

**City of Los Angeles Workforce Development Board
Local Workforce Development Plan 2017 – 2020**

Addendum 1 – June 16, 2017

The following information serves as an addendum to the City of Los Angeles Workforce Development Board's (WDB) Local Workforce Development Plan submitted to the California WDB on March 14, 2017 as part of a package from the City of Los Angeles representing the seven WDBs within the Los Angeles Basin. This addendum expands upon the following area of the City of Los Angeles' WDB's Local Plan:

E(vi) Provide examples of the type of supportive services the local area plans to provide.

As stated in the WDB's Supportive Services/Needs Related Payments Policy: Supportive services are customer services that are necessary to enable WIOA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIOA activities. For Youth participants such activities must correspond to the required WIOA Elements for Youth Programs. Examples of such services include, but are not limited to:

- Child care and dependent care for dependents of customer
- Clothing - Adequate clothing to allow customer to wear appropriate work attire while participating in WIOA activities and during job interviews
- Housing - Temporary shelter, housing assistance and referral services
- Linkages to community services - Alcohol/drug/gang intervention counseling, drop-out prevention, pregnancy prevention, money management, tutoring or other purposes
- Referrals to medical services - Referral services to appropriate medical service providers
- Transportation - Expenses for commuting to and from WIOA activities such as public transportation fare, carpool arrangement, or gas for personal auto
- Other – Services that are consistent with these policies and when justification is maintained in the customer's file. Examples include, but are not limited to, the following: uniforms or work-related tools, including such items as eyeglasses and protective eye gear that may be needed for participating in WIOA activities and/or employment, materials for individuals with disabilities, and needs-related payments for those in training.

F(ii): Describe the competitive process used for the selection of the AJCC operator.

AJCC Operator Procurement

On Friday, October 18, 2013, the City of Los Angeles' Economic and Workforce Development Department (EWDD) released an open, competitive Request for

Proposals (RFP) for WorkSource Center (WSC) Operators¹. The anticipated term of contracts was three years (July 1, 2014-June 30, 2017) With an Option to Renew for two one-year terms. The RFP provided details on roles, responsibilities and deliverables of the AJCC/One-Stop Operator, including:

- Serving as both One-Stop operator and primary service provider of WIA/WIOA Title I programs within the AJCC;
- Developing career pathways opportunities in high-demand industry sectors leading to living wage employment by identifying two high-demand industry sectors, and describing how proposed services would assist the targeted population to develop a career pathway to further education and training, or to employment with growth potential;
- Harnessing new technologies and web-based applications to better serve participants;
- Implementing an Integrated Service Delivery Model, requiring increased assistance and cooperation by WSC staff, EDD staff, and additional partner staff in order to effectively and efficiently enroll and serve all customers;
- Developing a collaborative partnership with other entities to provide a comprehensive array of services. This included coordinating and facilitating the co-location of procured collaborators within the proposed City region of service;
- Procuring and ensuring the timely execution of subcontractor agreements;
- Providing responsible leadership to secure the resources and personnel necessary to ensure effective program performance;
- Coordinating the WSC's daily operations with collaborators to ensure maximum provision of services during traditional and non-traditional hours;
- Performing annual fiscal reviews and programmatic audits of subcontractors;
- Preparing written monitoring reports for subcontractors that, at a minimum, identify successes and/or problems, making recommendations for quality improvement, and if applicable, requiring a corrective action plan to address findings.
- Providing ongoing technical assistance and support to collaborators.

Review and Selection Process

1. All accepted proposals were reviewed to determine that the minimum eligibility requirements were met. Ineligible proposers were informed in writing.
2. All eligible WSC proposals were reviewed, scored, and ranked within proposed city region of service.
3. All eligible proposals were reviewed for costs that were reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, the program design, and its competitive standing as compared to all other proposals.

¹ The City of Los Angeles designates its One-Stop Career Centers locally as "WorkSource Centers, a proud partner of America's Job Center of California."

4. A minimum score of 70 was required to be considered for funding. However, a score of 70 or more was not a guarantee of funding. In addition, a high score did not necessarily guarantee funding. Proposals with a score of 70 or greater that were not recommended for funding were placed on a List of Qualified Adult WorkSource Replacement Operators.
5. The EWDD proposed funding recommendations to the WIB. The WIB considered EWDD's recommendations during a public meeting and accepted EWDD's recommendation in making its decision. The WIB's funding decisions were submitted to the Mayor and City Council for further consideration.
6. Proposers were notified in writing about funding recommendations and results of the RFP.

