

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR



Economic and Workforce  
Development Department  
CAROLYN M. HULL,  
GENERAL MANAGER



Workforce **Development** Board  
City of *Los Angeles*

Workforce Development Board  
CHARLES WOO  
CHAIR

May 28, 2020

Council File Number:  
Council Districts: All  
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The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall

City Council  
c/o City Clerk  
Room 395, City Hall

Attention: Heleen Ramirez, Legislative Coordinator

## **APPROVAL OF THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT'S (EWDD) PROPOSED YEAR 21/PROGRAM YEAR (PY) 2020-21 WORKFORCE DEVELOPMENT BOARD (WDB) ANNUAL PLAN AND RECOMMENDATIONS FOR DAY LABOR CENTER OPERATORS AS A RESULT OF THE 2020 DAY LABOR RESOURCE CENTER REQUEST FOR PROPOSAL (RFP)**

### **DEADLINE FOR ACTION**

The General Manager of the Economic and Workforce Development Department (EWDD) and the Chair of the Workforce Development Board (WDB) respectfully submit this transmittal for your review and approval. Approval of this item is requested no later than June 30, 2020, to ensure the uninterrupted provision of services to City residents.

### **BACKGROUND**

On April 8, 2020, the draft Year 21 WDB Annual Plan (Annual Plan) for Program Year (PY) 2020-21 was released for a thirty-day public comment period (April 8, 2020 – May 7, 2020). During this period the Department received public comments through WDB meetings and direct emails to EWDD. In contrast to prior years, no public forums were held due to "Safer at Home" orders issued by Mayor Garcetti.

### **Economic Landscape**

The Los Angeles County economy is facing its most significant crisis in decades as the novel coronavirus (COVID-19) pandemic has resulted in hundreds of thousands of newly unemployed individuals and tens of thousands of closed businesses. The regional economy will forever be changed with long-term recovery bringing disruption to

the composition and skill levels of the current workforce.

The long-term economic impact of COVID-19 is still being assessed, but economists predict that the State of California could see unemployment peak at 25 percent later this year<sup>1</sup>. A poll cited by the L.A. Times in that same article noted that 25 percent of adults who reported losing their jobs in early March 2020 made \$52,000 or less. Additionally, the Los Angeles County Economic Development Corporation (LAEDC) is predicting the Los Angeles unemployment rate in the short term could rise as high as 30 percent, a huge growth from the tight labor market low of 4.7 percent unemployment in recent years. If these predictions are accurate, City leaders, business owners, educational institutions, community-based organizations, and the City's Workforce Development System will face significant challenges in meeting the short-term and long-term needs of job seekers in the region. As of April 18, 2020, 1.3 million Los Angeles County workers lost their jobs because of COVID-19 (<https://www.businessinsider.com/more-than-50-los-angeles-workers-unemployed-due-to-coronavirus-2020-4>).

The chart below from the State of California Employment Development Department (EDD) shows the City's weekly numbers of those who have filed Unemployment Insurance (UI) claims through May 2, 2020:



Please note that the weeks through April 25, 2020, reflect UI claims only. During the week of May 2, 2020, EDD began tracking Pandemic Unemployment Insurance (PUA) claims along with UI claims. Of the 64,475 claims recorded the week of May 2, 2020, 26,469 were UI claims and 38,006 were PUA claims.

As the nation continues to grapple with this crisis, the City of Los Angeles Workforce Development Board, Economic and Workforce Development Department, City Council, and Mayor must utilize this Annual Plan framework and corresponding priorities to address the hardest-hit Angelenos, which currently include small business owners, low-income wage earners, English Language Learners, women, survivors of domestic abuse and human trafficking, people of color, and disconnected youth.

Putting all residents on the path to economic security through equity-focused strategies and policies to grow good jobs, build capabilities, remove barriers, and expand opportunities for all people and communities remains the guiding principle for this plan. The Workforce Development Board (WDB), along with the City Council and Mayor, develops the policy and provides the oversight for workforce development programs in the City of Los Angeles. The Year 21 WDB Annual Plan covers the service strategies, activities, and budget for the City's Workforce Development System (WDS) for the Program Year 2020-21 (July 1, 2020, through June 30, 2021). The Annual Plan is developed under the framework outlined in the Workforce Development Board - Local

<sup>1</sup> Job losses from coronavirus are already devastating Southern California – LA Times March 19, 2020

Elected Official (WDB-LEO) agreement.<sup>2</sup> The plan outlines how the City will deliver services and meet workforce development needs in Los Angeles through the oversight of the WDB and Economic and Workforce Development Department (EWDD).

