DATE: June 17, 2015

TO: All YouthSource Center Contractors

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

SUBJECT: WDS INFORMATION BULLETIN NO. 15-17
PY 2015-16 YOUTHSOURCE REQUEST FOR CONTRACT RENEWAL

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this information bulletin is to provide current YouthSource 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 YouthSource Centers for the upcoming PY 2015-16. Organizations wishing to renew YouthSource 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. Therefore, your agency assumes prudent risk for any and all program expenditures incurred after June 30, 2015.

Please submit the contract renewal package no later than 5:00 p.m., Wednesday, June 24, 2015. An original plus two copies of all documentation required to execute contracts must be hand- or courier-delivered to the address below. Individuals who hand-deliver the contract renewal package will be issued a receipt for the submission. The original copy of each contract renewal package submitted will be marked with a time and date stamp.
Hand deliver or courier deliver the RFCR to:

Economic and Workforce Development Department  
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. The 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:LS:NH:TJ
Attachments:
Attachment 1: Forms 1-2
Attachment 2: Form 3
Attachment 3: Form 4
Attachment 4: Form 5
Attachment 5: Form 8
Attachment 6: Form 11
Attachment 7: Guideline 2
Attachment 8: 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, YouthSource Center contractors may submit an RFCR.

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

II. Funding Allocations

The PY 2015-16 potential funding allocation levels for current contractors incorporate the following factors:

A. The City Council and Mayor approval of the Year 16 Annual Plan, and

B. The availability of Workforce Investment Act (WIA) youth funding.

On May 27, 2015, the Workforce Investment Board approved the department’s recommended funding allocations, which can be found in the second draft of the Year 16 Annual Plan (http://ewdd.lacity.org/reports_wia-annualplan-py16.html). The recommended allocations are contingent on approval by the City Council and Mayor.

III. Collaboration

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 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 collaborations.

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 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 (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. Contractor'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 January 31, 2016 (75 percent of WIOA Enrollment Goal).
4. Additional Requirements for PY 2015-16

A deadline for YouthSource 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.

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 (prior to PY 2014-15) YouthSource 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.

VII. 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.

VIII. Budget

Upon approval of the Year 16 Annual Plan by the City Council and Mayor, Contractors will be asked via a separate notice to prepare a 12-month budget for PY 2015-16 and include the appropriate budget forms to demonstrate the proposed plan for using grant funds.
YouthSource Leverage Funding Form: Contractors are being asked to complete the YouthSource Leverage Funding Form (Form 12) and submit it with the contract renewal package. The purpose of this form is to determine the extent to which Contractors are actively seeking non-WIA funds to leverage WIA funds.

IX. Additional Required Contract Documentation

All organizations 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.

A. Corporate Documents: If there have been any changes to your organization's legal name, corporate status, City's business license number, IRS taxpayer identification number, articles of incorporation, corporate bylaws, or DUNS number, you must submit the revised documents with this RFCR. If there were no changes in these documents, indicate "No Change" on the RFCR Document Checklist (Form 1).

B. Signatory Authorization: If there have been any changes to your organization's authorized signatories, please submit an updated Certification of Authorities (Form 3), along with the Board Resolution and certification (Form 4). The Board Resolution must specifically list all individuals on the Certification of Authorities and the tasks they are authorized to perform. If there were no changes in this document, indicate "No Change" on the RFCR Document Checklist (Form 1).

C. Board of Directors: An updated list of Board Members must be submitted annually with the RFCR together with a Certification of Board Resolution (Form 5).

D. Municipal Lobbying Ordinance: The Municipal Lobbying Ordinance established by Council requires each department to include a copy of the Municipal Lobbying ordinance in each invitation for bids, request for proposals, and request for qualifications or other solicitation related to entering into an agreement with the City. Bidder Certification CEC Form 50 (Form 6) must be completed and submitted to EWDD with your RFCR documentation. CEC Form 50 can be downloaded at http://ethics.lacity.org/pdf/forms/CEC_Form_50.pdf. The ordinance can be viewed at the City website: http://ethics.lacity.org/PDF/laws/law_mlo_jan2013.pdf.

