

YouthSource RFCR Package

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Forms

1. Checklist of Required Documents/Required Information
2. WorkSource Center General Information
3. Funding Sources / Anticipated Funding Awards for PY 2021-22
4. Limited English Proficiency (LEP) Questionnaire
5. Budget Forms
 - a) Schedule of Personnel Costs
 - b) Budget Detail
 - c) Spending Plan
 - d) Budget Summary
 - e) Supportive Services Leveraged Resources
6. Budget Narrative Form
7. YouthSource Center Service Plan
8. WIOA Equipment Inventory

Appendix

1. WIOA Funding Allocations

I. Eligibility for Contract Renewal

- A. The City of Los Angeles reserves a right to offer renewal agreements to Workforce Innovation and Opportunity Act (WIOA) funded subrecipients based on the following preliminaries:
 - 1. That funding is available; and
 - 2. That the contractor has no confirmed program, financial, or audit findings.
- B. Only currently contracted YouthSource Center operators may submit an RFCR.
- C. Final, enforceable terms will be set forth in the actual agreements with the contractors.

II. Funding Allocations

Total funding allocations for current contractors are set forth in Appendix I.

- A. The City Council and Mayor approval of the proposed Year 22 Annual Plan, and
- B. The recommended allocations are contingent upon the approval by the City Council and Mayor.

III. Collaboration

In addition to funding from the Workforce Innovation and Opportunity Act (WIOA), the EWDD also administers monies proceeding from a variety of other sources. The EWDD collaborates with the Housing and Community Investment Department (HCID), which administers funds to a variety of programs including the Community Development Block Grant and Community Service Block Grant, Housing and Urban Development formula programs, Emergency Shelter Grants, Housing Opportunities for Persons with AIDS, and State and Federal tax incentive programs.

The EWDD also collaborates with the Los Angeles Unified School District (LAUSD) and has provided funding for the placement of Pupil Services and Attendance (PSA) Counselors in each of the YouthSource Centers to identify out-of-school youth and target them for services. The LAUSD PSA Counselors will work with the YouthSource Centers, coordinating with case managers to access all LAUSD educational programs, specialized educational activities, and support programs.

It is EWDD's goal to manage these funds and the delivery of services for City residents as an integrated, seamless service delivery system. The EWDD expects

that you will collaborate with the PSA Counselors and these other programs within your area. The lists of WorkSource, FamilySource, BusinessSource, Specially Targeted, Domestic Violence, and Day Labor Centers will be provided upon request. During the year, your program analyst will follow up regarding your collaboration.

IV. **Performance Measures and Evaluation**

A. Performance Measures

1. Initial levels of performance shall be established within agency contracts.
2. The City reserves a right to adjust PY2021-22 contract goals by directive to accord with any new State requirements.

B. Performance Measures for PY 21-22 include, but are not limited to:

1. **Customer Satisfaction**

- a. Enrolled Customer Satisfaction

2. **Performance Outcomes**

- a. Employment Rate 2nd Quarter After Exit
- b. Employment Rate 4th Quarter After Exit
- c. Median Earnings 2nd Quarter After Exit
- d. Credential Attainment
- e. Measurable Skills Gain

3. **Customer Flow.**

- a. Number of new WIOA enrollments (minimum of 75%)
- b. Percentage of Out-of-School Youth
- c. Minimum number of WIOA enrollments required by December 31, 2021.
- d. Number of walk-in, system of support customers
- e. Number of youth receiving educational assessment from PSA counselors

4. **Administrative Capability**

- a. Contractor's administrative practices related to work performance, timeliness, fiscal, communication, human resources, and ethics.
- b. Expenditure of Work Experience Funds.

V. **Workforce Innovation and Opportunity Act Modifications**

The City reserves a right to make changes to policies set forth in the RFCR based on clarifications from legislation, regulations, or other guidance provided by the

state or federal government relative to final regulations of the WIOA, or implementation of WIOA statewide waivers.

VI. Closeout of Prior Year Contracts

- A. Completed prior-year YouthSource Center contracts must be closed out before PY 2021-22 contracts may be executed.
- B. Outstanding PY2020-21 contracts that remain open after the closeout deadline of July 15, 2021, will be closed out unilaterally in accordance with City contractual language:

In the event Contractor does not submit a final closeout or other required documentation within the prescribed time frame, the City reserves the right to unilaterally close out the Agreement and to use the invoice then on file at the City for determination of Contractor's final allowable expenditures. The City will not reimburse Contractor for expenditures reported after the 15-day closeout date following the termination of this Agreement. The City shall provide to Contractor City closeout forms at least thirty (30) days before termination of the Agreement.

VII. Performance Excellence

To ensure high quality service and customer satisfaction, the WDB and the EWDD are committed to process improvement and performance excellence. Contractors will be required to provide WIOA program customers with effective, consistent, and courteous service.

