DATE: March 17, 2016

TO: Currently Contracted City of Los Angeles WorkSource Centers

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

SUBJECT: WDS INFORMATION BULLETIN NO. 16-05
WORKFORCE INITIATIVES: REQUEST FOR INTEREST TO PROVIDE EMPLOYMENT SERVICES TO THE RE-ENTRY POPULATION; AND/OR SECTOR-BASED TRAINING TO ADULTS AND DISLOCATED WORKERS

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of this bulletin is to solicit interest from currently contracted City of Los Angeles WorkSource Centers/America’s Jobs Centers of California (WSC/AJCC) to provide services under one of the initiatives presented by this Request for Interest (RFI) as follows:

A. Workforce Re-Entry Initiative
B. Sector-Based Employment Training Initiative

BACKGROUND
The City currently faces two outstanding workforce issues – a burgeoning population of formerly incarcerated individuals, who are being returned to civilian life due to recently enacted legislation; and the need to grow the City’s economy by developing a trained and educated workforce for jobs in sector-based industries. In order to address both issues, the City of Los Angeles Workforce Development Board (WDB) has funded two initiatives: 1) the Workforce Re-Entry Initiative, and 2) the Sector-Based Employment Training Initiative.

Both projects constitute part of the City’s Workforce Initiatives, whose goals are to grow the City’s economy and to train and educate its workforce for jobs in the new economy.
A. WORKFORCE RE-ENTRY INITIATIVE

This Initiative seeks to address the substantial numbers of formerly incarcerated, who are returning to civilian life pursuant to California policy initiatives. This re-entry population faces significant barriers to employment, including a lack of job skills altogether, or job skills that are no longer current; and a lack of work experience or work history. In order to prepare such individuals to find employment, and to become productive and self-sustaining, the Workforce Development Board (WDB), in support of the Workforce Re-Entry Initiative, is launching an initiative targeting such individuals for employment training and support services tailored to their needs.

FUNDING, AREA OF OPERATIONS, NUMBER OF PARTICIPANTS, PER PARTICIPANT COSTS

Up to $750,000 in Workforce Innovation and Opportunity Act (WIOA) funding is available for the Workforce Re-Entry Initiative. This initiative will provide employment and support services to a total of one hundred (100) participants at a maximum per participant cost of $7,500.

Funding will be allocated to three to four WSC-led partnerships. Each partnership must include a minimum of two funded non-WSC partners. Additionally, each proposal must demonstrate an ability, either through the WSC or the funded partners, to successfully serve Re-Entry populations, including the following:

- Number of Re-Entry enrollments in WIOA
- Number of Re-Entry placed in employment
- Number of Re-Entry placed into vocational training
- Established partnerships with law enforcement / corrections agencies
- Established partnerships with Re-Entry service providers

PROGRAM DESIGN

Agencies proposing to serve the Re-Entry population must include a comprehensive workforce strategy that incorporates career services, basic skills remediation, vocational training, transitional employment and supportive services. Additionally, favorable consideration will be given to proposers that align their workforce and education services with skills needs in emergent sectors leading to career pathways. Program elements for this initiative must include the following:

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1 In a status report to the Los Angeles County Board of Supervisors, officials noted that the county’s jails had fewer than 16,000 inmates at the end of 2014, as compared to 19,000 a few months before. KPCC, Jan. 23, 2015, http://www.scprr.org/news/2015/01/23/49416/la-county-officials-credit-prop-46-with-big-drop-i/

2 "Los Angeles, with the nation’s largest jail system, saw its jail population drop by about 17 percent, or 3,200 inmates, after Proposition 47 took effect." KPCC, February 2, 2015, http://www.scprr.org/news/2015/02/02/49608/county-jail-populations-across-california-dip-after/
1. Career services, including:
   - Eligibility assessments
   - Enrollment of eligible participants
   - Education and career assessments
   - Individual Employment Plans (IEP)
   - Pre-employment skills training
   - Job search skills
   - Financial literacy training
   - Resume-writing or interviewing skills
   - Case management and follow-up services

