DATE:       June 20, 2017

TO:         All WorkSource Center Subrecipients

FROM:       Gerardo Ruvalcaba, Director
            Workforce Development System

SUBJECT:    WDS INFORMATION BULLETIN NO. 17-26
            (Supersedes WDS Information Bulletin No. 17-25)
            PY2017-18 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
subrecipients with a Request for Contract Renewal (RFCR) package for Program Year
2017-18 (PY17-18). This RFCR package sets out program requirements and identifies
documents that must be submitted in order for agreements to be renewed for the new
program year.

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 2017-18 program year. Organizations wishing to renew WorkSource agreements for the new program year 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 PY17-18. The decision to fund any organization beyond June 30, 2017,
rests solely with the City.

Total local area allocations, proposed for PY17-18 are set forth in Appendix I (attached).

The submission deadline for the items requested in this part of the renewal package is
5:00 p.m., Wednesday, June 28, 2017.

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.
Individuals who hand-deliver the application will be issued a receipt for the submission. The
original of the submitted application will be date and time stamped.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
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) subrecipients 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-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:GR:PN

Attachments:
Attachment 1: Checklist - Form 1-3  
Attachment 2: WSC Service Plan – Form 5  
Attachment 3: Budget - Adult  
Attachment 4: Budget – Dislocated Worker  
Attachment 5: Budget – Supportive Services Leveraged Resources  
Attachment 6: Budget Narrative - Adult  
Attachment 7: Budget Narrative – Dislocated Worker  
Attachment 8: Certification of Authorities  
Attachment 9: Sample Board Resolution  
Attachment 10: Sample Board of Directors  
Attachment 11: Bidder Certification  
Attachment 12: WIOA Equipment Inventory  
Attachment 13: Directives  
Attachment 14: CRO Service Questionnaire  
Attachment 15: CRO Pledge of Compliance  
Attachment 16: Iran Contracting Act Affidavit
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 subrecipient has no confirmed program, financial, or audit findings.

B. Only currently contracted, PY16-17, WorkSource Center subrecipients may submit an RFCR.

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

II. Funding Allocations

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

III. WorkSource Requirements

Subrecipient will be expected to abide by all policies stated in Year 18 Annual Plan.

Subrecipient will also abide by all PY17-18 contract requirements (refer to §202 of the contract) including but not limited to:

A. Each WorkSource Center will be required to collaborate with the BusinessSource Center in its region (a regional matrix is attached hereto as Attachment A).

B. Each WorkSource Center will be required to execute a non-financial Memorandum of Understanding (MOU), valid through June 30, 2018, 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.

C. 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.

D. 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. 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. WSCs and BSCs will be required to report such information to the City.

E. WSCs will submit to the City a 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

EWDD requires that its service providers collaborate with other programs/service providers within their areas. 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 PY17-18 contract goals by directive to accord with State requirements.

B. Performance Measures for PY17-18 may include but are not limited to:

1. Customer Satisfaction
   a. Customer Satisfaction (intercept)
   b. Exiter Satisfaction (telephone)

2. Performance Outcomes (Federal & State Measures)
   a. Employment Rate 2\textsuperscript{nd} Quarter After Exit
   b. Employment Rate 4\textsuperscript{th} Quarter After Exit
   c. Median Earnings
   d. Attainment of a Postsecondary Credential
   e. Measurable Skills Gain
   f. Number of new WIOA enrollments including hard-to-serve (the City may decide to include a limited number of carry-over participants)

3. Local Flow Measures
   a. Number of new Wagner-Peyser enrollments
   b. Number of employer customers
   c. Number of enrollments of persons with disabilities
   d. Number of enrollments of veterans and/or their eligible spouses
   e. Number of Re-entry participants
   f. Percentage of enrolled individuals trained
   g. Percentage of enrollments by December 31st

4. Administrative Capability
   a. Subrecipient’s administrative practices related to work performance, timeliness, fiscal, communication, human resources, and ethics.
   b. Expenditure of Training and Supportive Services Funds.
   c. Performance Table

