DATE:       June 15, 2015

TO:        All WorkSource Center Contractors

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

SUBJECT:  WDS INFORMATION BULLETIN NO. 15-16
(Supersedes WDS Information Bulletin No. 15-15)
PY 2015-16 WORKSOURCE REQUEST FOR CONTRACT RENEWAL (RFCR)

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this information bulletin is to provide current WorkSource Center contractors
with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2015-16. This
RFCR package sets out program requirements and identifies documents that must be
submitted in order for agreements to be renewed for PY 2015-16.

Until the City Council and Mayor approve the Annual Plan and an executed agreement is on
file with the City Clerk, the Economic and Workforce Development Department (EWDD)
cannot release funds to the WorkSource Centers for the upcoming PY 2015-16. Organizations wishing to renew WorkSource agreements for PY 2015-16 must fulfill the
requirements of this RFCR by signing and dating Form 2 and completing all other required
documents. Submission of a renewal request does not constitute a guarantee of
funding for PY 2015-16. The decision to fund any organization beyond June 30, 2015,
rests solely with the City.

Total local area allocations, proposed for PY 2015-16 are set forth in Appendix I (attached).

The revised submission deadline for the items requested in the renewal package is 5:00
p.m., Monday, June 22, 2015

An original application, with original, wet signature, along with two (2) complete copies of
the same, must be hand or courier delivered to the address appearing on the next page. A
receipt will be issued to individuals upon hand-delivery of the application. The original of the
submitted application will be date and time stamped.
Hand deliver or courier deliver the RFCR to:

City of Los Angeles  
Economic and Workforce Development Department  
Workforce Development System  
Attention: Charlene Chan  
1200 West 7th Street, 6th Floor  
Los Angeles, CA 90017

Contract execution is contingent upon the following: a) contractors submitting all corporate and contract-related documents on or before the indicated submission deadline, and b) a timely reconciliation as required by the Management Information Systems (MIS) Section.

This RFCR is being released and may be downloaded from the Economic and Workforce Development Department (EWDD) website at: http://ewdd.lacity.com/index.php/workforce-development-system-information-bulletins.

Documents and information to be submitted in response to this RFCR are listed in the RFCR checklist (Form 1). Additional forms have been provided for certain information; such forms are identified by the word “Form” in the header of the document. RFCR submissions to the City must include all required forms and must be completed as to all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the RFCR or the RFCR process should be emailed to EWDD.planning@lacity.org, with “RFCR Question” indicated in the subject line. Questions related to the budget or budget forms should be emailed to your contract monitor.

RS:JHP:GR:TJ
Attachments:  
Attachment 1: Forms 1-4  
Attachment 2: Form 5  
Attachment 3: Form 6  
Attachment 4: Form 7  
Attachment 5: Form 8  
Attachment 6: Form 9  
Attachment 7: Form 10  
Attachment 8: Form 11  
Attachment 9: Form 12  
Attachment 10: Directives
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Forms
1. RFCR Document Checklist (2 pages)
2. WorkSource Center General Information
3. Funding Sources / Anticipated Funding Awards for PY 2015-16
4. Limited English Proficiency (LEP) Assessment Survey (4 pages)
5. Budget Forms
   a) Schedule of Personnel Costs
   b) Budget Detail
   c) Spending Plan
   d) Budget Summary
   e) Supportive Services Leveraged Resources
6. Budget Narrative Form
7. WorkSource Center Service Plan (3 pages)
8. Certification of Authorities
   a) Corporate Documents
9. Sample Board Resolution
10. Sample Board of Directors (identifies members of board of directors)
11. Bidder Certification (CEC Form 50) (2 pages)
12. WIOA Equipment Inventory
13. Directives
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, PY 2014-15, WorkSource Center contractors may submit an RFCR.

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

II. Funding Allocations

A. Total funding allocations for all contractors are set forth in Appendix I.

III. WorkSource/BusinessSource Requirements

A. PY 2015-16 contracts (refer to §202 of the contract) will include the following:

1. Each WorkSource Center will be required to collaborate with the BusinessSource Center in its region.

2. Each WorkSource Center will be required to execute a non-financial Memorandum of Understanding (MOU), valid through June 30, 2016, with its regional BusinessSource Center setting forth the circumstances under which business clients will be referred to the appropriate delivery system. A copy of the executed MOU shall be submitted to the City.

