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2. Agency RFCR Agency Acceptance Form – LA:RISE
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 - 3a. LA RISE 8.0 City General Fund Budget Template
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 - 3c. LA:RISE Youth Academy Budget Template
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4. Certification of Authorities Form
Corporate documents:
 - a) RAMP new registration form
 - b) RAMP FAQ

Appendix

1. Funding allocations

I. Eligibility for Contract Renewal

- A. The City of Los Angeles reserves the right to offer renewal agreements to LA:RISE program 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 LA:RISE operators may submit an RFCR.
- C. Final, enforceable terms will be set forth in the actual agreements with the contractors.

II. Funding Allocations

LA:RISE funding allocations for current contractors are set forth in Appendix I.

III. Performance Measures

- A. Performance Measures
 - 1. Initial levels of performance shall be established within agency contracts.
 - 2. The City reserves a right to adjust PY 2022-23 contract goals by directive to accord with any new City requirements. EWDD will increase program deliverables if/when the City Council and Mayor approves increased funding.
- B. LA:RISE 8.0 City General Fund and Measure H Performance Metrics

Under the LA:RISE model, Social Enterprise(SE) partners provide participants with transitional, subsidized employment paired with wrap-around support and barrier removal services. WorkSource Center partners are paired with one or more SE to provide LA:RISE participants co-case management, career development, job readiness support, vocational training, job placement assistance, and, if eligible, assistance with enrollment into WIOA services. Job retention services are provided for twelve months after LA:RISE participants have been placed in unsubsidized employment to assist participants who may need additional coaching and mentoring to maintain or advance in employment.
 Contract Term: July 1, 2022 through June 30, 2023

Performance Metrics include, but are not limited to:

Performance Metric	Goal
Number of enrolled participants placed in subsidized transitional job for a minimum of 300 hours	100%
Number of total participants with a completed WIOA Title 1 App	100%
Number of total enrolled participants co-enrolled in WIOA	70%
Minimum number of enrolled participants complete 300 hours/deemed job ready and are referred to competitive employment	50%

Number of total enrolled placed in un-subsidized competitive employment	50%
Number of enrolled participants receive job retention services (post job placement for 12 months)	50%

LA:RISE 8.0 partner pairings for PY 22-23 are as follows:

Social Enterprise/ Transitional Employment Partner	WorkSource Center Partner
Center for Living and Learning	Sun Valley WSC (El Proyecto)
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)
Goodwill Industries So Cal	Northeast Los Angeles WSC (Goodwill)
Anti-Recidivism Coalition	Vernon Central/LATTC WSC (CRCD)
Center for Employment Opportunities	Vernon Central/LATTC WSC (CRCD)
CRCD Enterprise	Vernon Central/LATTC WSC (CRCD)
Downtown Women's Center	Vernon Central/LATTC WSC (CRCD)
GRID Alternatives	Vernon Central/LATTC (WSC CRCD)
Homeboy Industries	Boyle Heights WSC (MCS)
Los Angeles Conservation Corps	Boyle Heights WSC (MCS)
Los Angeles LGBT Center	Hollywood WSC (MCS)
Managed Career Solutions	Hollywood WSC (MCS)
YWCA Digital Learning Academy	Hollywood WSC (MCS)
New Earth Organization	West LA WSC (JVS)

C. LA:RISE Youth Academy Performance Metrics

LA:RISE Youth Academy expands services specifically to individuals 18 to 30 years of age who are experiencing homelessness or at-risk of experiencing homelessness and not currently enrolled in LA:RISE. Every young adult participant will be linked to housing, education, employment, and social well-being services to move them to a future of self-sufficiency and economic mobility. Contract Term: June 1, 2022 through May 31, 2023

Performance Measures include, but are not limited to:

Performance Metric	Goal
Number of youth to receive support services/wrap-around services	100%
Number of youth linked to stabilized housing	80%
Number of youth enrolled/ retained in GED/education or in credit recovery or basic skills remediation programs	50%
Number of youth placed in 250 hours of subsidized employment/work experience	100%
Number of youth placed in un-subsidized competitive employment or enrolled in a certificated education/training program	75%
InnerSight Training Placement	TBD

LA:RISE Youth Academy partner pairings for PY 22-23 are as follows:

Social Enterprise/ Transitional Employment Provider	Workforce Partner
Catholic Charities (AYE YSC)	AYE YSC
Coalition for Responsible Community Development	Vernon Central/LATTC WSC
El Proyecto Del Barrio (YouthSource)	Sun Valley YSC
Goodwill Industries of SoCal SE	Northeast Los Angeles WSC
Los Angeles LGBT Center	Hollywood WSC (MCS)
Regents of the University of California (UCLA YSC)	UCLA YSC
YWCA Digital Learning Academy	Hollywood WSC (MCS)

V. Closeout of Prior Year Contracts

- A. Completed prior-year contracts must be closed out before PY 2022-23 contracts may be executed.
- B. Outstanding PY 2021-22 contracts that remain open after the fiscal closeout deadline imposed by EWDD Financial Management Division, 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.

