

CITY OF LOS ANGELES

CALIFORNIA

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DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: January 17, 2020

TO: Currently Contracted City of Los Angeles WorkSource Centers
America's Job Centers of California

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS INFORMATION BULLETIN № 20-20
REQUEST FOR INTEREST (RFI) TO PROVIDE TEMPORARY
EMPLOYMENT IN CLEAN-UP AND RESTORATION EFFORTS AFTER
THE 2018 CALIFORNIA MEGAFIRES**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to solicit information from *currently contracted* City of Los Angeles (City) WorkSource Centers (WSC) on receiving funds, providing workforce development career services and placing dislocated workers into temporary jobs.

BACKGROUND

In order to mitigate the extensive losses incurred by California businesses and communities from the Megafires of 2018, the State of California Employment Development Department (EDD) applied for the "2018 California Megafires National Dislocated Worker Grant" (NDWG). On December 21, 2018, the EDD announced that it was successfully awarded \$44 million from the U.S. Department of Labor in NDWG funds to provide temporary jobs on fire clean-up and recovery projects and career services to individuals affected by the wildfires in Butte, Los Angeles, and Ventura counties.

On December 11, 2018, the Economic and Workforce Development Department (EWDD) received a notice of award from EDD for up to \$10,425,000 in NDWG funds to provide temporary jobs and workforce development career services to individuals impacted by the fires in Los Angeles and Ventura counties. The first increment allocation of \$3,485,404 was awarded to the EWDD immediately, with subsequent increments to be released once the project reaches seventy-percent (70%) expenditures.

On December 21, 2018, EWDD released Workforce Development System (WDS) Directive No. 19-13, "Request for Interest to Provide Temporary Employment in Clean-up and Restoration Efforts After the California Megafires of 2018;" to its currently contracted

WorkSource Centers. EWDD received only one proposal from the existing WorkSource Centers to implement the first phase of this program, and awarded approximately \$3,136,864 in NDWG funds to Managed Career Solutions, Inc. (MCS).

AVAILABLE FUNDING

The total amount of funding for this project is up to \$2,887,864 in NDWG funds to serve a total of 200 participants, which will be divided among the selected WSCs.

Funding for this project will be allocated as follows:

No.	Workforce Development Services	Funding
1.	Work Experience / Temporary Employment	\$2,451,000.00
2.	Career Services	\$436,864.00
3.	Program and Administration – EWDD	\$348,540.00
4.	Total	\$3,485,404.00

This project will provide workforce development career services to two hundred (200) dislocated workers at a per participant cost of \$2,184; of which one hundred and thirty-six (136) will also be enrolled in temporary employment, at a per participant cost of approximately \$18,000, based on services provided.

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 were 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.

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 for eleven months from February 1, 2020 through December 31, 2020.

SERVICES TO BE PROVIDED

Because this project is NDWG-funded, participants must be provided with supportive services and training, and placed into *transitional employment or temporary jobs* for a total maximum of 1,020 hours at a wage of \$15.00 per hour.

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 or emergency.
- The distribution of food, clothing, and other humanitarian assistance¹ for disaster victims.
- Workforce Development Career Services will also be provided to participants.

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 CalJOBSSM.

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.

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 per 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. Monthly and quarterly narrative reporting is required to capture program performance and expenditures for the duration of the contract.

¹ Humanitarian assistance includes actions designed to save lives, alleviate suffering, and maintain human dignity in the aftermath of emergencies. [TEGL 2-15]

Performance Measures, see below:

Performance Measures	
DOL Measure	Projected Goals
Employment Rate 2nd Quarter After Exit	71%
Employment Rate 4th Quarter After Exit	69.5%
Median Earnings 2nd Quarter After Exit	\$7,523
Credential Attainment Within 4 Quarters After Exit	63%
2018 Woolsey NDWG Participants to receive WDS	200
2018 Woolsey NDWG Participants to receive work experience	136
Total Enrolled 2018 Woolsey NDWG Participants	200

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, January 31, 2020**.

- 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 Megafires of 2018.
 - 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. Description of your agency’s capacity to manage payroll for participants enrolled in temporary jobs.
 - 4. A listing and description of leveraged resources that will be deployed for this project.
 - 5. A list of participating partners, collaborators, and/or subcontractors that will cooperate in providing services to project participants, and a description of such services. Your response should include a letter of intent from partners described herein.
 - 6. A list of training providers, including training that will be provided, and a description of such training.
 - 7. Proposed Performance Table, see below:

Number of Participants Enrolled in Workforce Development Career Services	Number of Participants Enrolled in Temporary Jobs
XXX	XXX

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

1. Proposers are cautioned to fill out all 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 (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, January 31, 2020

Deadline Time: 5:00 p.m.

Delivery Method: E-mailed to RFP.intenttopropose@lacity.org (preferred) subject line: "Megafires RFI," or by hand delivery

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 January 31, 2020 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; each agency's past performance will be considered in making funding recommendations. The City reserves the 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.

PROPOSERS' CONFERENCE

An overview of this RFI will be provided at the WorkSource Center Directors' meeting to be held at EWDD on Wednesday, January 22, 2020, at 10:00 a.m.

EWDD CONTACT

Questions regarding this information bulletin must be e-mailed to EWDD.planning@lacity.org subject line: "Megafires RFI," by 5:00 p.m. on Thursday, January 23, 2020. Answers will be posted at www.ewddlacity.com by 5:00 p.m. on Tuesday, January 28, 2020.

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

GR:DB:PN:DG:RS:cg