2. Basic Skills Remediation
   - Basic Skills assessments
   - Classroom job-readiness training
   - Bridge training

3. Vocational Training
   - Individual Training Account (ITA) or other classroom training
   - Apprenticeships
   - On-the-job training

4. Transitional Employment
   - Subsidized employment for up to 400 hours
   - Transitional employment

5. Supportive Services, including:
   - Counseling for mental health issues, or drug or alcohol abuse
   - Recidivism avoidance programs
   - Other services, as needed

TRAINING MODALITIES AND TRAINING PROVIDERS
The initiative will utilize a variety of training modalities, including regular classwork, On-the-Job Training (OJT), Individual Training Accounts (ITA), internships (with special emphasis on paid work experience), and apprenticeships.

Proposers will be expected to demonstrate that they have a readily available training strategy, and a history of successfully placing adults and dislocated workers into training leading to industry recognized credentials.

EXPANDED PARTNERSHIPS
The Workforce Re-Entry Initiative seeks to ensure that returning ex-offenders are offered an all-encompassing array of services to ensure their successful re-integration into society. To ensure that this occurs, successful applicants must show that they are partnering with a minimum of two funded community-based organizations that provide specialized services for Re-Entry populations, including mental health counseling, counseling for drug and alcohol abuse, and other support programs designed to reduce recidivism.
PROPOSAL REQUIREMENTS
Currently contracted WSC interested in delivering the above-described training and support services for the Workforce Re-Entry Initiative must complete and submit an original and three copies of items 1 through 3 below no later than 5:00 p.m. on Thursday, April 7, 2016.

Proposals must address the following narratives:

1. Program Design Narrative (50 Points), not to exceed five (5) pages that addresses the following elements:
   a. A detailed demographic analysis of the Re-Entry population within the WSC’s designated geographic area of operation, including:
      • Number of existing Re-Entry population
      • Number of ex-offenders anticipated to return within the program period
      • Demographic profile of Re-Entry population
   b. A detailed program design and customer flow chart, including a description of the partnerships that will implement each of the program elements described above, with particular attention to the following:
      • Training services to be provided, including basic skills remediation or ESL classes to address skills gaps; and a listing of the training providers for each service.
      • How outreach will be effected to the targeted population of formerly incarcerated individuals.
      • The process for serving the targeted population.
   c. The number of WIOA enrollments per month that the agency will be able to serve, the total number of enrollments for the project, and the cost per enrollment (not to exceed $7,500 per participant).
   d. A list of participating partners or collaborators, including funded partners, that will participate in service delivery, including remediation of skills gaps, and/or counseling for mental health, drug or alcohol abuse to Initiative participants.
   e. The specific job titles for which Initiative participants will be trained, including position descriptions, the minimum amount of training required for each position and anticipated wage at placement.
   f. The education/training providers that will provide training to program participants.
   g. A list of participating employers, including letters of support from such employers, which set out a) a commitment to employ a certain number of
participants, and b) a listing of the positions to be filled.

2. **Program Budget** (10 Points) (attached hereto).
   a. Proposers must complete all the pages of the budget for the Initiative for which a proposal is being submitted.
   b. A listing and description of committed (verifiable and in-place) leveraged resources, including letters of commitment for the leveraged resources that will be deployed for this program.

3. **Proposer's Previous Experience** (40 Points) not to exceed five (5) pages, to include the following:
   a. For PY 2014/15 and PY 2015/16 (year to date), the total number of re-entry participants that were
      - Enrolled
      - Placed in training
      - Placed in employment
   b. A description of successful strategies deployed, or best practices developed, in serving the re-entry population.
   c. A list of participating training providers, the kind of training that was provided, and its length.
   d. A list of project partners or collaborators (such as other WSC, chambers of commerce, community-based organizations), and a description of the services provided by such partners or collaborators.
   e. A description of resources and/or programs previously used to serve this population.
   f. A description of the proposer's performance under City of Los Angeles 'Special Assistance Grants,' National Emergency Grants, or other, special initiatives funded by the Workforce investment Board (WIB) or WDB, including:
      - Percentage of contract goals met
      - Number of placements in training
   g. Number of job placements
      - Percentage of budget expended on training.
The second Workforce Initiative for which the City is soliciting interest under this RFI is the Sector-Based Employment Training Initiative. As previously noted, a WSC may submit a proposal for only one of the two initiatives contained herein.

