

# CITY OF LOS ANGELES

CALIFORNIA

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ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** December 12, 2018

**TO:** Currently Contracted City of Los Angeles WorkSource Centers

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System 

**SUBJECT: WDS DIRECTIVE NO 19-12**  
*(Supersedes WDS Directive No. 19-11)*  
**REQUEST FOR INTEREST (RFI)**  
**2018 TRADE AND ECONOMIC TRANSITION NATIONAL**  
**DISLOCATED WORKER GRANT (TET NDWG)**

## EFFECTIVE DATE

This bulletin is effective upon date of issuance.

## PURPOSE

The purpose of this bulletin is to solicit information from current WorkSource Centers (WSC) on your capacity to serve (two hundred) 200 dislocated workers impacted by the Retail Industry within the Los Angeles Regional Planning area.

## BACKGROUND

The Economic and Workforce Development Department (EWDD) has been awarded \$1 million from the California Employment Development Department (EDD)'s Trade and Economic Transition National Dislocated Worker Grant to address ongoing or emerging workforce and economic challenges. This funding will provide training and career services in the public transportation system to two hundred (200) dislocated workers.

This project will seek to expand career pathways within the public transportation system in the Los Angeles Region. The City will partner with the Los Angeles County Metropolitan Transportation Authority (Metro) on Workforce Initiative Now-Los Angeles (WIN-LA), a new workforce development program created to focus on careers in the transportation industry. WIN-LA will create career pathways in construction, non-construction opportunities in operations/maintenance, and administration and professional services within Metro and throughout the transportation industry. The program will partner the City's Workforce Development System with the Los Angeles Community College District (LACCD) and the Los Angeles Unified School District Division of Career Education (LAUSD-DACE) to provide support for participants in areas such as life skills development, skill set enhancement, and educational attainment services.

The Retail Industry in the Los Angeles region faces significant challenges. Nationally, since 2017, nearly 9,000 stores have closed or announced closures. Over 1,000 individuals in the Los Angeles region alone have been impacted by the downturn over the past 18 months, with 17 retail closures (WARN and non-WARN).

Metro, as the region's largest transportation employer, needs to expand its workforce in order to continue providing safe and reliable public transit services. By 2024, more than 50% of Metro's workforce may be eligible for retirement, with 28% (over 3,000 employees) currently eligible to retire. Demand for skilled workers is expected to remain high, with occupations with the highest anticipated openings including Bus Operators, Mechanics, including other skilled, administration and professional level positions. Various entry-level positions in these occupations require a high school diploma and post-secondary training or certifications.

To assist in expanding Metro's WIN-LA program, as well as assisting other public transportation employers, a curriculum will be developed in partnership with Metro, LACCD, LAUSD-DACE, and key regional employers to transition dislocated retail industry workers into public transportation career pathways.

## **REQUIRED ACTION**

### **Proposal Requirements**

The WorkSource Centers interested in participating in TET NDWG must complete and submit one original packet and two copies containing the following:

1. The "Request for Interest Response Form" (Attachment 1).
2. A program narrative, not to exceed three (3) pages, that includes the following:
  - a. Either leveraging existing partnerships or forming partnerships with LACCD and LAUSD-DACE to provide short-term vocational training programs for Bus Operators, Service Attendants, Automotive Mechanics (Diesel, Hybrid and/or Electric) and other skilled positions such as those requiring knowledge of electrical systems and/or technology;
  - b. A description of how you will partner with Metro and/or other major public transportation employers in the region to augment classroom training with Work-Based Learning or On-the-Job training;
  - c. A description as to how participants' skills gaps will be addressed;
  - d. The services to be deployed, including Career Counseling and Planning Services; Short-term pre-vocational, work readiness or "soft" skills training programs; and English-language acquisition and adult basic education programs;
  - e. A description of how you will: conduct comprehensive assessments of program participants; and develop Individual Employment Plans (IEP) identifying career interests, barriers to employment, and need for supportive services (including State of California Department of Motor Vehicle licensing fees, Metro riders pass, or gas cards);
  - f. The number of total participants to be served; and
  - g. A list of employers that are ready, willing and able to hire program participants post-training.
3. A program budget (Attachment 2).

In preparing your narrative, keep these factors in mind:

1. Statutory requirements, performance measurements, and applicable restrictions, including (a) the rules, regulations and policies of the WIOA; (b) the rules, regulations and policies of the TET NDWG program ([http://www.edd.ca.gov/About\\_EDD/pdf/nwsrel18-89.pdf](http://www.edd.ca.gov/About_EDD/pdf/nwsrel18-89.pdf)); and (c) applicable federal, state, and local statutes, rules, regulations and policies.
2. Participants enrolled into TET NDWG program **may not** be enrolled in any other special, grant-funded program.
3. Participants enrolled into TET NDWG may be co-enrolled into an agency's WIOA formula and Dislocated Worker program (this co-enrollment will leverage TET NDWG training funding).
4. Priority of service must be accorded to veterans, eligible spouses, and individuals with disabilities.
5. Participating WSC will work with LAUSD-DACE to conduct participant assessments and identify appropriate training modalities.
6. Participating WSC will be required to meet and report on mandatory WIOA performance metrics.
7. Participating WSC will be responsible for administering and managing their own training contracts.
8. Participating will be required to coordinate activities with the EDD, and to work in concert with other service providers, non-governmental organizations, employers, chambers of commerce, faith-based organizations, etc.
9. The average WSC allocation of TET NDWG funds per participant is \$4,500.

### 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 proposal will be time-stamped upon submission to the EWDD.

**Deadline Date:** Thursday, ~~December 13, 2018~~ December 27, 2018

**Deadline Time:** 12:00 p.m. (Noon)

**Delivery Method:** Submissions must be hand-delivered

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

### 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.

**EWDD CONTACT**

Questions regarding this directive must be e-mailed to [EWDD.planning@lacity.org](mailto:EWDD.planning@lacity.org) by **12:00 p.m. (Noon) on Tuesday, ~~November 27, 2018~~ December 4, 2018**. Answers will be posted at [www.ewddlacity.com](http://www.ewddlacity.com).

GR:DB:DG:cg

Attachments:

1. Request for Interest Response Form
2. Budget Forms
  - 2A. Budget Summary
  - 2B. Budget Detail
  - 2C. Schedule of Personnel
  - 2D. Spending Plan Worksheet
  - 2E. Budget Line Item-Narrative