

Day Labor Resource Center Program Table of Contents

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**Forms**

1. RFCR Document Checklist
2. DLRCF General Information
3. Budget Forms
  - a) Schedule of Personnel Costs
  - b) Budget Detail
  - c) Spending Plan
  - d) Budget Summary
4. Budget Narrative Form
5. Certification of Authorities
  - a) Corporate Documents
6. DLRCF Equipment Inventory

**Appendix**

1. Funding allocations

## Eligibility for Contract Renewal

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

## Funding Allocations

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

- A. The City Council and Mayor approval of the 2021-2022 City General Fund budget, and
- B. The availability of funding. The recommended allocations are contingent upon the approval by the City Council and Mayor.

## Collaboration

In addition to funding from the City General Fund, the EWDD also administers monies proceeding from a variety of other sources. The EWDD administers Workforce Innovation and Opportunity Act (WIOA) funding for its City wide WorkSource and YouthSource systems.

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.

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 these other programs within your area. The lists of YouthSource, WorkSource, FamilySource, BusinessSource, Specially Targeted, and Homeless shelters will be provided upon request. During the year your program analyst will follow up regarding your collaboration.

## 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 PY 2021-22 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. Increased deliverables may include increased days of operation and documented linkages to other City programs.
- B. Performance Measures for PY 2021-22 include, but are not limited to:
  - 1. **Number of Unduplicated Clients served per Center**
  - 2. **Outcomes to Achieve per site**
    - a. Obtained Short-Term Job
    - b. Unpaid Wages Recovered
  - 3. **Number of Services Delivered per Center**
    - a. Day Labor Resource Center Services
    - b. Job Placements
    - c. Other Services Provided

## Closeout of Prior Year Contracts

- A. Completed prior-year Day Labor Resource Center contracts must be closed out before PY 2020-21 contracts may be executed.
- B. Outstanding PY 2020-21 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.

## 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 DLRC program customers with effective, consistent and courteous service.

## Budget

Please 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.

## 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 General 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. Los Angeles Business Assistance Virtual Network (LABAVN) - [labavn.org](http://labavn.org)  
Active status of the following ordinance forms in the Company Compliance Documents section of LABAVN:
    - 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 Alma A. Armenta-Azizieh ([alma.armenta-azizieh@lacity.org](mailto:alma.armenta-azizieh@lacity.org)) in the notification section of the form.