads and job placement support, leading to employment in the mainstream workforce.
5. Provide retention services for up to one year post job placement including access to legal services, ongoing case management, financial incentives, and support services.

## Social Enterprise Roles and Responsibilities

- Social enterprises will coordinate with CD2 and CD10 housing providers to schedule informational sessions at housing provider locations.
- Social enterprises will designate a point of contact for CD2 and CD10 program for questions and referrals.
- Social enterprises will enroll clients into the LA:RISE program for up to 300 hours of paid work experience .
- Social enterprises will coordinate with WorkSource Center and Retention partners to transition participants from subsidized, transitional employment into permanent, unsubsidized employment.

## CD2 and CD10 Housing Provider Collaborative Roles and Responsibilities

- CD2 and CD10 housing providers will designate a point of contact per site for social enterprises to coordinate site visits, meetings, and referrals.
- Housing providers will coordinate with social enterprise to provide informational sessions to housing provider residents including providing space, equipment, and parking.
- Housing provider case managers will refer residents interested in employment to social enterprises based on job interests and proximity to social enterprise.
- Note: Housing provider sites do not have contractual obligations within the LA:RISE program.

## REDF Role

REDF will lead efforts with EWDD working in collaboration with CD2 and CD10 and various housing providers for this campaign. REDF will develop and implement a project management plan including implement referral and outreach plan approved by City, partake in meetings/calls to coordinate efforts, execute project management plan. REDF will provide periodic and monthly program updates to EWDD.

## Participating Housing Provider Sites

There are currently 2 referring housing providers in CD2: Alexandria Park Tiny Home Village and Van Nuys Bridge Housing Shelter, both run by Hope of the Valley. There are 3 referring housing providers in CD10: PATH, HOPICS, and The People Concern. LA:RISE will coordinate outreach with all operating sites, and REDF will keep an updated contact list of all points of contact.

## Participating LA:RISE Partners

The following agencies have contractual obligations to provide LA:RISE services to CD2 residents:

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis Enterprises (SF Valley)	Pacoima North Valley (Goodwill)	Friends Outside in LA County (FOLA)
Goodwill Industries So Cal (Pacoima)	Pacoima North Valley (Goodwill)	FOLA
Center for Living and Learning	Sun Valley WSC (El Proyecto)	FOLA

The following agencies have contractual obligations to provide LA:RISE services to CD10 residents:

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis Enterprises	West Adams WSC (AADAP)	FOLA
Goodwill Industries So Cal	West Adams WSC (AADAP)	FOLA
Los Angeles Conservation Corps	West Adams WSC (AADAP)	FOLA
Los Angeles LGBT Center	West Adams WSC (AADAP)	FOLA
CRCD Enterprises	West Adams WSC (AADAP)	The Anti-Recidivism Coalition (ARC)

GRID Alternatives	West Adams WSC (AADAP)	ARC
-------------------	------------------------	-----

## CalJOBS Reporting and additional collected data

Social Enterprises will use the CalJOBS system to enroll participants into the LA:RISE program. For guidance on data reporting within CalJOBS, refer to [WDS Directive No. 22-02 LA RISE CalJOBS Reporting Guidelines](#)

In the Agency Defined Program, Social Enterprises are to select the Regional LA:RISE City General Fund (EWDD) program. Partners must select 'Other' under Referral Sources AND then write either "CD2" or "CD10" in question 6.

## Program Management Tools

This partnership will utilize the following tools and forms (in addition to the standard LA:RISE forms) to ensure optimal coordination and communication between partners and EWDD.

- [CD2 Partner Portal](#) via REDFworkshop
- [CD10 Partner Portal](#) via REDFworkshop
- [CD2 Referral Form](#)
- [CD10 Referral Form](#)

### CD2 and CD10 Partner Portals

REDF created Partner Portals for the CD2 and CD10 programs as an online repository of all CD2 and CD10 materials (linked above).

### Contact List

Always refer to the version on the [CD2 Partner Portal](#) and the [CD10 Partner Portal](#) to ensure that you have the latest updates.

The Contact List includes information for LA:RISE contracted partners and housing providers for the sites. The *second tab* lists housing provider site information.

- Notify REDF, via [sbaineau@redf.org](mailto:sbaineau@redf.org) if edits need to be made to the contact list.

### CD2 and CD10 Client Referral Form

The Client Referral Forms are linked on the [CD2 Partner Portal](#) and the [CD10 Partner Portal](#).

Direct links:

- [CD2 Referral Form](#)
- [CD10 Referral Form](#)

While SE staff are responsible for introducing themselves to the housing provider partners and clients, housing provider staff are responsible for communicating client referrals to the SE staff. Prior to making a referral, housing provider case managers will utilize the social enterprise partner profile document located on the referral pages to determine which social enterprise is the best fit for the client.

Each housing provider case manager must use the CD2 or CD10 Referral Form to refer a client to LA:RISE via a specifically selected participating social enterprise. The online form is meant to make referrals easier by:

- Using the same single form for all referrals
- Email notifications to the selected SE staff are automatically generated to include all submitted information so that SE staff can follow up with the client
- Confirmation emails to the housing provider staff are automatically generated to include all submitted information for their records
- REDF may pull summary reports of all referrals from the platform, eliminating the need for REDF and EWDD to request referral information from each agency

## Process Overview Map

NOTE: REDF will coordinate the initial introductory meetings between SE and housing provider staff.

