



City of La Habra

La Habra Community Employment Center – COVID-19

July 2020_o

1.0 Introduction

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program has notified the City of La Habra that it will receive a formula allocation from the first round of CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to COVID-19. This allocation was authorized by the Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

To assist impacted individuals respond to the economic hardships created by the COVID-19 pandemic, the City of La Habra has established the La Habra Community Employment Center to provide assistance to individuals who lost their job or were otherwise impacted by COVID-19.

Through this program, the Center's mission is:

- Provide local job seekers with a career center to search for jobs and receive coaching and support
- Connect La Habra employers with qualified applicants

The program launch date will be announce at a later date.

2.0 Program Description

The La Habra Community Employment Center will be located at the VCC/ Gary Center as part of the broader Hilcrest Wellness Community. The program will offer two primary services to program participants:

1. Self Service Job Center: Participants can use the space and resources (internet access, computers, printers, and work spaces) to complete job search related tasks. No appointment is necessary.
2. Career Coach Support: For individuals requesting support in preparing or reviewing job application materials and/ or conducting other job search activities, participants can schedule appointments with a career coach. The coach will work directly with the participant and support the participant in establishing a job access strategy and roadmap. Appointments are encouraged.

Career coaches are available to provide assistance in English or Spanish.

3.0 Eligibility and Minimum Requirements

The program is eligible to La Habra residents who meet the following requirements:

- Program participant was negatively affected by COVID-19 (e.g. loss of job, reduction of job hours, impacted job search or other need documented by the participant)
- Program participant is a resident of La Habra

- Program participant’s family income is below 80% of Area Median Income

# of People in Family	1	2	3	4	5	6	7	8
Family Income	\$71,150	\$82,000	\$92,250	\$102,450	\$110,650	\$118,850	\$127,050	\$135,250

**80% Area Median Income for Santa Ana/Anaheim/Irvine MSA (Effective July 1, 2020)*

Participants will be required to complete an intake form certifying eligibility to participate in the programs offered at the La Habra Community Employment Center.

4.0 Duplication of Benefits

All participating individuals must comply with the U.S. Department of Housing and Urban Development’s forthcoming guidance regarding Duplication of Benefits, as required by the CARES Act and HUD guidance. The City of La Habra will modify these guidelines once final HUD guidance has been released. At a minimum, individuals are not able to have received other federal or non-federal benefits or assistance for the same uses of this grant program and must certify that they will not pursue other federal or non-federal benefits for the same uses of this grant program in the future.

5.0 Program Marketing

The City of La Habra and La Habra Community Employment Center will conduct robust marketing targeted to individuals negatively affected by the COVID-19 pandemic as well as hard to access populations – including low- and moderate-income residents, minorities, and other populations identified by the City and the Center.

Marketing will be conducted in English and Spanish.

6.0 Recordkeeping and Reporting

In accordance with HUD requirements, socio-economic and race/ethnicity data will be collected as part of the intake form to be used for aggregate reporting.

The City will be responsible for maintaining all documents and records in accordance with the regulations in 24 CFR Part 570.506 and 24 CFR Part 570.507.

7.0 Environmental Review

NEPA regulations require an Environmental Review Record (ERR) to be submitted for each project/business funded with CDBG monies prior to award or approval of funds. The ERR level of review is based on the type of project proposed.

This review will be completed by the City of La Habra prior to the launch of the program.

8.0 Conflict of Interest

In accordance with 24 CFR 570.611, no member of the governing body and no official, employee or agent of the local government, nor any other person, either for themselves or those with whom they have business or immediate family ties, who exercises policy or decision making responsibilities will financially benefit from this program.

9.0 Applicant Confidentiality

Employees of the City will not disclose program participants personal confidential information as part of the program. All confidential information of participants will be kept in a locked secured storage facility or password protected electronic files and unavailable to persons outside of the program. At all times the City will abide by all requirements stated within the Privacy Act of 1974 as amended. If the City receives a request for public records related to the program, only non-confidential information, as verified by the City Attorney, will be provided.

10.0 Equal Opportunity Compliance and Nondiscrimination

In accordance with the City of La Habra's policies and program guidelines, this program will be implemented in ways consistent with the City's commitment to State and Federal equal opportunity laws. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG program funds on the basis of his or her disability, family status, national origin, race, color, religion, sex, marital status, medical condition, ancestry, source of income, age, sexual orientation, gender identity, gender expression, genetic information, or other arbitrary discrimination.

The City will make all attempts to provide reasonable accommodations and/ or modifications to individuals requesting such assistance to benefit from the services provided by the La Habra Community Employment Center.

11.0 Program Guidelines Changes and Modifications

Minor changes to these Implementation Guidelines involving administrative procedures or accommodations to adapt to unique applicant situations or opportunities, or regulatory changes may be performed with the approval of the Community Development Department. Federal regulatory requirements for the CDBG program are not subject to modification or revision.