3. The MOU shall set forth a minimum shared goal of 20 business referrals to be made between each WorkSource Center and its regional BusinessSource Center. Such referrals will be counted toward the Number of Employer Customers performance measure mentioned below. The number of required referrals may be changed by directive.

4. WorkSource Centers (WSCs) will manage referrals to and from BusinessSource Centers (BSCs), and will be required to maintain physical files of businesses served for that PY. The WSCs and BSCs will use the Business Needs Assessment and Business Referral Form provided by the EWDD to collect and maintain records relative to all business referrals, including listing the services provided as well as service completion dates. The WSCs and BSCs will be required to report such information to the City.

5. The WSCs and BSCs will submit to the City a monthly/quarterly calendar of business events and business sources (i.e., entrepreneurial workshops, business resource fairs, business seminars, information on access to capital, etc.).

IV. Collaboration

A. In addition to funding from the Workforce Innovation and Opportunity Act, the EWDD also administers monies proceeding from a variety of other sources. The
EWDD requires that its service providers collaborate with other programs/service providers within their areas, including local FamilySource-BusinessSource Centers. The EWDD monitors will follow up on such required collaborations during regular monitoring visits.

V. 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 2015-16 contract goals by directive to accord with PY 2015-16 State requirements.

B. Performance Measures for PY 2015-16 include but are not limited to:

1. Satisfaction
   a. Customer Satisfaction (intercept)
   b. Exit Satisfaction (telephone)
   c. Employer Satisfaction

2. Outcomes and Flow (Products and Services)
   a. Entered Employment Rate
   b. Retention Rate
   c. Number of new WIOA enrollments (the City may decide to include a limited number of carry-over participants)
   d. Number of new Wagner-Peyser enrollments
   e. Number of employer customers
   f. Number of hard-to-serve customers
   g. Percentage of enrollments of persons with disabilities
   h. Percentage of enrollments of veterans and/or their eligible spouses
   i. Percentage of enrolled individuals trained.

3. Administrative Capability
   a. Contractor’s administrative practices related to work performance, timeliness, fiscal, communication, human resources, and ethics.
   b. Expenditure of Training and Supportive Services Funds.
   c. Minimum number of new WIOA enrollments required by December 31, 2015 (50 percent of WIOA Enrollment Goal).

4. Additional Requirements for PY 2015-16
   A deadline for WorkSource contractors to submit a CAPE application will be issued using a schedule and award threshold as defined through the WIOA Directive. The Workforce Development Board (WDB) may establish an alternative to the CAPE award to measure performance excellence.
VI. 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.

VII. WDB Priorities

A. For PY 2015-16, the Workforce Development System will continue to serve individuals with disabilities. As an Employment Network under the Social Security Administration Ticket-to-Work program, the City seeks to increase the employment opportunities and choices for Social Security disability beneficiaries. For PY 2015-16, Contractor shall enroll a minimum number of disabled individuals that is equal to ten percent or greater, of the combined total enrollment goals of both adult and dislocated workers in any combination thereof. This requirement will be calculated in the Flow category of the performance goals. Eligible individuals must be enrolled into the City of Los Angeles Employment Network.

1. As defined by the Americans with Disabilities Act of 1990, as amended, P.L. 110-325, et seq., "an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment."

2. A physical impairment is defined by the ADA as "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine."

3. A disabled individual’s self-disclosure is sufficient to document eligibility for services.

B. Training and Supportive Services

1. WorkSource Centers must budget and expend an amount equal to or greater than 32 percent of their total allocation on training services. A portion of the minimum training expenditure requirement (an amount of up to 10 percent of the adult and dislocated worker allocation) may be met by applying designated leveraged resources (as defined in EDD Directive WSD 14-1, link to http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd14-1.pdf) used for training services only. In other words, agencies must set aside a minimum 22 percent of their City adult and dislocated worker allocation to training services and may leverage the additional 10 percent to meet the required 32 percent.

2. Please refer to the budget section (Section X) below for a discussion on reporting Leveraged Resources.

3. Supportive Services may also be budgeted inasmuch as they neither count toward the 22 percent training set-aside, nor the 10 percent maximum leveraged resource total.
4. Refer to EDD Directive WSD14-1, released July 8, 2014, for training set-asides and a definition of leveraged resources for items 1-3 immediately above.

C. Service to Veterans

1. The enrollment requirement for eligible veterans and their eligible spouses must comprise at a minimum 10 percent of the total number of new participants. This enrollment requirement may consist of any combination of Adult or Dislocated Worker participants. This requirement will be calculated in the Flow category of the performance evaluation.

