

CITY OF LOS ANGELES

CALIFORNIA

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1200 W. 7TH STREET
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DATE: June 28, 2023

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager 
Workforce Development Division

**SUBJECT: WDS INFORMATION BULLETIN No. 23-13
2023 PRISON TO EMPLOYMENT 2.0 REQUEST FOR INTEREST**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

Under Prison to Employment (P2E) 2.0, the City of Los Angeles (City) is tasked with the responsibility of serving a minimum of three-hundred and fifty (350) formerly incarcerated or justice involved individuals to provide workforce development services. Workforce development services include but are not limited to: career services, support services and transitional jobs / paid work experience. The anticipated grant term for this project will be from August 1, 2023 through June 30, 2024.

BACKGROUND

On June 20, 2022, the California Workforce Development Board (CWDB) announced the availability of \$19,000,000 of state General Funds to underwrite P2E 2.0 workforce development endeavors that would enable justice-involved and formerly incarcerated individuals to successfully reenter society and thrive in the labor force. Eligibility for funding was limited to the 15 regional workforce development planning areas in California.

On December 20, 2022, the CWDB announced a \$6,294,647 P2E 2.0 grant award for the Los Angeles Basin Regional Planning Unit (LABRPU). The City's share of this total was \$2,300,046.

Subsequently, the CWDB allocated surplus P2E 2.0 funds to the LABRPA/LABRPU, which increased the City's P2E 2.0 grant award \$2,412,661.

PROGRAM DESIGN

During the first iteration of the P2E grant, the City was able to successfully exceed its enrollment goal and serve a total of 830 individuals, which represented 294% of the enrollment goal of 282. The City acknowledges the vastness of the surrounding area and has consented to the expansion of its service area under P2E 2.0 to better cater to the

needs of a diverse population. The City's WorkSource Center (WSC) System serves an average of 2,400 justice involved annually.

The P2E 2.0 program will provide workforce development services including but not limited to career services, support services, and paid work experience. Implementation of the regional P2E 2.0 grant will include the establishment of seven (7) placed-based re-entry hubs or WSC/HUBS at seven (7) WSCs in the following regions:

- Valley
- Central Los Angeles
- East Los Angeles
- South Los Angeles
- South Central Los Angeles
- Watts
- Harbor

The seven (7) WSC/HUBS selected will host and convene meetings with various re-entry program partners including but not limited to; the Amity Foundation, the California Department of Corrections and Rehabilitation; and the LA County Probation Department.

In addition, the City's WSC/HUBS will be required to partner and/or collaborate with non-WSC system providers who will assist in providing enhanced re-entry related services which may include but are not limited to:

- Record expungement
- Counseling
- Financial literacy
- Tattoo removal
- Housing stability
- Mental health counseling
- Parenting workshops

Funding Available:

- A total of \$322,676 will be allocated for each of the seven (7) WSCs or WSC/HUBS for 12 months may be contracted through this Request for Interest (RFI) to provide workforce development services to a minimum of 50 participants per WSC/HUB during the grant term (\$2,258,732 total).
- Up to \$103,256 per WSC/HUB will be available to pay for staff resources, facility costs, data entry into CalJOBS and coordination of services (\$722,792 total).
- Up to \$219,420 shall be set aside per WSC/HUB for Work Experience and/or training (\$1,535,940 total).

REQUIRED ACTION**Proposal Requirements**

WSC interested in participating in the City's P2E 2.0 must complete and submit one electronic (1) packet containing the following:

1. The "Request for Interest Response Form" (Attachment 1) due back within 5-days of the posting of this RFI.
2. A program narrative, not to exceed five pages, that includes the following:
 - a. HUB or Service area of choice.
 - b. Experience working with re-entry populations, including existing partnerships with community-based organizations serving re-entry clients, both male and female clients, including past outcomes).
 - c. A description of how you will partner with work sites to utilize subsidized work experience; or other employment enhancement strategies.
 - d. A job placement strategy that includes a description of how you will utilize employers who offer competitive salaries that lead to careers and long-term self-sufficiency.
 - e. A description of your agency's plan to ensure that participants are provided with follow-up services after being placed and exited from the program.
 - f. A description as to how participants' skills gaps will be addressed upon enrollment.
 - g. A description of your agency's plan to enhance re-entry related services which may include but not limited to: record expungement, counseling, financial literacy, tattoo removal, mental health counseling and parenting workshops.
 - h. A list of services to be deployed, including Career Counseling and Planning Services; Short-term pre-vocational, work readiness or "soft" skills training programs; and English-language acquisition and adult basic education programs.
 - i. A description of how you will conduct comprehensive assessments with program partners for program participants, develop Individual Employment Plans (IEP) identifying career interests, barriers to employment, and need for supportive services (including State of California Department of Motor Vehicle licensing fees, Metro riders pass, or gas cards);
 - j. The number of total participants to be served; and
 - k. A list of employers that are ready, willing, and able to hire program participants post-training. Please note that letters of commitment from employers, including sector industry, must be submitted with proposals.
3. A program budget (Attachment 2).

In preparing your narrative, keep these factors in mind:

- Statutory requirements, performance measurements, and applicable restrictions,

including (a) the rules, regulations, and policies of the funding source; (b) the rules, regulations and policies of the P2E program; and (c) applicable federal, state, and local statutes, rules, regulations and policies;

- Participants enrolled into P2E program may be enrolled in any other special, grant-funded programs with the Economic and Workforce Development Department (EWDD) approval;
- Participants enrolled into P2E may be co-enrolled into an agency's WIOA formula program provided there are no duplication of services and with EWDD approval;
- Priority of service will be re-entry participants from state correctional facilities;
- Participating WSC will be required to meet and report on mandatory WIOA performance metrics, and other metrics identified pre-contract;
- Participating WSC will be responsible for administering and managing their own training contracts and sub-contractors;
- Participating WSC will be required to coordinate activities with EWDD, and to work in concert with other service providers, non-governmental organizations, employers, chambers of commerce, faith-based organizations, etc.; and
- The average WSC allocation of P2E funds per participant is \$6,454.

SUBMISSION REQUIREMENTS

Timely submission of the proposal is the sole responsibility of each proposer. The City reserves the right to determine the timeliness of all submissions and may reject any proposal submitted after the stated deadline.

Deadline Date: Friday July 21, 2023
Deadline Time: 5:00pm
Emailed to: EWDD.Planning@lacity.org

Proposals submitted **after 5:00pm on Friday July 21, 2023, will not be accepted.**

FUNDING RECOMMENDATIONS

Funding recommendations are subject to approval by the City's Workforce Development Board (WDB) 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.

EWDD CONTACT

Questions regarding this bulletin must be e-mailed to EWDD.Planning@lacity.org by **5:00pm Friday July 14, 2023.**

GR:DB:SM:KA:cg

Attachments: 1. Request for Interest Response Form
2. Budget Template