

CITY OF LOS ANGELES

CALIFORNIA

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MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: June 13, 2023

TO: All YouthSource Center Contractors

FROM: Gerardo Ruvalcaba, Assistant General Manager
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN No. 23-11
PY 2023-24 YOUTHSOURCE 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 YouthSource Center (YSC) contractors with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2023-24. This RFCR package sets out program requirements and identifies documents that must be submitted to renew agreements for the new program year.

The release of funds to contracted providers for the new program year is subject to the City Council and Mayor's approval of the Economic and Workforce Development Department (EWDD) Annual Plan and the filing of an executed agreement with the City Clerk. Organizations wishing to renew YSCs 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.

Submission of a renewal request does not constitute a guarantee of funding as described in Appendix 1 – Workforce Innovation and Opportunity Act (WIOA) Funding Allocations for the new program year. The decision to fund any organization beyond June 30, 2023, rests solely with the City. Therefore, your agency assumes prudent risk for any and all program expenditures incurred after the end date of your current contract.

Please transmit the contract renewal package **no later than Friday, June 30, 2023, at 5:00p.m.** All documentation must be scanned and emailed to:

EWDD.RFCR@LACity.org

With copies to: Makeda.Vela@LACity.org
Francisco.Guillermo@LACity.org

Email Subject Line: **PY23-24 RFCR YSC- <Name of your agency>**

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

This RFCR may be downloaded from the 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. Complete RFCR submissions must include all required forms and must include all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the PY 23-24 YSC RFCR or the contract renewal process should be emailed to your current contract monitor with “**RFCR Question**” indicated in the subject line.

GR:VN:MV:cg

Attachments: 1. RFCR Package

2. Form 1 - Checklist of Required Documents - Required Information
3. Form 2 & 3 – General Information (Acceptance) and Funding Source
4. Form 4 - YSC - Budget Template
5. Form 5 - Hire LA - Budget Template
6. Form 6 -YSC Summary Leveraged Resources Form
7. Form 7 - YSC Service Plan PY 2023-24
8. Form 8 - WIOA Equipment Inventory
9. Form 9 - Certification of Authorities
10. Appendix 1 - YSC Funding Recommendations
11. RAMP New Account Registration
12. RAMP FAQ