DATE: January 29, 2015

TO: LA's Workforce Development System

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

SUBJECT: WDS INFORMATION BULLETIN NO. 15-11
REQUEST FOR INTEREST (RFI) TO ADMINISTER WORKFORCE
INVESTMENT ACT DISLOCATED WORKER 25% ADDITIONAL ASSISTANCE
GRANT (MOVING FORWARD)

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of this bulletin is to solicit proposals from current WorkSource Centers (WSC)
interested in receiving funds and providing services to dislocated workers.

The City of Los Angeles Workforce Investment Board (WIB) has received an award from the
California Employment Development Department (EDD) of approximately $992,000 in
Workforce Investment Act (WIA) 25% grant funds. These monies will fund the Moving Forward
project to provide re-employment services to workers impacted by the closure of Nestlé
Prepared Food Company's "Hot Pocket" manufacturing plant in Chatsworth, CA. The grant term
is 18 months, retroactive to October 1, 2014 through March 31, 2016.

Moving Forward will be structured as a regional 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 a minimum of 124 individuals who have been
discharged, or will be discharged, from Nestlé's Chatsworth, CA plant. City contracts will run
from February 1, 2015 through March 31, 2016.

Targeted employees to be served by this initiative are predominantly low-skilled individuals who
have worked for Nestlé for a minimum of 10 years or for their entire working careers. They lack
a high school degree or GED, and are predominantly Limited English Proficient. Therefore,
basic skills and language skills remediation will comprise a significant percentage of the cost of
workforce programs directed at such individuals.

Statutory Requirements, Performance Measurements, and Applicable Restrictions
In providing services under this initiative, eligible interested WorkSource Centers (WSC) will be
expected to comply with a) the rules, regulations and policies of the WIA; b) the rules,
regulations and policies of the 25% Additional Assistance grant; c) applicable federal and state
statutes, rules, regulations and policies; and d) local policies.
Additional Program Requirements

- Participants enrolled into Moving Forward may not be enrolled in another 25% Additional Assistance program, nor any other special, grant-funded program.

- Participants enrolled into Moving Forward may be co-enrolled into an agency's WIA formula and Dislocated Worker program (this co-enrollment will leverage 25% 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: 67.5 percent, Employment Retention Rate: 80.2 percent, and Average Earnings: $15,150.

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

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

- Moving Forward will target, but will not be limited to, the following industries: hospitality, food, and logistics/warehousing/transportation.

- The average per participant cost may not exceed $8,000.

Proposal Requirements
The WSC interested in participating in Moving Forward must complete and submit one original packet and three copies containing the following:

1. The “Request for Interest Response Form” (the form is attached hereto).

2. A program narrative, not to exceed four pages, that includes the following:

   a. The industry sector(s) to be targeted by Moving Forward.
   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 bearing 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.).

j. In cases where the agency has already commenced enrolling and serving workers dislocated from Nestle's Chatsworth, CA plant – the number of such enrolled participants.

3. A “Report on Current Status” (the form is attached hereto).

4. A program budget (budget forms are attached hereto).

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: Thursday, February 12, 2015
Deadline Time: 5:00 p.m.
Delivery Method: 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 5:00 p.m. on Thursday, February 12, 2015, will not be accepted.

Evaluation of Proposals
Factors for evaluating proposals will include, but not be limited to, program design, including strategies for serving low-skilled job seekers and high growth sector strategies; employer commitments and WSC’s demonstrated success with placement and enrollment goals for current special initiatives and formula funded programs.

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 by February 6, 2015. Answers will be posted at www.ewddiacity.com

JHP:GR:BB
Attachments: 1. 25% Additional Assistance Request for Interest Response Form
2. Budget Forms
3. Report on Current Status
City of Los Angeles
Economic and Workforce Development Department

25% WIA DISLOCATED WORKER
ADDITIONAL ASSISTANCE PROJECT

MOVING FORWARD INITIATIVE

Request for Interest Response Form

Operator Name ____________________________________________

WorkSource Center _______________________________________

☐ We are interested in participating in this project

☐ We are NOT interested in participating in this project.

Number of participants to be served by this agency ____________

Funding amount requested $____________________

________________________________________
Signature of Authorized Agency Representative

________________________________________
Printed Name of Authorized Agency Representative

_______________________________
Date
## SPENDING PLAN WORKSHEET
Economic and Workforce Development Department, City of Los Angeles

| Contractor: | 0 |
| Contract No.: | 0 |
| Program: | 0 |
| Funding Stream (WA Only): | 0 |
| Contract Amount: | $0 |
| Amendment No.: | 0 |
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Budget Standard: Spending Plan Worksheet [date: July 2016], City of Los Angeles, Economic and Workforce Development Department
### Directions. The WSC is requested to fill in the blanks.

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