

CITY OF LOS ANGELES

CALIFORNIA

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

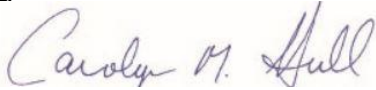
CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

DATE: November 16, 2020

TO: Currently Contracted City of Los Angeles WorkSource Centers
America's Jobs Centers of California

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

**SUBJECT: WDS INFORMATION BULLETIN No. 21-03
REQUEST FOR INTEREST (RFI) TO PROVIDE EMPLOYMENT FOR
DISLOCATED WORKERS AT LOS ANGELES WORLD AIRPORT**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to solicit interest from *currently contracted* City of Los Angeles (City) WorkSource Centers (WSCs) on receiving funds, providing services and placing an initial project total of 222 dislocated workers from Los Angeles World Airport (LAX) into long-term, full-time employment.

BACKGROUND

The airline industry has been significantly impacted by the coronavirus pandemic, with air travel down 75 percent as of August 2020. The industry was using the Payroll Protection Plan to assist with financial losses, but that program ended in September 2020. Thus, the industry has been laying off employees to compensate for their losses.

The City has been awarded an Additional Assistance Grant in the amount of \$1 million, of which 10% (\$100,000) will be set aside for the Economic and Workforce Development Department's (EWDD) administrative costs, to provide training and supportive services to workers dislocated from employment at LAX.

Additionally, in order to mitigate the extensive job losses in the Los Angeles Region because of the coronavirus pandemic (COVID-19), the Department of Labor (DOL) has announced the Employment Recovery National Dislocated Worker Grant.

It is anticipated that the DOL will award the City and the County of Los Angeles (County) up to \$10 million dollars, of which up to \$5.94 million will be awarded to the City, to provide eligible dislocated workers from LAX with training and supportive services.

For this project, the EWDD will work with all currently contracted City WSCs that qualify under this RFI to create employment opportunities for dislocated LAX worker participants. The WSCs will be responsible for recruitment and providing training and wrap-around services to participants in this grant.

AVAILABLE FUNDING

The Additional Assistance grant in the amount of \$900,000 (\$1 million minus \$100,000 in administrative costs) is available now. The anticipated total amount of funding from this and the DOL NDWG for this project is up to \$6,840,000 in WIOA funds, which will be divided among the selected participating WSCs.

ELIGIBLE PROPOSERS TO THIS RFI

Proposers to this RFI are limited to currently contracted City WSCs.

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

Eligible participants for this grant are restricted to individuals at LAX who have been dislocated from employment at the employers listed in Attachment 3, Employment Recovery DWG – Suggested Employer Data Worksheet.

The Additional Assistance grant will initially serve two hundred twenty-two (222) clients at a per participant cost of \$4,500. Once all funding is received, it is intended for this project to serve a minimum of two thousand, two hundred fifty (2,250) dislocated workers.

Please note that 50% of funding must be set aside for training. The other 50% will be allocated for wrap-around services.

TERM OF CONTRACTS

Contracts resulting from this RFI are expected to last 18 months: January 1, 2021 through April 1, 2022.

SERVICES TO BE PROVIDED

WSCs will deliver career and training services and supportive services, after which placement and follow-up services will commence. Training services will consist of virtual training opportunities, as well as in-person opportunities (where safe and feasible) that are inclusive of occupational skills training, On-the-Job training, and upskilling/retraining. Supportive services and follow-up services geared toward ensuring successful job placement and job retention will be provided to help achieve successful outcomes.

REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING

In providing services pursuant to this AA and the 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 AA and 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.

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, etc.

Performance and Reporting Requirements. The following are the performance measures for this grant:

DOL MEASURES		DISLOCATED WORKER
1	Employment Rate 2 nd Quarter After Exit	71%
2	Employment Rate 4 th Quarter After Exit	69.5%
3	Median Earnings 2 nd Quarter After Exit	\$8,070
4	Credential Attainment Within 4 Quarters After Exit	60%
5	Measurable Skills Gain	45%

Quarterly Performance and Quarterly Narrative Reports in accordance with TEGL 14-18, “Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL),” must be submitted to EWDD.

PROPOSAL REQUIREMENTS

Currently contracted WSCs interested in delivering the above-described services should complete and submit **one clearly scanned copy** of the following no later than **5:00 p.m. on Monday, November 23, 2020**:

- 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 at LAX impacted by the COVID-19 pandemic;
 - b. A description of the program elements;
 - c. A description of employers that you will partner with to transition participants into competitive employment.
 2. The number of dislocated LAX workers currently enrolled per month.
 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 once the additional NDWG money is awarded.
 4. A listing and description of leveraged resources that will be deployed for this project.
 5. A list of participating partners or collaborators that will cooperate in providing services to project participants, and a description of such services.

- D. **Program Budget** (budget documents are attached hereto as Attachment 2)
1. Proposers are cautioned to fill out all the several 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 (as, for example, other WSCs, employer associations, chambers of commerce, etc.) and a description of the services they provided.
 4. The total number of participants placed into permanent or temporary jobs, and their job titles.

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 via return email upon submission to the Economic and Workforce Development Department.

Submission Deadline Date: Monday, November 23, 2020

Deadline Time: 5:00 p.m.

Delivery Method: Email to: EWDD.Planning@lacity.org

Delivery Address: Economic and Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Désirée Guzzetta, Sr. Management Analyst I

Proposals submitted **after 5:00 p.m. on Monday, November 23, 2020** 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, with 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, and each agency's past performance will be considered in making funding recommendations. The City reserves a 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 bulletin must be emailed to EWDD.Planning@lacity.org by **4:00p.m. on Thursday, November 19, 2020**. Answers will be provided via email.

CMH:GR:DG:RO: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
2E. Narrative
3. Employment Recovery Dislocated Worker Grant – Suggested Employer Data Worksheet