B. SECTOR-BASED EMPLOYMENT TRAINING INITIATIVE
The City recently released the Industry Sector Expert Strategists Request for Proposals (RFP) seeking to identify an individual or entity to bring together partnerships (consisting of employers, employer trade associations, training and education providers, community-based organizations, and City agencies); and to develop plans for training and placing individuals in industry sectors identified by the WDB as being of growing importance to the City's economy. These industry sectors are as follows: Information Technology, Healthcare, Construction, Biotechnology/Bioscience, Logistics/Transportation, and Advanced Manufacturing.

The Sector-Based Employment Training Initiative complements the above-described RFP by identifying currently contracted WSC/AJCC to provide employment training, supportive services, and placement with employers in one of the above critical industry sectors to adults and dislocated workers.

FUNDING, AREA OF OPERATIONS, NUMBER OF PARTICIPANTS, PER PARTICIPANT COSTS
A total of $600,000 in WIOA funding is available for the Sector-Based Employment Training Initiative. This project will provide employment services to a total of one hundred twenty (120) participants at a maximum per participant cost of $5,000. Participants in the Sector-Based Employment Training Initiative must be co-enrolled into WIOA formula funding.

Funding will distributed by Industry Sector as follows:

- Advanced Manufacturing $100,000
- Biotechnology/BioSciences $100,000
- Construction $100,000
- Healthcare $100,000
- Information Technology $100,000
- Transportation/Logistics $100,000

PROGRAM DESIGN
Agencies submitting proposals for the Sector-Based Employment Training Initiative will be required to choose ONE industry sector for the initiative; they will train and place individuals for this sector. Proposals must list the following: a) employer partners, including letters of commitment from such employer/ partners which state the number of participants that will be hired at the end of training; and b) participating training providers, kinds of training, and length of training. The Workforce Development Board (WDB) has identified the following
industry sectors as high-wage, high-growth, with career advancement opportunities, and of growing economic importance to the City:

- Advanced Manufacturing
- Biotechnology/BioSciences
- Construction
- Healthcare
- Information Technology
- Transportation/Logistics

At minimum, all participants will be expected to receive the following services:

1. Career services, including:
   - Eligibility assessment
   - Basic skills assessment
   - Enrollment of eligible participants
   - Education and career assessments
   - Individual Employment Plans (IEP)
   - Job search skills
   - Case management
   - Financial literacy training
   - Resume-writing or interviewing skills
   - Career coaching
   - Supportive Services
   - Employment Placement Services
   - Post-employment follow-up services

2. Basic Skills Remediation (as necessary)
   - Classroom job-readiness training
   - Basic skills remediation / Pre-employment soft skills training
   - Bridge training

3. Vocational Training
   - Individual Training Accounts (ITAs)
   - Apprenticeships
   - On-the-job training
   - Training services for the targeted sector

**TRAINING MODALITIES AND TRAINING PROVIDERS**
The initiative will utilize a variety of training modalities, including regular classwork, On-the-Job Training (OJT), Individual Training Accounts (ITA), internships (with special emphasis on paid work experience), and apprenticeships.

Successful applicants will align workforce and education programs with emergent industry sector skills needs and provide career pathways leading to living wage employment.
EXPANDED PARTNERSHIPS
As with other recent WDB-approved programs, the Sector-Based Employment Training Initiative seeks to expand the City’s Sector-Based training efforts (in advanced manufacturing; information technology; transportation and logistics; construction; healthcare; and biotechnology and biosciences) by expanding partnerships with key employers, employer associations, training providers and regional workforce development areas in the greater Los Angeles area. Funded agencies will be expected to show evidence of existing sector partnerships that include key employers or industry councils and training providers.

