DATE: March 9, 2018

TO: Currently Contracted City of Los Angeles WorkSource Centers
    America’s Jobs Centers of California

FROM: Gerardo Ruvalcaba, Director
    Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN No. 18-11
REQUEST FOR INTEREST (RFI) TO PROVIDE TEMPORARY
EMPLOYMENT IN CLEAN-UP AND RESTORATION EFFORTS AFTER
THE CALIFORNIA WILDFIRES OF 2017

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 (City) WorkSource Centers (WSCs) on receiving funds, providing services and
placing a project total of 50 dislocated workers into temporary jobs.

BACKGROUND
In order to mitigate the extensive losses incurred by California businesses and
communities from the wildfires of 2017, the State of California Employment Development
Department (EDD) has announced the “2017 California Wildfires National Dislocated
Worker Grant” (NDWG).

The EDD awarded the City one million dollars in such NDWG funding to provide eligible
dislocated workers with training services where needed, and temporary jobs assisting with
clean-up, recovery, and humanitarian efforts in areas (the counties of Los Angeles and
Ventura) impacted by the 2017 wildfire disasters.

For this project, the Economic and Workforce Development Department (EWDD) will work
with currently contracted City of Los Angeles WSCs that qualify under this RFI to create
temporary employment opportunities for dislocated worker participants, who will go through
areas affected by the fires, identify any hazardous materials found there, and safely
remove and process such materials. Participants will receive safety and mitigation training
prior to working on a job site. Named wildfire worksites and impacted communities include,
but are not limited to, the following: Bel-Air in the City (Skirball Fire), Sylmar, San
Fernanco, Lake View Terrace (Creek Fire), and the surrounds of Santa Clarita (Rye Fire).
AVAILABLE FUNDING
The total amount of funding for this project is $900,000 in WIOA NDWG funds, which will be divided among the selected WSCs.

ELIGIBLE PROPOSERS TO THIS RFI
Proposers to this RFI are limited to currently contracted City WSCs.

ELIGIBLE PARTICIPANTS, NUMBER OF CLIENTS TO BE SERVED, PER PARTICIPANT COST, PRIORITY OF SERVICE
Participant eligibility is defined in WIOA Section 170(d)(2). Eligible participants are individuals who reside within the declared disaster area, or who are forced to relocate due to the disaster or emergency event, and

- Who are temporarily or permanently laid off as a consequence of the disaster; or
- Who comprise ‘other’ eligible dislocated workers as defined in WIOA Section 3(15); or
- Who are long-term unemployed workers, as defined by the state; or
- Who are self-employed individuals who become unemployed or significantly underemployed as a result of the disaster or emergency.

This project will serve a minimum of fifty clients altogether, at a per participant cost of approximately $18,000, based on services provided.

Participating WSCs shall ensure that priority of service is accorded veterans, eligible spouses, and individuals with disabilities.

TERM OF CONTRACTS
Contracts resulting from this RFI are expected to last one year: April 1, 2018 – March 31, 2019.

SERVICES TO BE PROVIDED
Because this project is NDWG-funded, participants must be placed into transitional employment, or temporary jobs that last no more than one year or 2,080 hours (reference: Training and Employment Guidance Letter WIOA No. 2-15 (TEGL 2-15)).

Selected WSCs will recruit and enroll participants, and ensure that such participants receive safety and mitigation training before being sent out on jobs in disaster clean-up and mitigation. Disaster DWG projects providing Disaster Relief Employment, or temporary jobs, are restricted to the following activities:

- Clean-up and recovery efforts, including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in off shore areas related to the disaster of emergency.

- The distribution of food, clothing, and other humanitarian assistance\(^1\) for disaster victims.

\(^1\) Humanitarian assistance includes actions designed to save lives, alleviate suffering, and maintain human dignity in the aftermath of emergencies. [TEGL 2-15]
Disaster DWG projects provide Career and Training services for those grant participants already enrolled in the temporary jobs component of a Disaster DWG project, who are unlikely to return to their prior employment.

**REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING**

In providing services pursuant to this NDWG, the selected WSCs will be expected to comply with a) WIOA rules, regulations and policies, as released from time to time; b) the rules and regulations of the NDWG, as released from time to time; c) applicable federal and state statutes, rules, regulations and policies; and d) local rules and policies. In addition, the selected WSCs will be expected to comply with training and employment guidance letters (TEGLs), as issued from time to time by the EDD, and especially with TEGL 2-15.