EWDD administers workforce development programs that are funded by federal, state, and local governmental agencies as well as by private entities through its Workforce Development Division (WDD). A network of service providers composed of WorkSource Centers (WSC)<sup>3</sup> and YouthSource Centers (YSC) located in strategic areas throughout the City, provide diverse workforce development services for job seekers, businesses and youth. Services are provided through a collaborative network of partners, including the State of California's Employment Development Department (EDD) and Department of Rehabilitation, the Los Angeles Unified School District and other educational institutions, and partners. Through these partnerships, WorkSource and YouthSource Centers serve over 62,000 adults and over 17,000 youth annually.

As the City begins to recover, rebuild, and renew from the effects of COVID-19, the Workforce Development System will be a critical piece of overall regional efforts. The WorkSource and YouthSource Centers will be essential in providing information on, and assistance in obtaining, most of the available public and private resources for impacted residents. The Centers will need to be central information and resource hubs for CARES Act and subsequent federal and state legislative resources. Stimulus check eligibility, Unemployment Insurance expansion, Pandemic Unemployment Assistance and CalFresh are just some of the broadly impacting programs that need to be fully maximized by city residents.

LA:RISE, Prison to Employment (P2E), HIRE LA's Youth, and other subsidized employment programs targeting specific populations will need to be expanded to assist individuals back into the private marketplace, and to be a source of employment for the recovery. The Performance Partnership Pilot (P3), LAUSD Navigators, and L.A. College Promise Works will all be important connectors for individuals needing to straddle education and employment in this new economy.

In the last seven weeks, EWDD and its partners have responded to the crisis by taking the following actions:

- Maintained services at all WorkSource and YouthSource Centers via a combination of virtual, telecommunication, and in-place services;
- Connected over 1,233 clients by appointment or walk-ins, and 8,918 by telephone or email for information and services at the City's WorkSource Centers;
- Connected over 1,918 youth by appointment, and 15,051 by telephone or email for information and services at the City's YouthSource Centers;
- Responded to over 900 Worker Adjustment and Retraining Notice (WARN) Act notices informing the City of more than 600 business closures impacting more than 80,000 employees by transitioning from in-person to virtual Rapid Response

<sup>2</sup> The WDB/LEO is a formal Memorandum of Agreement between the WDB and the elected officials of the City of Los Angeles.

<sup>3</sup> The City of Los Angeles designates its One-Stop Career Centers locally as "WorkSource Centers, a proud partner of America's Job Center of California network."

Orientations, which have been attended by 1,690 dislocated workers to date;

- Applied for and received a \$2 million grant for emergency additional services for 400 clients;
- Expanded technical assistance resources by LAEDC for 300 businesses and 35 restaurants;
- Applied for and received an \$810,000 grant to connect over 1,000 domestic violence and human trafficking survivors to the workforce system;
- Leveraged LA:RISE contracts to provide service workers at shelters, food distribution sites, and other recovery programs;
- Applied for an additional \$8 million in National Emergency Workforce grants;
- Provided input and advocated for additional national and state resources for workforce system programs;
- Transitioned youth employment programs and training to virtual programs, with over 50 case managers trained in World of Work (WOW) job readiness curriculum;
- Applied for and received \$750,000 in grant funds from the California Community College Foundation to serve youth with disabilities;
- As of May 7, 2020, EWDD's WorkSource Centers have served 2,652 individuals experiencing homelessness; and
- Assisted with the Mayor's Jobs Portal, <https://lajobsportal.org>. As of May 11, 2020, the site has been very successful and has had 148,000 visitors, with 100,000 being unique visitors.