2. In accordance with Section 4215 of the Jobs for Veterans Act, PL 107-288 (HR 4015), priority of service will continue to be given to veterans with service related disabilities, and spouses of veterans, who meet program eligibility requirements. The contractor must ensure that priority of service for a full array of services, including Career and Training Services, is accorded covered individuals. Priority of service is set forth in WDS Directive No. 04-16, released April 15, 2004; the WIOA Annual Plan; State EDD Directive WSD08-10 (supplementing TEGL 10-09), and WIOA funded contracts. Additional information on hiring veterans and their spouses is available at www.hirevetsfirst.dol.gov.

D. Limited English Proficiency (LEP)

1. The City is committed to ensuring that customers with a limited proficiency in the English language are accorded meaningful access to WIOA funded programs and services.

2. Consistent with previous years, the Workforce Development System (WDS) will conduct an annual LEP Language Assessment Survey of the WDS. As part of your response to this RFQR, please complete and submit the attached LEP Language Assessment Survey (Form 4).

E. Gang Reduction and Youth Development

1. By supporting collaborative gang intervention efforts by local, state, and federal entities, the Mayor seeks to bring about significant, long-term reductions in gang activity, thereby improving overall community health.

2. Contractors will be expected to co-enroll eligible clients referred from the Gang Reduction and Youth Development (GRYD) program as stipulated in the Workforce/GRYD MOU.

VIII. Closeout of Prior Year Contracts

A. Completed prior-year (prior to PY 2014-15) WorkSource Center contracts must be closed out before PY 2015-16 contracts may be executed.

B. Outstanding PY 2015-16 contracts that remain open after the closeout deadline of July 15, 2016, will be closed out unilaterally in accordance with City contractual language:

In the event Contractor 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 Contractor’s final allowable expenditures. The City will not reimburse Contractor for expenditures reported after the 15-day closeout date following the termination of this Agreement. The City shall provide to Contractor City closeout forms at least thirty (30) days before termination of the Agreement.

IX. Performance Excellence

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

X. Budget/Expenditure Plan

A. Your contract analyst will review and recommend approval of your WIOA PY 2015-16 program budget/expenditure plan.

1. To ensure that the proposed PY 2015-16 budget incorporates WorkSource Center program design, operation, and performance requirements, it is recommended that the Center program director and its fiscal/budget officer (and/or other appropriate staff) jointly prepare the budget packet.

2. Contractors should prepare two budgets, one each for Adult and Dislocated Worker funds. Please note: the Excel file budget/expenditure plan worksheets include a section for leveraged resources. The forms for PY 2015-16 are attached hereto as Form 5. An electronic version of such budget documents should be e-mailed to your City program analyst for review and approval. Once approved, the budget/expenditure plan and budget narrative should be submitted to the City a) in hardcopy form along with the RFCR, and b) electronically to your contract analyst.

3. Approval of the budget/expenditure plan does not constitute an approval to incur expenses for individual purchases or acquisitions. In all instances, contractors shall follow proper procurement procedures, including securing the City’s prior written approval for purchase of equipment and/or computers.

4. For PY 2015-16, pursuant to CFR Section 662.270, each co-located partner must contribute a fair share of the operating costs, which is proportionate to the use of services at the WorkSource Center by individuals attributable to the partner’s program. The particular funding arrangements for services and operating costs of the Center must be set forth in a Memorandum of Understanding (MOU) and Resource Sharing Agreement. Contractors must submit a list of WSC partners for PY 2015-16 using the Form 13, One-Stop MOU’s and Cost Resource Sharing Agreements.

Guidelines for determining contributions from co-located partners, principles for resource sharing, and a methodology for calculating costs are set forth in WDS Directive No. 11-06. For PY 2015-16, the assigned EWDD monitor will conduct a review of WorkSource Center MOUs with partner agencies for compliance with WIOA regulations.

B. Budget Preparation Guidelines and Parameters

1. In preparing the PY 2015-16 program budget, contractors are required to review and adhere to a) the requirements set forth in WDS Directive No.
05-18, Fiscal Guidelines, issued on April 18, 2005, and b) the requirements set forth in the Leveraged Resources section appearing immediately below.

2. Leveraged Resources
   a. Contractors must report leveraged resources on a monthly basis using the leveraged resource forms contained in WDS Directive No. 12-23 (see attached Directives).