VIII. Budget

Upon approval of the proposed Year 22 Annual Plan by the City Council and Mayor, Contractors will be asked via a separate notice to prepare a 12-month budget for the new program year and include the appropriate budget forms to demonstrate the proposed plan for using grant funds.

YouthSource Leveraged Funding: Contractors are asked to report leveraged funding on their budget forms. The purpose of this form is to determine the extent to which Contractors are actively seeking non-WIOA funds to leverage WIOA funds.

IX. Additional Required Contract Documentation (Checklist of Required Documents Form)

- A. Organizations recommended for funding by the EWDD and WDB and approved for funding by the City Council and Mayor, are required to comply with the City's requirements for contract execution. These requirements

include the submission of various compliance statements, corporate documents, and certifications. Organizations receiving WIOA funds through the City must also meet federal requirements imposed by the U. S. Department of Labor.

- B. Code of Conduct contract language
1. Contracts include language regarding the Code of Conduct.
 2. The EWDD issued a *Policy on Conflict of Interest*, WDS Directive No. 17-08 dated January 10, 2017, informing contractors of the requirements [Policy on Conflict of Interest](https://ewddlacity.com/images/directives/wds-directive/WDS-Dir_17-08.pdf#zoom=75) or https://ewddlacity.com/images/directives/wds-directive/WDS-Dir_17-08.pdf#zoom=75
 3. Contractors submitting an RFCR must have adopted, by duly authorized motion of their Board of Directors, the following:
 - a. The Code of Conduct provided by the City of Los Angeles; or
 - b. The contractor's own Code of Conduct subject to City approval.
 4. Only contractors who have **not** filed a Code of Conduct **or** who have changes to their Code of Conduct need to submit new documentation to the EWDD.
- C. Corporate Documents. If there have been any changes to your City Business License Number (BTRC), IRS Taxpayer Identification Number (copies must be dated after 2013), Articles of Incorporation, or Corporate Bylaws, you must submit the updated/revised documents with this RFCR. If there are no changes in these documents, indicate "No change" on the Checklist of Required Documents/Required Information.
- D. Signatory Authorization. Contractors must ensure that they have submitted a new Certification of Authorities. To comply with the RFCR you must do the following:
1. Submit an updated Certification of Authorities with signatory email addresses;
 2. Also include the appropriate board resolution. The board resolution must specifically list all individuals appearing on the Certification of Authorities form as well as the signature authority such individuals are authorized to perform.
- E. Board of Directors. A current, updated list of board members and a certifying board action with individual board member contact information must be submitted.

- F. Municipal Lobbying Ordinance. The Municipal Lobbying Ordinance established by Council requires City departments to include a copy of the Municipal Lobbying ordinance in all invitations for bids, requests for proposals, requests for qualifications or other solicitations relative to entering into agreements with the City. Contractors must submit Bidder Certification CEC Form 50 along with their RFCR documentation. This ordinance may be viewed and completed at the City website <http://ethics.lacity.org>.
- G. Contractor Responsibility Ordinance. Original wet signed Contractor Responsibility Questionnaire and Pledge of Compliance forms must be submitted with RFCR package.
- H. The following documents are required for contract execution but are not required with your RFCR package submission.

1. Los Angeles Business Assistance Virtual Network (LABAVN) - labavn.org

Active status of all City ordinance forms in the Company Compliance Documents section of LABAVN:

- Equal Benefits /First Source Hiring Ordinance
- Disclosure Ordinance

2. Living Wage Ordinance (LWO)

LWO documents shall be submitted with signed contract package or within 30 days of contract execution to EWDD.

Agency who is in compliance with LWO should submit a copy of company's 1st payroll under this City contract and should provide the employer's monthly contribution amount(s) toward the health benefits premium(s) for each employee working on this City contract along with the submission of LW-6 and LW-18. Any LW-6 form submitted without the documentation shall be considered incomplete and will be returned to agency unprocessed.

Non-Profit agency who is qualified to be exempt from LWO should submit a copy of IRS 501C3 letter dated after 2013 along with the submission of LW-28 and LW-18.

3. Insurance

The City requires that proof of current insurance coverage be submitted electronically via the City's *KwikComply* site by the contractor's insurance agent/broker (not by the contractor itself), who must register at <https://kwikcomply.org/>. For EWDD contractors, the insurance agent/broker must include Alma A .Armenta-Azizieh

(alma.armenta-azizieh@lacity.org) in the notification section of the form.

X. Documents for 2021-22 Summer Youth Employment Contracts

If your organization is planning on serving as a summer youth contractor, please fill out two additional original, wet signature sets of CRO documents (see Section IX. G above). This will help expedite processing and execution of City and County summer contracts. When and if funding is available and approved by the City Council and Mayor, official allocation letters will be issued.