PROPOSAL REQUIREMENTS
Currently contracted WSC interested in delivering the above-described training/placement services for ONE industry sector of the Sector-Based Employment Training Initiative must complete and submit an original and three copies of the following no later than 5:00 p.m. on Thursday, April 7, 2016:

1. **Program Design narrative (50 Points), not to exceed five (5) pages**, to include the following:
   
   a. A detailed program design to include the following:

      i) A description of the industry sector (from among Information Technology, Biotechnology/Bioscience, Construction, Healthcare, Logistics/Transportation, and Advanced Manufacturing) for which the proposer will provide employment services, including a listing of key employers and industry councils or associations that will partner for this initiative.

      ii) A description of training services to be provided, including basic skills remediation or ESL classes to address skills gaps; and a listing of the training providers for each service. The response should include a description of how Proposer’s training and workforce services will align with industry sector skills needs.

      iii) The specific job titles for which project participants will be trained, including position descriptions, the minimum amount and kind of training required for each position, and the anticipated wage at placement.

      iv) A description of how outreach will be effected to the targeted population of Adults or Dislocated Workers.

   b. The number of WIOA enrollments per month that the agency will be able to serve, the total number of enrollments for the project, and the cost per enrollment (not to exceed $5,000 per participant).
c. A list of any sub-contractors working with the lead agency, and a listing of the services that such sub-contractors will provide.

d. A list of participating partners or collaborators that will cooperate in providing services, including remediation of skills gaps, etc.

e. The education/training providers that will provide training to program participants.

f. A list of participating employers, including letters of support from such employers, which set out a) a commitment to employ a certain number of participants, and b) a listing of the positions to be filled.

2. Program Budget (10 Points) (attached hereto).

a. Proposers must complete all the pages of the budget for each project for which a proposal is being submitted.

b. A listing and description of committed (verifiable and in-place) leveraged resources, including letters of commitment for such leveraged resources, that will be deployed for this program.

3. Proposer's Previous Experience (40 Points), not to exceed five (5) pages, to include the following:

a. Previous experience implementing industry sectors training program, including:

   • Targeted Sectors
   • The total number of participants trained and placed in the industry sector.
   • The jobs into which such participants were placed and the employers with which they were placed.
   • A list of participating training providers, the training modalities deployed, and the length of training.

b. A description of the training modalities that were utilized.

c. A list of project partners or collaborators (such as other WSC, chambers of commerce, employer associations, etc.), and a description of the services provided by such partners or collaborators.

d. A listing of any industry councils and/or other regional collaborations in which Proposer's organization has participated in the last three years.

e. A description of Proposer's performance under City of Los Angeles 'Special Assistance Grants,” National Emergency Grants, or other, special initiatives
funded by the WIB or WDB, including, but not limited to, the following:

- Percentage of contract goals met
- Number of placements in training
- Number of job placements
- Percentage of budget expended on training.

GENERAL TERMS AND REQUIREMENTS (INITIATIVES A & B)

CONTRACT TERM
The term of City contracts arising from this RFI is May 1, 2016 through June 30, 2017.

OTHER REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING
In providing services pursuant to this RFI, the selected agency will be expected to comply with the following:

- WIOA rules, regulations and policies, as released from time to time.
  In addition, because the WIOA came into effect only in July 2015, wherefore WIOA-specific rules may not yet be in place, from time to time, the State of California Employment Development Department (EDD) is expected to issue Training and Employment Guidance Letters (TEGL) in the form of directives. The selected agency or agencies will be required to comply with any and all current and subsequently issued WIOA-related EDD directives.
- Applicable federal and state statutes, rules, regulations and policies.
- Local rules and policies.

As for all jobs training programs, the selected agency/agencies will be expected to utilize the JobsLA link.

