# YouthSource Table of Contents

| I.  | Eligibility for Contract Renewal | 2 |
| II. | Funding Allocations              | 2 |
| III.| Collaboration                   | 2 |
| IV. | Performance Measures and Evaluation | 3 |
| V.  | Closeout of Prior Year Contracts | 4 |
| VI. | Budget                           | 4 |
| VII.| Additional Required Contract Documentation | 4 |
| VIII.| Documents for Summer Youth Employment Contracts | 6 |

## Forms/Attachments

1. RFCR Document Checklist
   - YouthSource Center General Information
   - Funding Sources /
   - Anticipated Funding Awards for PY 2019-20

2. Budget Forms
   - a) Schedule of Personnel Costs
   - b) Budget Detail
   - c) Spending Plan
   - d) Budget Summary
   - e) Budget Narrative Form

3. Certification of Authorities
   - a) Corporate Documents

4. Sample Board Resolution

5. Sample Board of Directors

6. Bidder Certification (CEC Form 50)

7. WIOA Equipment Inventory

8. Pledge of Compliance with Contractor Responsibility Ordinance

9. Responsibility Questionnaire

10. LWO Ordinance Employee Information Form LW-6

11. LWO Subcontractor Information Form LW-18

12. LWO 501(c)(3) Non-Profit Exemption Application LW-28

13. WIOA Youth Performance Measures and Service Levels
I. **Eligibility for Contract Renewal**

A. The City of Los Angeles reserves a right to offer renewal agreements to Workforce Innovation and Opportunity Act (WIOA) funded subrecipients based on the following preliminaries:

   1. That funding is available; and
   2. That the contractor has no confirmed program, financial, or audit findings.

B. Only currently contracted YouthSource Center operators may submit an RFCR.

C. Final, enforceable terms will be set forth in the actual agreements with the subrecipients.

II. **Funding Allocations**

Total funding allocations for current subrecipients are set forth in Appendix I.

A. The City Council and Mayor approval of the Year 20 Annual Plan, and

B. The recommended allocations are contingent upon the approval by the City Council and Mayor.

III. **Collaboration**

In addition to funding from the Workforce Innovation and Opportunity Act (WIOA), the EWDD also administers monies proceeding from a variety of other sources. The EWDD collaborates with the Housing and Community Investment Department (HCID), which administers funds to a variety of programs including the Community Development Block Grant and Community Service Block Grant, Housing and Urban Development formula programs, Emergency Shelter Grants, Housing Opportunities for Persons with AIDS, and State and Federal tax incentive programs.

The EWDD also collaborates with the Los Angeles Unified School District (LAUSD) and has provided funding for the placement of Pupil Services and Attendance (PSA) Counselors in each of the YouthSource Centers to identify out-of-school youth and target them for services. The LAUSD PSA Counselors will work with the YouthSource Centers, coordinating with case managers to access all LAUSD educational programs, specialized educational activities, and support programs.

It is EWDD’s goal to manage these funds and the delivery of services for City residents as an integrated, seamless service delivery system. The EWDD expects
that you will collaborate with the PSA Counselors and these other programs within your area. The lists of WorkSource, FamilySource, BusinessSource, Specially Targeted, Domestic Violence, and Day Labor Centers will be provided upon request. During the year your program analyst will follow up regarding your collaboration.

IV. Performance Measures and Evaluation

A. Performance Measures

1. Initial levels of performance shall be established within agency contracts.

2. The City reserves a right to adjust PY 2019-20 contract goals by directive to accord with any new State requirements.

B. Performance Measures for PY 2019-20 include, but are not limited to:

1. Satisfaction
   a. Customer Satisfaction (Telephone)

2. Outcomes and Flow (Products and Services)
   a. Placement into Employment or Education
   b. Attainment of Degree/Certificate
   c. Literacy/Numeracy Gains
   d. Number of new WIOA enrollments
   e. Number of walk-in, system-of-support customers (not WIOA enrolled)
   f. Number of youth receiving educational assessment from PSA counselors
   g. Percentage of out-of-school youth (75 percent of WIOA enrollments)

3. Administrative Capability
   a. Subrecipient’s administrative practices related to work performance, timeliness, fiscal, communication, human resources, and ethics.
   b. Expenditure of Work Experience Funds.
   c. Minimum number of new WIOA enrollments required by December 31, 2019 (75 percent of WIOA Enrollment Goal).
V. **Workforce Innovation and Opportunity Act Modifications**

The City reserves a right to make changes to policies set forth in the RFCR based on clarifications from legislation, regulations, or other guidance provided by the state or federal government relative to final regulations of the WIOA, or implementation of WIOA statewide waivers.

VI. **Closeout of Prior Year Contracts**

A. Completed prior-year YouthSource Center contracts must be closed out before PY 2019-20 contracts may be executed.

B. Outstanding PY 2018-19 contracts that remain open after the closeout deadline of July 15, 2019 will be closed out unilaterally in accordance with City contractual language:

In the event Subrecipient does not submit a final closeout or other required documentation within the prescribed time frame, the City reserves the right to unilaterally close out the Agreement and to use the invoice then on file at the City for determination of Subrecipient’s final allowable expenditures. The City will not reimburse Subrecipient for expenditures reported after the 15-day closeout date following the termination of this Agreement. The City shall provide to Subrecipient City closeout forms at least thirty (30) days before termination of the Agreement.

