

CITY OF LOS ANGELES

CALIFORNIA

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DATE: March 14, 2022

TO: LA's Workforce Development System –WorkSource Centers

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

**SUBJECT: WDS DIRECTIVE No. 22-13
PY 2021-22 WORKFORCE INNOVATION AND OPPORTUNITY ACT
ADULT & DISLOCATED WORKER FORMULA - WORKSOURCE
CENTER BUDGET INCREASE REQUIREMENTS**

EFFECTIVE DATE

This directive is effective upon the date of issue.

PURPOSE

The purpose of this directive is to notify City of Los Angeles WorkSource Center (WSC) contractors of the increase in Workforce Innovation and Opportunity Act (WIOA) formula funding for the current Program Year 2021-2022.

BACKGROUND

At the November 2021 Workforce Development Board (WDB) Quarterly Meeting, the WDB approved recommendations regarding Program Year (PY) 2021-2022 Carry-In/Savings report, which included an increase in WIOA Adult and Dislocated Worker (DW) funding to all WSCs to address COVID-19 pandemic response related needs. WSCs will receive an increase of \$76,750 each (\$61,750 in Adult and \$15,000 in DW funding). The new revised totals are \$646,437 and \$328,322 in Adult and DW funding respectively, for a combined total of \$974,759 per WSC. City Council and Mayoral approval of the WDB Carry-In/Savings report and recommendations is expected by March 2022. Subsequently, WIOA contracts will be amended to reflect the increase in current PY WIOA Adult & DW funding.

REQUIRED ACTION

In order to move forward in making these dollars available, each WSC will be required to submit revised Adult and Dislocated Worker WIOA formula budgets which reflect the new dollar amounts listed above. Please note, overall performance metrics will remain the same as the increase of funding in the WIOA formula budgets may be used to address the following expenditures:

- Personnel Costs associated with additional intake, case management and employer outreach activities;

- Cover health and safety expenses and/or infrastructure improvements as a response to the COVID-19 pandemic;
- Increase Participant Related Costs (PRCs) line items for training, retraining and/or support services;
- Update outdated computer equipment and/or software which will enable and allow for enhanced services to WIOA participants; and
- Other related expenses.

In addition, the revised budget shall continue to reflect a **minimum** Training set-aside of 30% or \$292,428 of the total formula WIOA Funding **and** the Leveraged Training Resource set-aside of 14% or \$136,466 to meet the 44% Leverage Training requirement. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC's), and should be reflected in the budget/expenditure plans.

For WSCs interested in using the additional WIOA funds to purchase equipment and/or furniture, please note that there must be prior EDD and EWDD approval before any purchase(s) are made. Failure to follow this process may lead to questioned costs and subsequently lead to disallowed costs. In order to move forward with WSCs who are interested in using the additional WIOA funds to purchase equipment and/or furniture, WSCs are to ensure:

- the equipment or furniture is properly reflected in the revised WIOA formula Adult and Dislocated Worker budget.
- the purchase(s) are reasonable, allowable, and necessary.
- submit three (3) current/recent bids or quotes of the same identical item including all specifications for any computer related equipment. Bids/quotes should not be older than 30 days from the date of this directive.
- All quotes/bids must be supported with a letter indicating why the equipment is necessary and why a specific vendor was chosen.
- if the total of item(s) of an equipment/furniture request totals \$5,000 or more, these requests will require EDD/EWDD approval.

DEADLINE FOR RESPONSE

All revised WIOA Adult and Dislocated Worker budgets including bids/quotes and supporting letter will be due to your assigned Program Monitor/Budget Analyst by Wednesday, March 25, 2022.

WDS CONTACT

For questions regarding the transmission of this directive, please contact your Program Monitor.

CMH:GR:DB:SM:cg