

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER




ERIC GARCETTI  
MAYOR

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** June 3, 2020

**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. 20-38  
REQUEST FOR INTEREST (RFI) TO PROVIDE TRANSITIONAL  
EMPLOYMENT IN SUPPORT OF REGIONAL COVID-19 RESPONSE  
EFFORTS**

## **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 140 dislocated workers into transitional employment.

## **BACKGROUND**

In order to mitigate the extensive job losses in the Los Angeles Region because of the coronavirus pandemic (COVID-19), the State of California Employment Development Department (EDD) has announced the "COVID-19 National Dislocated Worker Grant" (NDWG).

The EDD awarded the City \$1.6 million dollars in such NDWG funding to provide eligible dislocated workers with an average of 500 hours of transitional employment providing: sanitizing of public spaces (schools, libraries, etc.) prior to their re-opening; support of community-based organizations in the provision of social and/or emergency services to individuals impacted by COVID-19, including Project Room Key sites operated by the Los Angeles Housing Services Authority (LAHSA), and distribution of food and other emergency services at Los Angeles Unified School District (LAUSD) sites and Recreation and Park (RAP) Department sites; and support of other response projects as needed.

For this project, the Economic and Workforce Development Department (EWDD) will work with seven (7) currently contracted City of Los Angeles WSCs that qualify under this RFI to create transitional employment opportunities for dislocated worker participants. The WSCs will be responsible for recruitment, on-boarding participants, and coordinating with project managers (LAHSA, LAUSD, and RAP), to prepare and sanitize public spaces, act as Disaster Service Workers (DSW) to provide social and/or emergency services to individuals impacted by COVID-19, distribute food and other emergency services, and assist as needed elsewhere, as described above.

Please note: Career Services and Training will **not** be available under this grant.

### **AVAILABLE FUNDING**

The total amount of funding for this project is \$1,620,000 in WIOA NDWG funds, which will be divided among the seven service areas WSCs. WSCs may apply to serve up to 2 Community Planning Areas (identified below).

### **ELIGIBLE PROPOSERS TO THIS RFI**

Proposers to this RFI are limited to currently contracted City WSCs.

### **SERVICE AREAS**

The COVID-19 pandemic has particularly impacted low-income hourly workers. As a result, EWDD will focus these services in Community Planning Areas with the lowest Per Capita Income in the City. The eligible service areas will include:

1. Southeast LA / Watts
2. Southeast LA / Vernon-Central
3. South LA / Crenshaw
4. Boyle Heights / Northeast LA
5. North San Fernando Valley (Including Arleta/Pacoima and/or Sun Valley),
6. Wilmington / Harbor Gateway
7. Westlake

### **ELIGIBLE PARTICIPANTS, NUMBER OF CLIENTS TO BE SERVED, PER PARTICIPANT COST, PRIORITY OF SERVICE**

Participant eligibility is defined in 20 CFR 681.170(b). Eligible participants are for this grant are individuals who have been impacted by COVID-19, and, per 20 CFR 681.170(b), are:

- Temporarily or permanently laid off as a consequence of the disaster; or
- Eligible dislocated worker as defined at 29 U.S.C. 3102(3)(15); or
- A long-term unemployed worker; or
- A self-employed individual who become unemployed or significantly underemployed as a result of the disaster or emergency.

This project will serve a minimum of one hundred forty (140) clients altogether, at a per participant cost of:

1. \$9,650 in participant wages; and
2. \$650 in support services, including transportation and Personal Protective Equipment (PPE); and
3. \$1,250 in project supervision.

The total amount per participant is \$11,500.

### **TERM OF CONTRACTS**

Contracts resulting from this RFI are expected to last six months: July 1, 2020 through December 31, 2020.

### **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 №. 12-19 [TEGL 12-19]). However, per the parameters of this particular grant, the limit is up to 500 hours of transitional employment to be provided.

Selected WSCs will recruit and enroll 20 participants per service area, and ensure that such participants receive on-boarding before being sent out on jobs as described below. Coordination with project managers must also occur before sending participants out to provide services.

COVID-19 NDWG projects providing transitional employment, or temporary jobs, are restricted to the following activities:

- Sanitizing public spaces prior to public use;
- Supporting community-based organizations in the provision of social and/or emergency services to individuals impacted by COVID-19, including at Project Room Key sites;
- The distribution of food, clothing, and other humanitarian and emergency assistance<sup>1</sup> for individuals impacted by COVID-19;
- Support in other response projects as needed.

As noted earlier, Career and Training services are **not** available under this grant and cannot be paid for with this grant funding.

### **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

---

<sup>1</sup> Humanitarian assistance includes actions designed to save lives, alleviate suffering, and maintain human dignity in the aftermath of emergencies. [TEGL 12-19]

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 12-19.

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,, etc.

**Participant Wages.** Participants in a COVID-19 NDWG transitional 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 12-19).

**Worksite Selection.** All worksites must be approved by EWDD, and worksite agreements must be entered into with the project managers of the sites prior to participants being employed at the specific sites.

**Performance and Reporting Requirements.** The following are the performance measures for this grant:

DOL MEASURES		DISLOCATED WORKER
1	Employment Rate 2 <sup>nd</sup> Quarter After Exit	67%
2	Employment Rate 4 <sup>th</sup> Quarter After Exit	66%
3	Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$7,100
4	Credential Attainment Within 4 Quarters After Exit	64%
5	Measurable Skills Gain	TBD

Quarterly Performance and Quarterly Narrative Reports in accordance with TEGL 14-18, “Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL),” must be submitted to EWDD.

### PROPOSAL REQUIREMENTS

Currently contracted WSCs interested in delivering the above-described services should complete and submit **one clearly scanned copy** of the following no later than 5:00 p.m. on Thursday, June 11, 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 COVID-19 pandemic;
  - b. A description of the program elements, including on-boarding of participants and coordination with project managers, for serving the target population.
  - c. A description of employers that you will partner with to transition participants into competitive employment
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.

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

**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 via return email upon submission to the Economic and Workforce Development Department.

**Submission Deadline Date:** Thursday, June 11, 2020  
**Deadline Time:** 5:00 p.m.  
**Delivery Method:** Email to: [ewdd.planning@lacity.org](mailto:ewdd.planning@lacity.org)  
**Delivery Address:** Economic and Workforce Development Department  
1200 West 7<sup>th</sup> Street, 6th Floor  
Los Angeles, CA 90017  
Attention: Paul Nakama, Contracts Section

Proposals submitted **after** 5:00 p.m. on Thursday, June 11, 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, 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 Paul Nakama at [ewdd.planning@lacity.org](mailto:ewdd.planning@lacity.org) on Monday, June 8, 2020. Answers will be provided via e-mail.

GR:DG:cg

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