

# CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7<sup>TH</sup> STREET  
LOS ANGELES, CA 90017

**DATE:** July 21, 2021

**TO:** All Day Labor Resource Center Program Contractors

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

**SUBJECT: WDS INFORMATION BULLETIN No. 22-01  
PY 2021-22 DAY LABOR RESOURCE CENTER PROGRAM REQUEST  
FOR CONTRACT RENEWAL**

## **EFFECTIVE DATE**

This bulletin is effective on date of issue.

## **PURPOSE**

The purpose of this information bulletin is to provide current Day Labor Resource Center Program (DLRCP) contractors with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2021-22. This RFCR package sets out program requirements and identifies documents that must be submitted in order for agreements to be renewed for the new program year.

The City Council and Mayor have approved the 2021-2022 Annual Plan and the Economic and Workforce Development Department (EWDD) is hereby authorized to release funds to the DLRCP for the new program year. Organizations wishing to renew DLRCP agreements for the new program year must fulfill the requirements of this RFCR by signing and dating Form 2 and completing all other required documents.

Please transmit the contract renewal package no later than July 26, 2021, 5:00 p.m. All documentation must be scanned and emailed to:

[EWDD.Planning@lacity.org](mailto:EWDD.Planning@lacity.org)

With copies to: [Makeda.Vela@lacity.org](mailto:Makeda.Vela@lacity.org)  
[Frank.Mier@lacity.org](mailto:Frank.Mier@lacity.org)

Email Subject Line: **PY21-22 RFCR DLRCP - <Name of your agency>**

Contract execution is contingent upon the contractor submitting all corporate and contract-related documents on or before the indicated submission deadline.

This RFCR is being released and may be downloaded from the Economic and Workforce Development Department (EWDD) website at:

<http://ewddlacity.com/index.php/workforce-development-system-information-bulletins>

Documents and information to be submitted in response to this RFCR are listed in the RFCR attachment and on the Checklist of Required Documents/Required Information form. The RFCR submissions to the City must include all required forms and must be completed as to all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the RFCR or the RFCR process should be emailed to **your current contract monitor with “RFCR Question” indicated in the subject line.**

CMH:GR:MV:TE:FM:cg

Attachments: Request for Contract Renewal PY 2021-22