## **LONG TERM STRATEGIC GOALS**

**While the strategies listed below were developed prior to the pandemic and resulting economic development crisis, their goals of uplifting the most economically vulnerable populations are now even more fitting.**

The WDS will continue to improve its delivery of workforce services to individuals who lack economic opportunity through the following ten long-term strategic initiatives and specific annual objectives:

1. Reducing homelessness by increasing employment opportunities;
2. Increasing employment opportunities through partnerships with major economic drivers in the region;
3. Increasing access to career pathways through Industry Sector Strategies;
4. Increasing services to targeted high-barrier populations (vulnerable populations) with a geographic focus;
5. Increasing Gender Equity;
6. Increasing employment outcomes for the reentry population;
7. Increasing education and/or employment outcomes for disconnected youth;
8. Increasing the impact of the City's Workforce Development System through the strategic alignment of City and Regional Planning Efforts (Los Angeles Regional

Plan, Local Plan, WDS Annual Plan and P3 Strategic Plan);

9. Training Angelenos to participate in the new green economy; and
10. Creating and expanding career ladder opportunities for L.A.'s workforce to fill the demand for early childhood education positions.

## FUNDING RESOURCES

Proposed WDS service strategies, activities, and budget set forth in the Annual Plan are based on funding allocations from various sources -- federal, state formula (Adult, Dislocated Worker, Youth, Rapid Response), competitive grants, other workforce allocations, and also projected prior-year carryovers of funds.

### Prior-Year Carryover Funds

Each year the Department develops and presents a report relative to carryover monies (allocated, but unexpended prior-year Workforce Innovation and Opportunity Act (WIOA) and other workforce development-related program funds). For PY 2020-21, the City anticipates a WIOA carryover of \$1.05 million.

### Funding Allocations

On May 14, 2020, the State Employment Development Department announced its WIOA Adult, Dislocated Worker, and Youth Formula allocations to Local Workforce Development Areas. Table 1 below provides PY 2019-20 and PY 2020-21 allocations for WIOA formula funds, including Adult, Dislocated Worker, Youth and Rapid Response funding streams.

The PY 2020-21 allocations represent an increase of \$4.1 million in WIOA funding for the City as compared to PY 2019-20. This increase in the formula allocation is partially offset by a projected \$1.8 million decrease in WIOA anticipated carryover funds from PY 2019-20. As summarized in the table below, the City projects a net increase of \$2.3 million WIOA formula and carryover funding for PY 2020-21.

**Table 1: Workforce Innovation and Opportunity Act Formula Funding**

	PY 2019-20 WIOA Funds	PY 2020-21 WIOA Funds	Increase (Decrease)
Adult	11,049,287	13,184,898	2,135,611
Dislocated Worker	8,352,873	8,156,195	(196,678)
Youth	11,325,465	13,515,456	2,189,991
Rapid Response*	765,886	765,886	0
Carryover	2,850,000	1,046,684	(1,803,316)
<b>TOTAL</b>	<b>34,343,511</b>	<b>36,669,119</b>	<b>2,325,608</b>

\*PY 2020-21 Rapid Response Funds are estimated. This table does not include other grant funding including other WIOA grants.

### New Revenues

Critically important programs such as Los Angeles Regional Initiative for Social Enterprise (LA:RISE), Summer Youth Employment Programs (SYEP), Performance Partnership Pilot (P3), and the various Reentry programs have all been sustained by outside revenues secured by the Department in recent years. In order to respond to the increased demand for services during the pandemic, the Department has intensified its

efforts at raising new revenue focused on providing emergency support services and transitional employment to dislocated workers. Table 2 below sets forth new revenues anticipated in the PY 2020-21 Annual Plan.

**Table 2: Anticipated New Revenues**

Program	Funder	Service Providers	Program Oversight / Administration	Total Allocation
National Dislocated Worker Program	U.S. Department of Labor	3,577,500	397,500	3,975,000
Dislocated Worker / Additional Assistance	CA Employment Development Department	1,800,000	200,000	2,000,000
STEPS	CA Community College Foundation	675,000	75,000	750,000
Anticipated WIOA	CA Employment Development Department	3,150,000	350,000	3,500,000
<b>TOTAL</b>		<b>9,202,500</b>	<b>1,022,500</b>	<b>10,225,000</b>

### WDS FUNDING RECOMMENDATIONS

The Annual Plan offers a balanced budget for PY 2020-21. The balanced budget includes increased funding for EWDD Program and Administration Costs, YouthSource Centers and specific supporting program activities. The plan also includes additional reductions in formula WIOA funding for WorkSource Centers. Table 3 below sets forth EWDD's proposed funding.