J(i) Provide a description of the public transparency, accessibility, and inclusivity process for the local plan.

To develop the Local Plan, the local WDB initiated a process that included: review of existing reports and analyses; individual meetings with key stakeholders; and, to gain a wide range of input, a series of 19 regional and 5 local planning forums, where hundreds of stakeholders from business, education, economic development, historically underrepresented populations, and other disciplines shared thoughts on strategies and priorities for the workforce system. Separate Google Form links were set up to invite, track and keep in communication with invitees and attendees. The events were advertised through the WDB's and EWDD's social media accounts, websites and WDB email lists. The meetings were also advertised on the Los Angeles and Hollywood Chambers of Commerce's websites and to their email lists.

The meetings contained a sufficient diversity of invitees and attendees and a sufficient variety of meeting locations and times. Attendees included representatives of business and labor, local education, homeless services, foster youth services, CBOs and governmental agencies for individuals with disabilities, faith-based organizations, older workers, and various minority focused organizations. All meetings were held in locations along major METRO transportation lines and routes. They were conducted in ADA compliant facilities that had sufficient accessibility and room for persons with disabilities to attend and be present in the meetings. For these public input meetings we considered the audio and visual needs of attendees and the capabilities of all meeting locations. Although not requested, translation services were available upon request. We conducted meetings within a diversity of the various major population and poverty centers of the City (San Fernando Valley, Eastside, South LA, Hollywood, and Central LA). To ensure that the process complied with physical and programmatic accessibility requirements, the public announcements included the following statement: *As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request*

should be received at least 72 hours in advance of the need. The TTY/TDD phone number is 213-744-9395.

After the initial development, a draft of the Local Plan was submitted to local representatives of secondary and postsecondary education, the California Department of Rehabilitation, the Employment Development Department, the City's Department of Aging, and other stakeholders for comment and additional input. The draft plan was open for a 30 day public comment period during the month of February 2017, posted on both the WDB's and EWDD's websites, the latter of which provides translations into over 100 languages. The local plan was also presented for public comment at the local WDB meetings including the WDB's taskforce for underrepresented populations.

Representatives of the following organizations were involved:

- CBOs
 - Brotherhood Crusade
 - Build Rehabilitation
 - Catholic Charities
 - Chrysalis – Homeless Services
 - Coalition for Responsible Community Development
 - Downtown Women's Center
 - El Centro de Ayuda
 - El Proyecto del Barrio
 - Goodwill Industries of Southern California
 - Homeboy Industries – Gang Intervention
 - Housing Works – AIDS Services
 - KCCD/Faith and Community Empowerment – Korean Community
 - Los Angeles LGBT Center
 - Los Angeles Transition Age Youth Collaborative – Foster Youth
 - Los Angeles Youth Network – Homeless Youth
 - Minority AIDS Project
 - My Friend's Place – Homeless Youth
 - New Earth Life - Juvenile Justice
 - Pacific Asian Consortium in Employment
 - Safe Place for Youth – Homeless Youth
 - Southern California Indian Center
 - TransLatina Coalition
 - Youth Policy Institute
 - YWCA
- Labor
 - California Labor Federation
 - Communication Workers of America
 - International Longshoreman Workers Union
 - Ironworkers
 - Laborer's International
 - SEIU
 - UNITE HERE

- Business
 - 7-Eleven
 - Anschutz Entertainment Group (AEG)
 - Ascentium Capital
 - Bank of America
 - Beverly Oncology
 - Biocom
 - East West Bank
 - El Pollo West
 - JP Morgan Chase
 - Los Angeles Area Chamber of Commerce
 - PermaCity Solar
 - Valley Economic Alliance
- Government
 - California Department of Rehabilitation
 - California Employment Development Department (including JS, LMI & UI)
 - City of Los Angeles Department of Aging
 - City of Los Angeles Department on Disability
 - Housing Authority of the City of Los Angeles
 - Job Corps
 - Los Angeles Homeless Services Authority
 - Office of the Mayor of Los Angeles
- Education
 - Keck Graduate Institute
 - Los Angeles Community College District
 - Learn 4 Life – Charter Schools
 - Los Angeles Unified School District Adult Education
 - Network Kinecton
 - UCLA Community Based Learning