DATE: September 5, 2014

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 15-05
(Supersedes WDS Information Bulletin No. 15-04)
REQUEST FOR INFORMATION (RFI)
FOR PROGRAM YEAR 2014-15 WORKFORCE INVESTMENT ACT (WIA)
DISLOCATED WORKER ADDITIONAL ASSISTANCE 25 PERCENT
FUNDS TO PROVIDE TRAINING AND RE-EMPLOYMENT SERVICES TO
INDIVIDUALS IMPACTED BY MASS LAYOFFS IN LOS ANGELES,
BURBANK, AND GLENDALE

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to solicit interest from WorkSource Centers on receiving funds and providing services to dislocated workers.

The City of Los Angeles Workforce Investment Board (LAWIB), in partnership with the Verdugo WIB (VWIB), anticipates receiving an award from the California Employment Development Department of approximately $3,757,700 in WIA 25 Percent grant funds. These monies will fund the initiative “A New Direction for the Workforce” to provide re-employment services to workers in Los Angeles, Burbank, and Glendale who were dislocated in mass layoffs from designated employers. The grant term is 18 months, retroactive to January 1, 2014 through June 30, 2015. A total of $3,000,000 is expected to be allocated to the LAWIB, and $757,700 to the VWIB.

A New Direction for the Workforce will be structured as a regional, cross-jurisdictional effort to ensure quality re-employment and training services, thereby maximizing coverage and choice in services for program participants. This initiative will provide services to 500 individuals who have been discharged, or will be discharged, from specified private employers (the Master Employer List is attached to this bulletin). The City contracts will run from July 1, 2014 through June 30, 2015.
Statutory Requirements, Performance Measurements, and Applicable Restrictions

In providing services under this initiative, interested WorkSource Centers (WSC) will be expected to comply with a) the WIA rules, regulations and policies; b) the rules, regulations and policies of the 25 Percent Additional Assistance grant; c) all applicable federal and state statutes, rules, regulations, and policies; and d) local policies.

Additional Program Requirements:

- Participants enrolled into A New Direction for the Workforce initiative may not be enrolled in another 25 Percent Additional Assistance program, nor in any other special grant-funded program.

- Participants enrolled into A New Direction for the Workforce initiative may be co-enrolled into an agency’s WIA formula and Dislocated Worker program (this co-enrollment will leverage 25 Percent Additional Assistance grant training funding).

- Priority of service must be accorded to veterans, eligible spouses, and individuals with disabilities.

- Participating WSC will conduct participant assessments and identify appropriate training modalities.

- Participating WSC will be required to meet and report on mandatory WIA performance metrics, including Entered Employment Rate – 78.5%, Employment Retention Rate – 84%, and Average Earnings - $15,000.

- The WSC will be responsible for administering and managing their own training contracts.

- Participating WSC will be encouraged to coordinate activities with the VWIB and to work in concert with other service providers, non-governmental agencies, chambers of commerce, faith-based organizations, etc.

Proposal Requirements

All WSC interested in participating in A New Direction for the Workforce initiative must complete and submit the following:

I. The “Request for Interest Response Form”

II. A program narrative, not to exceed two pages, that includes:

a. The industry sector(s) to be targeted by A New Direction for the Workforce.

b. The training providers that will participate in the initiative.

c. A description as to how participants’ skills gaps will be addressed.

d. The training modalities to be deployed, including Individual Training Accounts (ITA), On-the-Job Training (OJT), Customized Training (CT), Subsidized Work Experience, or any combination of the foregoing.
e. The number of participants to be served.

f. The per participant cost.

g. A list of employers that are ready, willing, and able to hire program participants post training.

h. Signed letters from employers (on employer letterhead, dated, and with an authorized signature) stating the number of program participants they will hire post training.

i. A list of participating partners or collaborators (whether other WSC, training providers, chambers of commerce, industry groups, etc.).

III. A one-page listing or description of the WSC’s previous experience in providing employment training through other discretionary funds (such as National Emergency Grants, 25 percent Governor’s Discretionary funds, etc.) with multiple LWIA partners. Your response should include the following:

a. The name of the program.

b. The term of the program.

c. The amount of funding awarded the WorkSource Center.

d. The number of participants served.

e. The industries targeted.

f. Attainment of WIA performance metrics (Entered Employment Rate, Employment Retention Rate, and Average Earnings).

g. Collaborators (industry sectors, chambers of commerce, other WorkSource Centers, training providers, etc.).

h. A list of other jurisdictions participating in the program.

IV. A program budget using the attached forms.

Submission Requirements and Deadline
Timely submission of the proposal is the sole responsibility of each proposer. The City reserves a right to determine the timeliness of all submissions and to reject any submissions delivered after the stated deadline. Response forms and proposals will be time-stamped upon submission to the Economic and Workforce Development Department (EWDD).

Deadline Date: Friday, September 12, 2014.

Deadline Time: 12:00 p.m. (noon)

Delivery Method: All submissions must be hand-delivered.

Delivery Address: Economic and Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Gerardo Ruvalcaba, Planning Section

Proposals submitted after 12:00 noon on Friday, September 12, 2014, will not be accepted.
Funding Recommendations
Funding recommendations are subject to approval by the City of Los Angeles Workforce Investment Board and/or the Los Angeles City Council. Funding amounts are set at the discretion of the City; and each agency's past performance will be considered in making funding recommendations. The City reserves a right to fund fewer than all 17 WorkSource Centers.

EWDD CONTACT
Questions regarding this bulletin must be e-mailed to EWDD.planning@lacity.org.

JHP:GB:GR:BB
Attachments: 1. 25 Percent Additional Assistance Request for Interest Response Form
2. Master Employer List
3. Budget Forms