The selected agency/agencies will be required to meet and report on mandatory WIOA performance metrics, including the following:

For Adults
- Entered Employment Rate – 60%
- Employment Retention Rate – 78%
- Average Earnings - $12,850

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3 Subject to change by directive from the State of California Employment Development Department.
4 Subject to change by directive from the State of California Employment Development Department.
For Dislocated workers
- Entered Employment Rate – 67.5%
- Employment Retention Rate – 80.2%
- Average Earnings - $15,150

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. **Proposals submitted after the stated deadline will not be accepted.**

Proposals, consisting of one original and three copies for each project that the Proposer is submitting a proposal, must be hand-delivered no later than 5:00 p.m., Thursday, April 7, 2016, to the following:

Economic and Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Paul Nakama

Proposals submitted after 5:00 p.m., on Thursday, April 7, 2016, will not be accepted.

EVALUATION OF PROPOSALS
The proposed program design will be evaluated based on the narratives submitted with the proposal. Proposers will be evaluated on the cost and number of participants they will be able to process, their previous experience with sector-based employment programs or re-entry programs, their understanding of the City’s program design and their ability to plan, manage and implement the proposed program model.

FUNDING RECOMMENDATIONS
Funding recommendations may be subject to approval by the City of Los Angeles Workforce Development Board and/or the 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 one or more agencies per project or none.

PROPOSAL APPEAL PROCESS
1. Process/Appeal Rights
   The City will notify all proposers in writing of proposal evaluation results. Appellants may appeal procedural issues only. Such appeals must be based upon specific facts demonstrating that the RFI criteria or process were not followed in the review of proposals. A disagreement with, or objection to, the points awarded does not constitute sufficient basis for an appeal. Differences of opinion about the merits of a proposal are
not grounds for submitting an appeal.

2. Letters of Appeal and Deadline
To file an appeal, a proposer must submit a written request setting forth the specific reason for the appeal. As stated above, proposers may appeal procedural issues only. Letters of appeal must be hand-delivered to the following no later than five business days after the date of the RFI results notification letter:

City of Los Angeles
Economic and Workforce Development Department
RFI Appeal – Workforce Initiatives RFI
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Paul Nakama

Written appeals shall be no more than three typewritten 8 ½ x 11 inch pages in length, single sided, and shall include a specific request for an appeals review. Written appeals must include the following information:

a. The name, address and telephone number of the proposer.
b. The name/title of the RFI to which the organization responded.
c. A statement describing in detail the grounds for an appeal.

Written appeals may not incorporate any new or additional information that was not submitted with the original proposal. A proposer is limited to submitting only one appeal per proposal. In order to be considered, appeals must be submitted within the time limits set forth above.

3. Appeals Review Panel
Inasmuch as this RFI is a WIOA-funded procurement, an Appeals Board will be established in accordance with the requirements set forth in the Workforce Investment Board/Local Elected Official agreement, otherwise known as the WIB/LEO (Council File No. 12-0602-S2). Appeals Board members will be provided with a copy of the procurement document, a copy of the Procurement Guidelines (as set out in the current WDB Annual Plan, available at http://wiblacity.org/ewddLacity/index.php/workforce-investment-act-year-fifteen-annual-plan/20-about/plans-reports/134-workforce-investment-board-year-sixteen-annual-plan), a written summary of the procurement process, a summary of facts relative to the specific procurement, a copy of all appeals to this RFI submitted to the Department, and the Department’s response to each appeal. At the appeals hearing, appellants will make an oral presentation detailing their reasons for appealing. At the discretion of the Board, this may then be followed by a question-and-answer period. Time limits for the oral presentation and question-and-answer period are at the discretion of the Appeals Board. The decision of the Appeals Board is final and will constitute the EWDD’s final recommendation.
TECHNICAL ASSISTANCE AND DEADLINE FOR SUBMITTING QUESTIONS

Technical assistance will be available for questions regarding the requirements of the RFI. Such assistance is intended to clarify the City's requirements and expectations. The City will not provide assistance as to a proposer's narratives, nor will the City review or evaluate a proposer's responses to the RFI, prior to the close of the RFI process.