The selected WSCs will be expected to utilize the JobsLA link.

As with the majority of WIOA/NDWG programs, participating WSCs will be encouraged to work in concert with the Workforce Development System, other WDBs, other service providers, non-governmental agencies, chambers of commerce, faith-based organizations, employer associations, employers, and training providers, etc.

**Participant Wages.** Participants in a Disaster DWG temporary jobs project must be paid the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer (ref: WIOA Section 181(a)(1)(A) and TEGL 2-15).

**Worksite Selection.** The geographic areas where the worksites are located must be located in the geographic area covered by a FEMA declaration eligible for public assistance or within the area subject to another Federal agency’s declaration of an emergency or disaster situation of national significance (ref: TEGL 2-15).

**Performance and Reporting Requirements** (ref: TEGL 2-15)

**PROPOSAL REQUIREMENTS**

Currently contracted WSCs interested in delivering the above-described services should complete and submit an original and two copies of the following no later than 5:00 p.m. on Friday, March 16, 2018:

A. Request for Interest Response Form (attached hereto as Attachment 1).

B. Cover Letter, dated, and bearing the “wet” signature of an authorized signatory, and including the signatory’s full address, telephone number and email address.

C. Project Design Narrative, not to exceed three (3) pages, to include the following:

   1. A detailed project design, to include the following:

      a) A description of outreach efforts to project participants/dislocated workers impacted by the California wildfire disasters of 2017.
b) A description of the program elements, including training and work experience, for serving the target population.

2. The number of NDWG enrollments per month that Proposer will be able to serve; and the total number of participants that Proposer will serve for the project.

3. A listing and description of leveraged resources that will be deployed for this project.

4. A list of participating partners or collaborators that will cooperate in providing services to project participants, and a description of such services.

5. A list of training providers, if any, that will provide any requisite training; and a description of such training.

6. A list of participating employers, including letters of support that set forth a) a commitment to place project participants into temporary employment, and b) a list of the positions to be filled.

D. **Program Budget** (budget documents are attached hereto as Attachment 2)

1. Proposers are cautioned to fill out all the several pages of the budget.

E. **Proposer's Previous Experience/Cooperation, if Any, with an NDWG - Funded Program or National Emergency Grant (NEG) - Funded Program, not to exceed two (2) pages**, to include the following:

1. A description of the NDWG-funded or NEG-funded program in which Proposer participated, and the year(s) during which Proposer participated in it.

2. A description of specific participant outreach strategies deployed by Proposer.

3. A list of partners or collaborators for the program (as, for example, other WSCs, employer associations, chambers of commerce, etc.) and a description of the services they provided.

4. A list of training providers for the program, and a description of the training they provided.

5. The total number of participants trained and placed into permanent or temporary jobs, and their job titles.

6. A list and description of any industry councils and/or other regional collaborations in which Proposer has participated in the past three years.

**SUBMISSION REQUIREMENTS**
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 may 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.

**Submission Deadline Date:** Friday, March 16, 2018

**Deadline Time:** 5:00 p.m.

**Delivery Method:** By hand delivery, no exceptions

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

Proposals submitted after 5:00 p.m. on Friday, March 16, 2018 may not be accepted.

**EVALUATION OF PROPOSALS**

Proposals will be evaluated based on the narratives submitted. Proposers will be evaluated on their previous experience and success with projects funded by NEG or NDWG grants, with their understanding of the City’s project design, and their ability to plan, manage and implement the proposed project model.

**FUNDING RECOMMENDATIONS**

Funding recommendations are subject to approval by the City of Los Angeles Workforce Development Board and/or the Los Angeles City Council. Funding amounts are set at the discretion of the City; and each agency’s past performance will be considered in making funding recommendations. The City reserves a right to fund one or more WSCs or none.

**PROPOSAL APPEAL PROCESS**

The City will notify all proposers in writing of the results of the proposal evaluations, of proposers’ right to file an appeal, and of the appeal process itself. Proposers may appeal procedural issues only.

**EWDD CONTACT**

Questions regarding this bulletin must be e-mailed to Chris Rajapakse at Chris.Rajapakse@lacity.org by 5:00 p.m. on Tuesday, March 13, 2018. Answers will be provided via e-mail.

**GR:BB:cg**