

# CITY OF LOS ANGELES

CALIFORNIA

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET  
LOS ANGELES, CA 90017


CAROLYN M. HULL  
GENERAL MANAGER



ERIC GARCETTI  
MAYOR

**DATE:** June 12, 2020

**TO:** All WorkSource Center Contractors

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

**SUBJECT: WDS INFORMATION BULLETIN No. 20-41  
PY2020-21 WORKSOURCE REQUEST FOR CONTRACT RENEWAL  
(RFCR)**

## **EFFECTIVE DATE**

This bulletin is effective on the date of issue.

## **PURPOSE**

The purpose of this Information Bulletin is to provide current WorkSource Center contractors with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2020-21. This RFCR package sets out program requirements and identifies documents that must be submitted in order for agreements to be renewed for the new program year.

Until the City Council and Mayor approve the Annual Plan and an executed agreement is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds to the WorkSource Centers for the new program year. Organizations wishing to renew WorkSource agreements for the new program year must fulfill the requirements of this RFCR by signing and dating Form 2 and completing all other required documents. **Submission of a renewal request does not constitute a guarantee of funding as described in Appendix 1 – WIOA Funding Allocations for the new program year. The decision to fund any organization beyond June 30, 2020, rests solely with the City. Therefore, your agency assumes prudent risk for any and all program expenditures incurred after the end date of your current contract.**

Please transmit the contract renewal package no later than **June 30, 2020 at 5:00 p.m.** All documentation must be scanned and emailed to:

[EWDD.Planning@LACity.org](mailto:EWDD.Planning@LACity.org)

With copies to: [Donny.Brooks@LACity.org](mailto:Donny.Brooks@LACity.org)  
[Sarai.Molina@LACity.org](mailto:Sarai.Molina@LACity.org)

Email Subject Line: **PY2020-21 RFCR WSC- <Name of your agency>**

An original plus two copies of all documentation required must also be delivered to the address below within three working days of indicated deadline. Individuals who hand-deliver the contract renewal package will be issued a receipt for the submission. The original copy of each contract renewal package submitted will be marked with a time and date stamp.

Hand-deliver or deliver the RFCR package via courier to:

City of Los Angeles  
Economic and Workforce Development Department  
Attention: Cecy Gomez  
1200 West 7th Street, 6<sup>th</sup> Floor  
Los Angeles, CA 90017

Contract execution is contingent upon the contractor transmitting all corporate and contract-related documents on or before the indicated submission deadline.

Please note:

The attached PY2020-21 Limited English Proficiency (LEP) Questionnaire and related documents are required as part of the RFCR package. Non-submission may affect the City's ability to enter into future contracts. Forms must be updated and/or submitted by **July 10, 2020** to:

[Maricela.Hernandez@LACity.org](mailto:Maricela.Hernandez@LACity.org)

Any questions regarding LEP requirements may also be addressed to the same email address.

This RFCR is being released and may be downloaded from the Economic and Workforce Development Department (EWDD) website at:  
<http://ewddlacity.com/index.php/workforce-development-system-information-bulletins>.

Documents and information to be submitted in response to this RFCR are listed in the RFCR attachment and on the Checklist of Required Documents/Required Information form. The RFCR submissions to the City must include all required forms and must be completed as to all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the RFCR or the RFCR process should be emailed to your current contract monitor with "RFCR Question" indicated in the subject line.

GR:PN:SM:cg

Attachments: WorkSource RFCR Package