All technical assistance questions must be submitted via email. The proposer's question must set out the following:

- The title of the RFI
- The page number of the RFI for which the proposer is seeking clarification
- The section of the subject matter for which the proposer is seeking clarification

Technical assistance will commence with the date of issuance of the RFI. The deadline to submit technical questions is 11:59 p.m. on Thursday, March 31, 2016.

Questions regarding the RFI must be submitted by email to: EWDD.planning@lacity.org.

A Question-and-Answer (Q&A) document, which will list the questions received and answers provided, will be available on the EWDD website at ewddlacity.com/index.php/about-ewdd/bid-opportunities.

To ensure fairness, consistency and transparency, proposers are informed that questions will not be answered individually, and that a consolidated answer may be provided in response to several similar questions. The EWDD Q&A website will be updated regularly, and all questions will be responded to.

RS:JHP:GR:BB

Attachments:  Budget Forms:
  1. Budget Summary
  2. Budget Detail
  3. Schedule of Personnel Costs
  4. Spending Plan Worksheet
### Schedule of Costs

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### Spending Plan

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BUDGET SUMMARY: Economic and Workforce Development Department, City of Los Angeles.
## ESTIMATED COSTS - BY LINE ITEM

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<tr>
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<tr>
<td><strong>#5000 - CAPITAL COSTS:</strong></td>
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<tr>
<td><strong>SUBTOTAL: #5000 - CAPITAL COSTS:</strong></td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
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</tbody>
</table>
## SCHEDULE OF PERSONNEL COSTS
Economic and Workforce Development Department, City of Los Angeles

**Contractor:** 0
**Contract No.:** 0
**Program:** 0
**Funding Stream (WIA Only):** 0
**Contract Amount:** $0

### ESTIMATED COSTS - BY LINE ITEM

<table>
<thead>
<tr>
<th>Job Title (One Line per Employee)</th>
<th>Employee Name</th>
<th>Month Salary</th>
<th>% of Time</th>
<th># of Months</th>
<th>City of LA Share</th>
<th>Program Income</th>
<th>Leveraged Resources</th>
<th>Grand Total Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Breakdown (WIA Only)</td>
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#### A. SALARIES:

<table>
<thead>
<tr>
<th>Job Title (One Line per Employee)</th>
<th>Employee Name</th>
<th>Month Salary</th>
<th>% of Time</th>
<th># of Months</th>
<th>City of LA Share</th>
<th>Program Income</th>
<th>Leveraged Resources</th>
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</thead>
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<td></td>
<td></td>
<td>Breakdown (WIA Only)</td>
<td></td>
<td></td>
<td></td>
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</table>

**SUBTOTAL: SALARIES**

| % to Total Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

#### B. FRINGE BENEFITS:

<table>
<thead>
<tr>
<th>Fringe Benefit</th>
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<td>HEALTH</td>
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<td>SUI</td>
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</tr>
<tr>
<td>WORKERS' COMPENSATION</td>
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<tr>
<td>RETIREMENT</td>
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</tr>
<tr>
<td>OTHERS</td>
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</table>

**SUBTOTAL: FRINGE BENEFITS**

| % to Total Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**TOTAL PERSONNEL COSTS**

| % to Total Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
### SPENDING PLAN WORKSHEET

Economic and Workforce Development Department, City of Los Angeles

| Contractor: | 0 |
| Contract No.: | 0 |
| Program: | 0 |
| Funding Stream (WIA Only): | 0 |
| Contract Amount: | $0 |

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<th>Month 5</th>
<th>Month 6</th>
<th>Month 7</th>
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<th>Month 9</th>
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<td>0</td>
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</tr>
<tr>
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<tr>
<td>2100 PARTICIPANT-RELATED COSTS</td>
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</tr>
<tr>
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<tr>
<td>4000 INDIRECT COSTS</td>
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**TOTAL PLAN FOR THE MONTH**

<table>
<thead>
<tr>
<th>Cost Classification</th>
<th>Month 10</th>
<th>Month 11</th>
<th>Month 12</th>
<th>Total</th>
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<tr>
<td>1000 PERSONNEL COSTS</td>
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<tr>
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**TOTAL - CUMULATIVE**

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