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES AND SERVICE LEVELS</th>
<th>WORKSOURCE CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADULT</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DOL MEASURES</strong></td>
<td></td>
</tr>
<tr>
<td>1 Employment Rate 2\textsuperscript{nd} Quarter After Exit</td>
<td>68%</td>
</tr>
<tr>
<td>2 Employment Rate 4\textsuperscript{th} Quarter After Exit</td>
<td>65.5%</td>
</tr>
<tr>
<td>3 Median Earnings 2\textsuperscript{nd} Quarter After Exit</td>
<td>$5,157</td>
</tr>
<tr>
<td>4 Credential Attainment Within 4 Quarters After Exit</td>
<td>55.9%</td>
</tr>
<tr>
<td>5 Minimum # of participants trained (inc. sector training)</td>
<td></td>
</tr>
<tr>
<td>6 Minimum # of participants in sector training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training Related Placements (of those trained)</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Amount to be expended on training as a percentage of formula dollars (an amount equal to 14% of formula dollars may be in approved, training leveraged resources)</td>
</tr>
<tr>
<td>9</td>
<td>Job Seeker Satisfaction Level (Intercept)</td>
</tr>
<tr>
<td>10</td>
<td>Enrolled Customer Satisfaction Level</td>
</tr>
<tr>
<td>11</td>
<td>Total Enrollments</td>
</tr>
<tr>
<td></td>
<td>Maximum WIOA Carryovers Counted</td>
</tr>
<tr>
<td>12</td>
<td>Minimum number of NEW enrollments required by December 31, 2016 (50% of WIOA Enrollment Goal)</td>
</tr>
<tr>
<td>13</td>
<td>Minimum number of enrollments for persons with disabilities</td>
</tr>
<tr>
<td>14</td>
<td>Minimum number of reentry enrollments</td>
</tr>
<tr>
<td>15</td>
<td>Minimum number of veteran enrollments</td>
</tr>
<tr>
<td>16</td>
<td>Number of Employer Customers (including 10 referrals to BusinessSource)</td>
</tr>
<tr>
<td>17</td>
<td>Number of Hard-to-Serve Adult Enrollments (60% of WIOA Total Adult Enrollments)</td>
</tr>
</tbody>
</table>

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 17-18, 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 PY17-18, Subrecipient shall enroll a minimum number of disabled individuals 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 also 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 42% of their total allocation on training services. A portion of the minimum training expenditure requirement (an amount of up to 14% 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 28% of their City adult and dislocated worker allocation to training services and may leverage the additional 14% to meet the required 42%.

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

3. Supportive Services may also be budgeted. However, they do not count toward the training set-aside requirements.

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 a set amount 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 subrecipient 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 04-16, released April 15, 2004; the WIOA Annual Plan: State EDD Directive WSD 08-10 (supplementing TEGL 10-09), and WIOA funded contracts. Additional information on hiring veterans and their spouses is available at www.dol.gov/vets.

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.
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. Subrecipients will be expected to co-enroll eligible clients referred from the Gang Reduction and Youth Development (GRYD) program.

F. Services to Homeless and Formerly Homeless

1. The City is committed to increasing the number of homeless and formerly homeless individuals served by the WDS. The City’s goal is to enroll 3,000 individuals through its LA:RISE initiative funded by City General Fund and Measure H funding.

VIII. Closeout of Prior Year Contracts

A. Completed prior-year (prior to PY16-17) WorkSource Center contracts must be closed out before PY17-18 contracts may be executed.

B. Outstanding PY16-17 contracts that remain open after the closeout deadline of July 15, 2017, will be closed out unilaterally in accordance with City contractual language:

In the event Subrecipient 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 Subrecipient’s final allowable expenditures. The City will not reimburse Subrecipient for expenditures reported after the 15-day closeout date following the termination of this Agreement. The City shall provide to Subrecipient 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. Subrecipients 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 PY17-18 program budget/expenditure plan.

1. To ensure that the proposed PY17-18 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. Subrecipients 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 the new program year are attached hereto as Form 5. 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, subrecipients shall follow proper procurement procedures, including securing the City’s prior written approval for purchase of equipment and/or computers.

4. For PY17-18, pursuant to 20 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 must be set forth in a Memorandum of Understanding (MOU) and Resource Sharing Agreement. Subrecipients must submit a list of WSC partners for PY17-18 using Form 5.

Guidelines for determining contributions from co-located partners, principles for resource sharing and a methodology for calculating costs are set forth in WDS Directive 11-06. For PY17-18, 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 PY17-18 program budget, subrecipients are required to review and adhere to a) the requirements set forth in WDS Directive 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. **Subrecipients must report leveraged resources on a monthly basis using the leveraged resource forms contained in WDS Directive 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 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 general leveraged resources reported must be equal to or greater than the amount indicated in the subrecipient’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 new PY budget. WorkSource Centers must budget and expend an amount equal to or greater than 42 percent of their total allocation on training services. A minimum of 28 percent must be budgeted from the City adult and dislocated worker allocation for training services. Centers may leverage at maximum an
amount equal to 14 percent of their base allocation for training as defined by SB 734. Although supportive services can be counted as training under WIOA, they cannot be counted toward the minimum training expenditure requirement, nor are they allowable as leveraged resources by the State under SB 734. However, Centers may choose to budget for this participant service as well.

4. **Administrative Cost Limit.** For PY17-18, administrative costs are limited to four percent (4%) of each of the Center's WIOA funding allocations.

5. **Supporting Costs for Carryover Clients.** All costs associated with the provision of appropriate services to carryover clients should be factored into the PY17-18 budget.