VII. **Performance Excellence**

To ensure high quality service and customer satisfaction, the WDB and the EWDD are committed to process improvement and performance excellence. Subrecipients will be required to provide WIOA program customers with effective, consistent and courteous service.

VIII. **Budget**

Upon approval of the Year 20 Annual Plan by the City Council and Mayor, Subrecipients will be asked via a separate notice to prepare a 12-month budget for the new program year and include the appropriate budget forms to demonstrate the proposed plan for using grant funds.

IX. **Additional Required Contract Documentation**

A. Organizations recommended for funding by the EWDD and WDB, and approved for funding by the City Council and Mayor, are required to comply with the City’s requirements for contract execution. These requirements include the submission of various compliance statements, corporate documents, and certifications.
Organizations receiving WIOA funds through the City must also meet federal requirements imposed by the U.S. Department of Labor.

B. Code of Conduct contract language

1. Contracts include language regarding the Code of Conduct.


3. Subrecipients submitting an RFCR must have adopted, by duly authorized motion of their Board of Directors, the following:
   a. The Code of Conduct provided by the City of Los Angeles; or
   b. The contractor’s own Code of Conduct subject to City approval.

4. Only Subrecipients who have not filed a Code of Conduct or who have changes to their Code of Conduct need to submit new documentation to the EWDD.

C. Corporate Documents. If there have been any changes to your City Business License Number (BTRC), IRS Taxpayer Identification Number (copies must be dated after 2013), Articles of Incorporation, or Corporate Bylaws, you must submit the updated/revised documents with this RFCR. If there are no changes in these documents, indicate “No change” on the RFCR Document Checklist (Form 1).

D. Signatory Authorization. Subrecipients must ensure that they have submitted an updated Certification of Authorities dated after July 1, 2018 or with any change in the listed authorities. To comply with the RFCR you must do one of the following:

1. Submit an updated Certification of Authorities (Form 3), along with the appropriate board listing and board resolution (Forms 5 and 4). If you are submitting a board resolution, it must specifically list all individuals appearing on the Certification of Authorities as well as the tasks such individuals are authorized to perform; or

2. Check “No Change” on the RFCR Document Checklist (Form 1) if the last submission is dated after July 1, 2018 and there have been no changes since that date. Please provide copy of this submission.

E. Board of Directors. A current, updated list of Board Members and a Certification of Board Resolution (Form 4) must be submitted with the RFCR package.

F. Municipal Lobbying Ordinance. The Municipal Lobbying Ordinance established by Council requires City departments to include a copy of the Municipal Lobbying ordinance in all invitations for bids, requests for proposals, requests for qualifications or other solicitations relative to entering into agreements with the City. Subrecipient must submit Bidder Certification CEC Form 50 (Form 6) along with their RFCR documentation. This ordinance may be viewed at the City website
G. Subrecipient Responsibility Ordinance. Original wet signed Contractor Responsibility Questionnaire and Pledge of Compliance forms must be submitted with RFCR package.

H. The following documents are required for contract execution, but are not required with your RFCR package submission.

1. **Los Angeles Business Assistance Virtual Network (LABAVN) - labavn.org**
   Active status of the all City ordinance forms in the Company Compliance Documents section of LABAVN:
   - Equal Benefits /First Source Hiring Ordinance
   - Disclosure Ordinance

2. **Living Wage Ordinance (LWO)**
   LWO documents shall be submitted with signed contract package or within 30 days of contract execution to EWDD.

   Agency who is in compliance with LWO should submit a copy of company's 1st payroll under this City contract and to should provide the employer's monthly contribution amount(s) toward the health benefits premium(s) for each employee working on this City contract along with the submission of LW-6 and LW-18. Any LW-6 form submitted without the documentation shall be considered incomplete and will be returned to agency unprocessed.

   Non-Profit agency who is qualified to be exempt from LWO should submit a copy of IRS 501C3 letter dated after 2013 along with the submission of LW-28 and LW-18.

3. **Insurance**
   The City requires that proof of current insurance coverage be submitted electronically via the City’s KwikComply site by the Subrecipient’s insurance agent/broker (not by the Subrecipient itself), who must register at [https://kwikcomply.org/](https://kwikcomply.org/). For EWDD Subrecipient, the insurance agent/broker must include Lafaye Jones (Lafaye.Jones@lacity.org) in the notification section of the form.

X. **Documents for 2019 Summer Youth Employment Contracts**

If your organization is planning on serving as a summer youth contractor, please fill out two additional original, wet signature sets of CRO and LWO documents (see Section IX above). This will help expedite processing and execution of City and
County summer contracts. When and if funding is available and approved by the City Council and Mayor, official allocation letters will be issued.