

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: March 15, 2021

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM: Carolyn M. Hull, General Manager 
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN № 21-11
REQUEST FOR INTEREST (RFI) TO FUND TEMPORARY JOBS TO
PROVIDE CLEAN-UP, REPAIR, AND HUMANITARIAN ASSISTANCE
SERVICES FOR DAMAGE CAUSED BY THE 2020 SEPTEMBER
WILDFIRES**

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 their interest in receiving Disaster Recovery (DR) National Dislocated Worker Grant (NDWG) funds to provide workforce development career services and place dislocated workers into temporary jobs.

BACKGROUND

The Bobcat Wildfire that broke out on September 6, 2020 in the Angeles National Forest destroyed 170 structures, including 28 residences, and burned about 115,800 acres. After burning more than 180 square miles of the San Gabriel Mountains in September 2020, the Bobcat Fire now ranks among the largest fires on record for Los Angeles County, California. For many the impact of the wildfire resulted in either losing their jobs, or having severely reduced job hours.

On October 16, 2020, former President Trump signed a wildfires major disaster declaration for the counties of Fresno, Los Angeles, Madera, Mendocino, San Bernardino, San Diego, and Siskiyou. The disaster period for this declaration has been back-dated to September 4, 2020, and does not have a conclusion date.

As a result of this declaration, the State of California Employment Development Department (EDD) prepared a Disaster Recovery National Dislocated Worker Grant (DR-NDWG) application to fund temporary jobs to provide clean-up, repair, and humanitarian assistance services for damage caused by these fires. All fires in these counties that started on or after September 4, 2020, and fires that started before September 4 but were not fully contained on September 4 are eligible for potential

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

worksites. The EDD also requested funds to pay for workforce development services related to individuals impacted by the Bobcat Wildfire disaster. Please note, workforce development funds CANNOT be used to supplement other COVID-19 NDWGs. The primary focus of this grant is to fund temporary jobs to alleviate the fires' harm to the state.

On January 5, 2021, the Economic and Workforce Development Department (EWDD) received a notice of award from EDD for up to \$3,500,000 in NDWG funds to provide temporary jobs and workforce development career services to individuals impacted by the fires in Los Angeles County.

AVAILABLE FUNDING

The total amount of funding for this project is up to \$3,500,000 in NDWG funds to serve a total of 150 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	\$2,700,000.00
2.	Workforce Development Career Services	\$450,000.00
3.	Program and Administration – EWDD	\$350,000.00
Total		\$3,500,000.00

This project will provide career services and transitional employment services to one hundred fifty (150) dislocated workers.

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

Participant eligibility is defined in WIOA Section 170. Eligible participants are:

- Disaster Recovery National Dislocated Worker Grant (DR-NDWG) eligibility due to being affected in some way by the disaster;
- Other Disaster Worker (DW) as defined in WIOA;
- Long-term unemployed worker (15+ weeks); or
- Self-employed individual unemployed or underemployed because of the disaster.

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 twenty-five months from May 1, 2021 through December 31, 2022.

SERVICES TO BE PROVIDED

Because this project is NDWG-funded, participants must be provided with career, training, supportive and follow-up services. Participants must be placed into *transitional employment* or *temporary* jobs for a maximum of 900 hours at a projected average wage of \$17.00 per hour (pending final approval from the CA Employment Development Department).

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 NDWG projects providing Disaster Relief Employment, or temporary jobs, are restricted to the following activities:

- Clean-up work on public lands and facilities.
- Humanitarian assistance.
- Clean-up may be allowed on private property with prior approval.

Disaster NDWG projects provide Career and Training services for those grant participants already enrolled in the temporary jobs component of a Disaster NDWG 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 12-19 Change 1.

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 NDWG temporary jobs project must be paid for all work performed. Wages must be the higher of state/ local minimum wage for large employer, or the comparable rates for workers doing similar work. Wages can be raised to facilitate recruitment, but not so high as to deter taking unsubsidized work.

Worksite Selection. Allowable worksites: clean/repair public lands and facilities; provide humanitarian assistance; private property (includes non-profit, for-profit, and personal properties; where work is more restrictive than for public lands; and with approval that will be on a case-by-case basis); and pre-approval of worksites where Humanitarian Assistance positions are MANDATORY.

Performance and Reporting Requirements. Monthly narrative reporting is required to capture program performance and expenditures for the duration of the contract.

Performance Measures, see below:

PERFORMANCE MEASURES	
DOL Measure	ProgramGoals
Employment Rate 2nd Quarter After Exit	71%
Employment Rate 4th Quarter After Exit	69.5%
Median Earnings 2nd Quarter After Exit	\$8,070
Credential Attainment Within 4 Quarters After Exit	60%
2020 September Wildfires DR NDWG Participants to receive WDS	150
2020 September Wildfires DR NDWG Participants to receive work experience	150
Total Enrolled 2018 Woolsey NDWG Participants	150

PROPOSAL REQUIREMENTS

Currently contracted WSCs interested in delivering the above-described services should complete and submit the following documents **no later than 5:00 p.m. on Friday, March 26, 2021**.

- 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 Bobcat Wildfire of 2020.
 - b. A description of the program elements, including training and work experience, for serving the target population.
 2. A detailed list of proposed worksite locations using the attached template form.
 3. 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.
 4. Description of your agency’s capacity to manage payroll for participants enrolled in temporary jobs.
 5. A listing and description of leveraged resources that will be deployed for this project.
 6. 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.
 7. A list of training providers, including training that will be provided, and a description of such training.

8. Proposed Performance Table, see below:

Number of Participants Enrolled in WIOA Individualized Career Services	Number of Participants Enrolled in Temporary Jobs
150	150

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

1. Proposers are cautioned to fill out all 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 EWDD.

Submission Deadline Date: Friday, March 26, 2021
Deadline Time: 5:00 p.m.
Delivery Method: E-mail to EWDD.planning@lacity.org
 with the subject line: “Wildfires NDWG RFI”

Proposals submitted **after 5:00 p.m. on Friday, March 26, 2021, 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, 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.

EWDD CONTACT

Questions regarding this information bulletin must be e-mailed to EWDD.planning@lacity.org subject line: "**Wildfires NDWG RFI Question,**" **by 5:00 p.m. on Monday March 22, 2021.** Answers will be provided during the March 25, 2021 WorkSource Center Director's Meeting.

CMH:GR:DB:SM: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
3. Worksite Request Form

**City of Los Angeles
Economic and Workforce Development Department**

REQUEST FOR INTEREST RESPONSE FORM

2020 SEPTEMBER WILDFIRES DISASTER RECOVERY

NATIONAL DISLOCATED WORKER GRANT PROGRAM

WorkSource Center: _____

Operator Name: _____

We are **NOT** interested in participating in this project.

We **ARE** interested in participating in this project.

If interested in participating in this project, please provide the following information for 2020 September Wildfires DR NDWG program participants:

Number of participants able to be served by this agency: _____

Funding amount requested \$_____

Signature of Authorized Agency Representative

Date

Printed Name of Authorized Agency Representative