6. **Personnel Cost Parameters**
   a. Any subrecipient that submits a total schedule of Personnel Costs that is **less than 45 percent** of its PY17-18 funding allocation is required to include in its budget narrative a discussion of the following:

   - How the proposed PY17-18 level of staffing compares to that of prior program years.
   - How the proposed PY17-18 staffing level will be adequate to support the full array of required and necessary WIOA program services and operations.

   b. Any subrecipient whose total schedule of Personnel Costs **exceeds 60 percent** of its PY17-18 funding allocation is required to explain how the remaining portion of the allocation will provide adequate support for the subrecipient’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 PY17-18 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 2016, the limit is $185,100 or the prorated share based on the amount of time dedicated to the City’s WIOA program. The updated rate for 2017 will be announced by DOL and the State shortly.

   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 subrecipient that does not include a “single audit” line item as part of the initial PY17-18 budget submitted in response to this RFCR will be expected to support this cost from a non-City WIOA source.

9. Profit Rate

Any subrecipient proposing a profit rate for PY17-18 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 PY17-18 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 Robert.Reed@lacity.org and 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 PY17-18 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. Subrecipient 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 co-located 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 subrecipient’s indirect cost rate approval letter from the subrecipient’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% 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% administrative cost limit.)

XI. Inventory

A. On June 11, 2007, the EWDD posted the WIOA Property Management Requirements Directive (Directive 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 subrecipients.

B. For PY17-18, subrecipients 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. PY17-18 contracts will include language regarding the Code of Conduct.

3. Subrecipients 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 subrecipient’s own Code of Conduct subject to City approval.

D. Corporate Documents. If there have been any changes to your entity, mission, type or legal name, 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. IRS Taxpayer Identification Number. Subrecipient must ensure that they have submitted a copy dated within the last ten years. To comply with this requirement you must submit an updated copy with date after 2007.

F. Signatory Authorization. Subrecipients must ensure that they have submitted an updated Certification of Authorities within the current program year ending June 30 or with any changes in the listed authorities. To comply with the RFCR you must do one of the following:

1. Submit an updated Board Resolution (Form 9) along with an appropriate Certification of Authorities (Form 8). The board resolution must specifically list all individuals appearing on the Certification of Authorities as well as the tasks such individuals are authorized to perform. Also, provide minutes of board meeting that resolution was passed; or

2. Check “No Change” on the RFCR Document Checklist (Form 1) if the last submission is dated after July 1, 2016, and there have been no changes since that date.

G. Board of Directors. An updated list of Board Members with contact information and a Certification by Corporate Secretary (Form 10) must be submitted with the RFCR.

H. 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. Subrecipients 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_mlo_jan2013.pdf. For additional information, please see http://ethics.lacity.org

I. Insurance. The City requires that proof of current insurance coverage be submitted electronically via the City’s track4la site by the subrecipient’s agent/broker (and not by the subrecipient itself), who must register at http://track4la.lacity.org For EWDD subrecipients, the agent/broker must include Lafaye Jones (Lafaye.jones@lacity.org) in the notification section of the form.

J. Contractor Responsibility Ordinance. The completion of the Contractor Responsibility Questionnaire requires the truth and accuracy of all statements and answers to the questions. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive.
## Appendix I: WIOA Formula Funding Allocations

<table>
<thead>
<tr>
<th>Operator Name</th>
<th>WorkSource Centers</th>
<th>Proposed Formula Funding PY2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbor E&amp;T, dba Rescare Workforce Services</td>
<td>Canoga Park/South Valley</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Arbor E&amp;T, dba Rescare Workforce Services</td>
<td>Boyle Heights</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
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<tr>
<td>Asian American Drug Abuse Program, Inc.</td>
<td>West Adams</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
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<tr>
<td>Build Rehabilitation Industries</td>
<td>West Valley/Northridge</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>City of Long Beach for Pacific Gateway Workforce Investment Network</td>
<td>Harbor Gateway</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Coalition for Responsible Community Development</td>
<td>Vernon Central/LATTCC</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
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<tr>
<td>Community Career development, Inc.</td>
<td>Wilshire Metro</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>El Proyecto del Barrio, Inc.</td>
<td>Sun Valley</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Goodwill Industries of Southern California</td>
<td>Northeast Los Angeles</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Housing Authority of the City of Los Angeles</td>
<td>Watts/Los Angeles</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Jewish Vocational Service</td>
<td>West Los Angeles</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Managed Career Solutions, Inc.</td>
<td>Hollywood</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Pacific Asian Consortium in Employment</td>
<td>Downtown/Pico Union</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>UAW-Labor Employment and Training Corporation</td>
<td>Crenshaw</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Watts Labor Community Action Committee</td>
<td>Southeast Los Angeles</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td>Youth Policy Institute, Inc.</td>
<td>Pacoima/North Valley</td>
<td>Adult: $637,320, DW: $394,480, Total: $1,031,800</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>Adult: $10,197,120, DW: $6,311,880, Total: $16,508,800</td>
</tr>
</tbody>
</table>