E. Bidder Contributions Ordinance: On December 16, 2011, the Los Angeles City Council adopted Ordinance No. 181972 to complement Charter section 470(c) (12), which prohibits contributions and fundraising by bidders on some City contracts. The ordinance became effective on January 28, 2012. The new law, LAMC section 49.7.30, requires bidders to submit CEC Form 55 to the awarding authority at the time of bid submission. Bidder Contributions
CEC Form 55 (Form 7) can be found on the Ethics Commission’s website, on the Forms page, or by clicking this link: [http://ethics.lacity.org/pdf/forms/CEC_Form_55_Oct2013.pdf](http://ethics.lacity.org/pdf/forms/CEC_Form_55_Oct2013.pdf).

F. **WIA Equipment Inventory Form**: Pursuant to City agreements, contractors are responsible for maintaining “Inventory Control” of all equipment purchased with grant funds. Please complete and submit Equipment Inventory Form (Form 8) for all equipment purchased with grant funds. The record shall include:

1. A description of the item or equipment, including model and serial number, if applicable;
2. Date of acquisition;
3. The acquisition cost or assigned value to the program; and
4. Source of acquisition.

Your program analyst will follow up with a physical inventory to reconcile with the Equipment Inventory Form annually.

G. **Contractor Responsibility Ordinance (CRO)**: On November 21, 2000, the City Council adopted the Contractor Responsibility Ordinance (CRO), which requires a determination that prospective contractors are responsible and capable of fully performing the work before being awarded a City contract. The CRO Questionnaire for service contracts (Form 9) can be downloaded from [http://bca.lacity.org/site/pdf/cro/CROQ%20Service%20Questionnaire%20Rev%2001-20-12.pdf](http://bca.lacity.org/site/pdf/cro/CROQ%20Service%20Questionnaire%20Rev%2001-20-12.pdf). The CRO Pledge of Compliance (Form 10) can be downloaded from [http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF](http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF).

No contract may be executed unless a CRO questionnaire and a pledge form have been received and approved. The completed Questionnaire and a signed “Pledge of Compliance with the Contractor Responsibility Ordinance” must be turned in with the RFCR.

H. **Los Angeles Business Assistance Virtual Network (LABAVN)**: As of August 15, 2011, the Bureau of Contracts Administration, Office of Contract Compliance modified the compliance verification process. The LABAVN is now the platform for satisfying the reporting requirements for the City’s Affirmative Action Program (AA), Equal Benefits Ordinance (EBO), First Source Hiring Ordinance (FSHO), Equal Employment Practices (EEP), and the Slavery Disclosure Ordinance (SDO). Please go to [www.labavn.org](http://www.labavn.org) and follow the instructions for downloading and uploading completed Ordinance forms to the system. All applicable forms are to be completed and signed prior to being uploaded to the “Company Documents” section. Instructions for registering and downloading Templates have been included in the RFCR as Guideline 1. For technical support please contact ila.bavn@lacity.org.
IMPORTANT: AA, EBO, FSHO, EEP, and SDO approvals remain in effect for 12 months for any number of contracts. If the contractor has uploaded these forms to www.labavn.org within the last 12 months, no action is necessary. Please select the “Uploaded” boxes on the RFCR Checklist (Form 1) and include the date the forms were uploaded. For more details regarding the above ordinances please go to


I. Living Wage Ordinance (LWO) Documentation: The Living Wage Ordinance (LWO) requires employers who have agreements with the City to pay their employees at least a minimum “living wage” and to provide certain benefits unless an exemption applies. For more details, please refer to City website http://bca.lacity.org/index.cfm?nxt=lco&nxt_body=content_lwo.cfm.

An LWO Submission Guideline is included in the RFCR as Guideline 2. The applicable Living Wage forms can be downloaded at

http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_lwo_forms.cfm and should be completed and submitted with the RFCR.

J. Insurance: Proof of current insurance coverage must be submitted by the insured’s agent/broker electronically to the City through the Track4LA online compliance system. The system is designed to be used primarily by agents and brokers as they submit clients insurance directly to the City. The agent/broker must log onto the Track4LA site and register at


Please include Lafaye Jones in the notification section of the form upon submission. Her email address is lafaye.jones@lacity.org.

X. Documents for 2015 Summer Youth Employment Contracts

If your organization is serving as a summer youth contractor, please fill out two additional original sets of CRO and LWO documents (see g. and i. above). This will help expedite processing and execution of summer contracts. As soon as funding amounts are approved by the City Council and Mayor, you will receive an official allocation letter.