

CITY OF LOS ANGELES

CALIFORNIA

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1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: July 26, 2019

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN № 20-01
(Supercedes WDS Directive № 19-18
2019 PRISON TO EMPLOYMENT (P2E) REQUEST FOR INTEREST
(RFI) EXTENDED SUBMISSION DATE

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 their capacity to serve over two hundred-eighty-two (282) re-entry participants from California Department of Corrections and Rehabilitation (CDCR) and Los Angeles County Probation Department.

BACKGROUND

The Los Angeles Regional Planning Unit (LARPU) was notified of a provisional award of up to \$8,273,615 in Prison to Employment Initiative Funding from the California Workforce Development Board (CWDB), of which \$2,831,685 will be allocated to the City of Los Angeles to serve 282 participants

The grant solicitation was submitted on February 15, 2019 by the South Bay Workforce Development Board (WDB) on behalf of the seven (7) Workforce Development Boards that comprise the Los Angeles Region including: City of Los Angeles, County of Los Angeles, Foothill, Pacific Gateway, South Bay, Southeast Los Angeles County and Verdugo. The award is made over two years for direct service/implementation and supportive service activities.

Needs in the region were identified from input of more than 400 re-entry experienced probation and corrections officials, workforce, labor and community stakeholders. Additional information was gathered from 25 community planning sessions across eight regions of the County of Los Angeles. The planned program builds on existing partnerships in effect since the 2011 realignment with Parole and LA Probation and community-based

organizations.

The State Economic Development Department (EDD) and California Workforce Development Board (CWDB) released draft directive WSDD-1955 which provides policy and guidance. The draft directive also establishes procedures regarding standards/responsibilities of Local Workforce Development Areas and Local Workforce Development Boards acting as Regional Fiscal Agent for workforce development programs and initiatives. The policy will become effective immediately on issuance and applies to Local Areas, Local Boards, and Regional Planning Units.

PROGRAM DESIGN

As a part of City of Los Angeles implementation of the regional P2E grant, the EWDD will establish five placed-based re-entry hubs at five (5) WorkSource Centers in the following regions: South LA, Central LA, Watts, East LA, and Valley. The five HUBS selected will host the P2E implementation team partners which will include separately procured re-entry program partners; California Department of Corrections and Rehabilitation (CDCR) Specialized Treatment for Optimized Programming (STOP) grant case worker; and LA County Probation Department representative, if available.

A separate Request For Qualifications (RFQ) soliciting re-entry support services from non-WorkSource System providers will be issued concurrently with this RFI. Selected program agencies will be partnered with selected HUBS.

Up to \$120,000 per HUB will be available to pay for staff resources, facility costs, data entry into Cal Jobs, and coordination of services. Co-Enrollment into WIOA and any other program is permitted. Up to an additional \$250,000 will also be available for subsidized employment and training costs for a minimum of 57 individuals from eligible participant pools.

Re-entry referrals for the P2E program will be available through three sources: California Department of Corrections and Rehabilitation (CDCR) referrals through Specialized Treatment for Optimized Programming (STOP) grant administrator and subcontractors; LA County Probation Department; and LA County Office of Diversion and Re-Entry.

WorkSource Centers selected to participate in the grant will work in partnership with the P2E program partners, Amity Foundation, and the referring agency. It is expected the referral partner and Amity Foundation will provide in-kind services to the participant and leverage existing resources. The referral partner will be integral in sharing of case planning and case management of the P2E participant. The WorkSource Center partner will provide the employment services including managing the subsidized employment and training funds, and the placement of the participant in unsubsidized placement.

The goal is to serve a minimum of 282 clients with a menu of workforce and supportive services, including leveraged services of the STOP contractor, and other partners. Both male and female participants will be serviced through the grant with a minimum goal of 50 percent female participation.

Funding Available:

- Up to \$120,000 for 5 centers for 21 months may be contracted through RFI process to establish HUB workforce development services during this period (\$600,000 total).
- Up to \$250,000 may be set aside per HUB for the subsidized employment and/or training (\$1,250,000 total).
- It is anticipated each selected program contracted partner may receive up to \$150,000 each for 5 centers for 18 months of services for a minimum of 50 participants. Grants funds will include subsidized wages for participants to assist in the implementation of the program (\$750,000 total).
- It is anticipated \$281,000 of the overall allocation may be for program and administration services provided by EWDD.

REQUIRED ACTION**Proposal Requirements**

The WorkSource Centers interested in participating in City of Los Angeles P2E 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 five pages, that includes the following:
 - a. Experience working with re-entry populations, including existing partnerships with community-based organizations serving re-entry clients, both male and female clients, including past outcomes;
 - b. A description of how you will partner with work sites to utilize subsidized work experience; on the job training; or other employment enhancement strategy;
 - 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 with program partners 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:

- Statutory requirements, performance measurements, and applicable restrictions, including (a) the rules, regulations and policies of the funding source; (b) the rules, regulations and policies of the P2E program; and (c) applicable federal, state, and local statutes, rules, regulations and policies.

- Participants enrolled into P2E program *may* be enrolled in any other special, grant-funded program.
- Participants enrolled into P2E may be co-enrolled into an agency's WIOA formula program.
- Priority of service will be re-entry participants from state correctional facilities.
- Participating WSC will work with AMITY Foundation to share/coordinate participant assessments and identify appropriate training modalities.
- Participating WSC will be required to meet and report on mandatory WIOA performance metrics, and other metrics identified pre-contract.
- Participating WSC will be responsible for administering and managing their own training contracts.
- Participating WSC will be required to coordinate activities with EWDD, and to work in concert with other service providers, non-governmental organizations, employers, chambers of commerce, faith-based organizations, etc.
- The average WSC allocation of P2E funds per participant is \$6,500.

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: ~~July 15, 2019~~ **August 8, 2019**
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

Proposals submitted after **12:00 p.m. (NOON)** on **Thursday, August 8, 2019**, will not be accepted.

Proposers who have submitted a response to Info. Bulletin № 19-18, previously due on July 15, 2019, do not need to resubmit. However, if a proposer has already submitted an RFI response, the proposer may re-tract its previous submission and resubmit before the new due date of August 8, 2019. Please alert EWDD of retractions, via email to EWDD.planning@lacity.org to arrange for pickup of the prior submission.

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 by **12:00 p.m. (NOON)** on **August 2, 2019**. Answers will be posted at www.ewddlacity.com

GR:CR:cg

- Attachments:
1. Request for Interest Response Form
 2. Budget Forms