   The completed leveraged resource forms must be submitted along with expenditure reports, on the 15th of each month, the value assigned to the leveraged resource is subject to review and audit, and therefore must be documented appropriately in individual client files or in a general file maintained at the WorkSource Center main facility.

   b. Additionally, Centers will be required to demonstrate that reported leveraged resources are consistent with the general objectives of the WIOA program and that they bear some relation to the identified barriers or planned services documented in the Individual Employment Plan (or Individual Service Strategy) on file for each client recipient.

   c. The annual amount of leveraged resources reported must be equal to or greater than the amount indicated in the contractor’s response to the WorkSource RFP.

3. Participant Costs Set-Aside Requirement

Participant training activities, including ITAs, OJTs, customized training, and supportive services, must be proportionally allocated in your PY 2015-16 budget. WorkSource Centers must budget and expend an amount equal to or greater than 32 percent of their total allocation on training services. A minimum of 22 percent must be budgeted from the City adult and dislocated worker allocation for training services. Centers may also leverage a maximum of 10 percent of their base allocation for training as defined by SB 734. Supportive services do not fall under the definition of training, nor are they defined as leveraged resources by the State, therefore Centers may choose to budget for this participant service as well.

4. Administrative Cost Limit. For PY 2015-16, administrative costs are limited to four percent of each WorkSource Center’s total WIOA funding allocation.

5. Supporting Costs for Carryover Clients. All costs associated with the provision of appropriate services to carryover clients should be factored into the PY 2015-16 budget.

6. Personnel Cost Parameters
   a. Any contractor that submits a total schedule of Personnel Costs that is less than 45 percent of its PY 2015-16 funding allocation is required to include in its budget narrative a discussion of the following:

   - How the proposed PY 2015-16 level of staffing compares to that of prior program years.
   - How the proposed PY 2015-16 staffing level will be adequate to support the full array of required and necessary WIOA program services and operations.
b. Any contractor whose total schedule of Personnel Costs exceeds 60 percent of its PY 2015-16 funding allocation is required to explain how the remaining portion of the allocation will provide adequate support for the contractor's operational needs and for the provision of direct client services.

7. Planned Salary Adjustments
a. Planned cost-of-living or merit salary increases expected to occur during the PY 2015-16 contract term must accord with the Center's approved personnel policies and must be factored into the initial budget submitted to the City in response to this RFCR.

b. Salaries in excess of the limit set forth by Public Law 109-234 may not be charged to the City's WIOA grant program. For 2015, the limit is $183,300 or the prorated share based on the amount of time dedicated to the City's WIOA program. The updated rate for 2016 will be announced by the U. S. Department of Labor (DOL) and the State in early 2016.

c. Bonus and incentive payments may not be charged to the City's WIOA grant program.

8. Single Audit
a. Expenses associated with the single audit requirement must be a) classified as an administrative cost, and b) set out separately as a clearly identified line item reflected in the “Other Cost” Category 2000.

b. Any contractor that does not include a “single audit” line item as part of the initial PY 2015-16 budget submitted in response to this RFCR will be expected to support this cost from a non-City WIOA source.

9. Profit Rate
Any contractor proposing a profit rate for PY 2015-16 must submit a proposal packet. Proposal packets may be requested from Chris Rajapakse at Chris.Rajapakse@lacity.org.

C. Budget Narrative

1. Please use Form 6 to set out the budget narrative information in support of your proposed PY 2015-16 budget. Please provide the name(s) and contact information of staff who may be contacted about questions concerning your budget submission. The budget narrative form must be submitted to the City in a) hardcopy form along with the RFCR, and b) electronically to your program analyst.

2. The budget narrative must include the following: a) a statement setting forth the intended use of the monies for each line item, and b) an explanation/justification for that use or a rationale that explains the need and intended use of each line item contained within the proposed PY 2015-16 budget plan. In preparing the budget narrative, please provide information so that a reviewer understands the necessity of each proposed item as well as the process used to arrive at each budgeted amount (e.g., formulas used).
D. Budget Support Documentation