VI. Performance Excellence

To ensure high quality service and customer satisfaction, the EWDD is committed to process improvement and performance excellence. Contractors will be required to provide LA:RISE customers with effective, consistent and courteous service.

VII. Budgets

Using the LA:RISE PY 22-23 budget templates provided (Form 3 as applicable), contractors are 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.

- A. In preparing proposed budgets, adhere to the following guidelines:
 1. Leveraged Resources – Social Enterprise Partners

LA:RISE grant funds are intended to be used to cover the Participant Related Costs associated with transitional employment participant wages. For Social Enterprise partners that intend to leverage participant wages with

revenue from their social enterprise and/or other funding, leverage resource reporting is required with proposed budgets.

- a. Use the Budget Detail to identify leveraged resources.
- b. For PY 22-23, Social Enterprises will also be required to report leveraged resources on a monthly basis using the Form 3d, LA:RISE Leveraged Resource Form.

The completed leveraged resource forms must be submitted along with the monthly expenditure reports. The value assigned to the leveraged resource is subject to review and audit, and therefore must be documented appropriately in individual client files or in a general file maintained at the contractor's main facility.

- 2 Personnel Costs, If allocating funds to personnel, please submit
 - a. A personnel cost allocation plan
 - b. Position Descriptions detailing staff function in support of LA:RISE service delivery
 - c. Schedule of Personnel: FICA must be at fixed rate of 7.65%

3. Budget Support Documents

Submit all required support documentation with the budget forms to avoid withheld funds (e.g., subcontractors, indirect cost rate approval letter, etc.)

4. Budget Narrative

- a. Please provide the name(s) and contact information of staff who may be contacted about questions concerning your budget submission. The budget narrative form must be completed and submitted as part of your budget package
- b. The budget narrative must include the following: a) a statement setting forth the intended use of the monies for each line item, and b) an explanation/ justification for that use or a rationale that explains the need and intended use of each line item contained within the proposed budget plan. In preparing the budget narrative, please provide information so that the reviewer understands the necessity of each proposed item as well as the process used to arrive at each budgeted amount (e.g., formulas used).

- B. Budget Guidelines: LA:RISE 8.0 City General Fund and Measure H

1. Participant Costs Set-Aside Requirement – Social Enterprise

A minimum of twenty five percent (25%) of the grant must be budgeted for participant related costs: support services and/ or retention services.

2. Administrative Cost Limit - All partners

Administrative costs are limited to twenty-five percent (25%) of each total funding allocation.

3. Budget Submission
 - a. For review and approval, e-mail the Excel version of the proposed budget to LA:RISE Program Administrator Elizabeth.Macias@lacity.org

- C. Budget Guidelines: LA:RISE Youth Academy
 1. Participant Costs Set-Aside Requirement

A minimum of seventy-five percent (75%) of the grant must be budgeted for participant related costs.
 2. Administrative Cost Limit

Administrative costs are limited to ten percent (10%) of each total funding allocation.
 3. Budget Submission
 - b. For review and approval, e-mail the Excel version of the proposed budget to LA:RISE Youth Academy Program Manager Karina.Henriquez@lacity.org

VIII. Additional Required Contract Documentation

- A. Organizations recommended for funding by the EWDD, 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 City 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.
 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 within the last five years), 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 RFCR Document Checklist (Form 1).

- D. Signatory Authorization. Contractors must ensure that they have submitted an updated Certification of Authorities dated within the current program year or with any change in the listed authorities. To comply with the RFCR you must do one of 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. Contractor Responsibility Questionnaire and Pledge of Compliance forms must be submitted with RFCR package or with current year contract package.
- H. The following documents are required for contract execution, but are not required with your RFCR package submission.
1. Regional Alliance Marketplace for Procurement (RAMP) rampla.org (see attached instructions to register)
Active status of the following ordinance forms in the Company Compliance Documents section of RAMP:
 - Equal Benefits Ordinance
 - First Source Hiring 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 Kristal Huizar (kristal.huizar@lacity.org) in the notification section of the form.