1. In addition to the budget narrative, support documentation must be submitted for each budget line item, as applicable. Applicable support documentation may include the following:

   a. Personnel/Job descriptions
   b. Organization chart (covering all positions cost allocated against WIOA funds)
   c. Approved staff salary ranges
   d. Personnel policies (amendments to policy on file with City)
   e. Executed copies of all subcontract agreements and professional service agreements with vendors for outside services (e.g., legal or accounting).
      *It is the policy of the City of Los Angeles (City) to encourage fair and open competition in its procurement for goods and services. By practicing sound purchasing and contracting practices, we are demonstrating the highest ethical standards possible. Procurement shall be conducted at least once every three years. Contractor shall conduct and document oversight to ensure compliance with procurement procedures.*
   f. New or amended lease agreements, including applicable security deposits or facility lease-sharing agreements with EDD or other colocated partners, etc.
   g. Cost allocation plan defining method for allocating various shared expenses between all City WIOA programs and all other non-City WIOA programs.
   h. Floor plan of the Center facility and the methodology used to calculate space costs.
   i. Copies of the contractor's indirect cost rate approval letter from the contractor's cognizant agency (if any) and the proposal submitted. Agencies that do not have a cognizant Federal agency may submit a request to the EWDD Financial Management Division to propose a rate. An agency who has never negotiated and does not intend to negotiate a rate with its federal cognizant agency may request a 10 percent de minimis rate or a one-time four-year extension of a currently approved rate. (Note that the administrative portion of the indirect cost, together with all other administrative costs in the budget, will be subject to the 4 percent administrative limit.)

Xl. Inventory

A. On June 11, 2007, the EWDD posted the WIOA Property Management Requirements Directive (WDS Directive No. 07-16, see attached Directives), which provides guidelines for the management, control, transfer, disposition and safeguarding of property purchased with WIOA funds by the EWDD and its contractors.
B. For PY 2015-16, contractors are requested to submit an inventory of all equipment purchased with WIOA funds (Form 12). Your program analyst will conduct a physical count to validate the inventory submitted.

XII. Additional Required Contract Documentation

A. Organizations recommended for funding by the EWDD, 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. Please complete the WorkSource Center Service Plan, Form 7.

C. Code of Conduct contract language

1. PY 2015-16 contracts include language regarding the Code of Conduct.
3. Contractors 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 contractors 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.

D. Corporate Documents. If there have been any changes to your City Business License Number (BTRC), IRS Taxpayer Identification Number (copies must be dated within the last five years), 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).

E. Signatory Authorization. Contractors must ensure that they have submitted an updated Certification of Authorities within the past three years 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 8), along with the appropriate board listing and board resolution (Forms 9 and 10). 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, 2014 and there have been no changes since that date.

F. Board of Directors. An updated list of Board Members and a Certification of Board Resolution (Form 10) must be submitted with the RFCR.
G. 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. Contractors must submit Bidder Certification CEC Form 50 (Form 11) along with their RFCR documentation. This ordinance may be viewed at the City website at http://ethics.lacity.org/PDF/laws/law_mio.pdf. For additional information, please see http://ethics.lacity.org.

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

1. Affirmative Action Plan (AAP)
   a. If your current AAP is about to expire, the EWDD already will have sent a notification to your organization. Please note:
      - For contracts under $100,000, page A-1 of the Affirmative Action packet must be submitted.
      - For contracts for $100,000 or more, pages A-1, A-2, and A-7 of the Affirmative Action packet must be submitted.
      - The EEO Certification (page A-1) will NOT satisfy the AAP contract requirement for contracts for $100,000 or more.
   b. The prompt submission of your AAP renewal will make it possible for the City Attorney to execute your contract(s) without delay.
   c. Affirmative Action Plans and annual renewals must be submitted directly to the following:
      Administrative Services Division
      Attn: Maureen Brown
      Economic and Workforce Development Department
      1200 W. 7th Street, 6th Floor
      Los Angeles, CA 90017

d. For additional information or assistance, please contact Maureen Brown at the following:
   Phone: (213) 744-7272
   TTY: (213) 744-7290
   E-mail: maureen.brown@lacity.org.

2. Insurance
   The City requires that proof of current insurance coverage be submitted electronically via the City’s track4la site by the contractor’s agent/broker (and not by the contractor itself), who must register at http://trackla.city.org. For EWDD contractors, the agent/broker must include Lafaye Jones (Lafaye.Jones@lacity.org) in the notification section of the form.
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<td><strong>TOTAL</strong></td>
<td><strong>$10,311,197</strong></td>
<td><strong>$7,963,803</strong></td>
<td></td>
<td><strong>$18,275,000</strong></td>
</tr>
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