**Table 3: Proposed Funding**

Activity	PY 19-20	PY 20-21	WIOA Increase (Decrease)
EWDD Program and Admin	7,503,232	8,067,779	564,547
Rapid Response	564,759	564,759	0
Other City Departments	452,375	382,200	(70,175)
Workforce Development Board	1,271,149	1,328,001	56,852
WorkSource Centers	13,322,602	12,824,144	(498,458)
YouthSource Centers	8,322,082	9,190,020	867,938
LAUSD	1,246,700	1,246,700	0
Customer Satisfaction Surveys	61,000	77,200	16,200
Hire LA Platform	0	25,000	25,000
P3 Initiatives	50,000	75,000	25,000
Other Supporting Program Activities	1,549,612	1,549,612	0
Reserved for EWDD Oversight	0	1,338,704	1,338,704
<b>TOTAL</b>	<b>34,343,511</b>	<b>36,669,119</b>	<b>2,325,608</b>

### WorkSource Center Funding

While the Annual Plan budget reflects a nearly half-million dollar decrease in WIOA funding for WorkSource Centers, the plan also includes more than \$3.0 million in discretionary Dislocated Worker Grant funding anticipated to address the COVID-19 pandemic in PY 2020-21. These funds will be allocated to augment WSC base-funding in future actions.

### Economic and Workforce Development Department Furloughs

Mayor Garcetti's proposed Fiscal Year 2020-21 budget includes recommended furloughs for all City staff. The Annual Plan budget reflects 26 furlough days for EWDD employees as proposed. However, due to the increased workload caused by COVID-19, and in an effort to implement new programs in a timely manner, the Department has requested an exemption to the furlough requirement. In anticipation of City Council approval of the exemption request, a total of \$1.3 million is available to fully fund City costs. Should City Council not approve the exemption, the Department will provide further recommendations to the WDB for funding reallocations.

### Funding Priorities

As in previous Annual Plans, the Department recommends that a WDB Priority List be established in the event that additional revenues are realized. Table 4 below sets out, based on public input, the Department's recommendations for future funding priorities.

**Table 4: Schedule of Funding Priorities**

No.	Program / Strategy	Description	Additional Amount
1.	WDB Innovation Fund	Provides funding for the development of innovative workforce development activities throughout the program year, including services for Under-Represented Populations.	Up to \$750,000
2.	WorkSource Center System	Restore/increase funding for WorkSource Centers.	Up to \$1.0 million
3.	Layoff Aversion	Restore funding to layoff aversion activities.	Up to \$100,000

### Funding Highlights

Table 5 on Page 8 represents PY 2020-21 Annual Plan funding, strategies, outcomes and strategic goal highlights, which will provide employment services to Angelenos, among them persons left out of the region's economic recovery – the homeless, disconnected youth, and reentry populations.

**Table 5: Year 21 Annual Plan Funding Highlights**

No.	Funding	Strategy	Outcome	Strategic Goal(s)
1.	\$12,824,144	Fund WorkSource Centers to provide employment training and placement services to high-barrier adults and dislocated workers, and employers.	Serve 19,000	Strengthen connections with major economic drivers in the region. Target vulnerable populations with a geographic focus.
2.	10,436,720	Fund 14 YouthSource Centers and LAUSD Pupil Services Counselors	Serve 7,000	Focus on disconnected youth.
3.	13,287,400	Year-Round Youth Employment Program	Serve 20,000	Focus on disconnected youth.
4.	7,500,000	Los Angeles Reconnections Academy (LARCA 2.0)	Serve 750	Target vulnerable populations with a geographic focus.
5.	6,000,000	Los Angeles Regional Initiative for Social Enterprise (LA-RISE) 2.0	Serve 750	Address homelessness with added employment opportunities.
6.	1,000,000	LA County Probation / WDACS - Project INVEST	TBD	Focus on the reentry population.
7.	301,6112	Layoff Aversion	TBD	Strengthen connections with major economic drivers in the region.

#### Day Labor Request for Proposal

On January 15, 2020, EWDD released the 2020 Day Labor Resource Center Request for Proposal (RFP). The purpose of the RFP was to solicit proposals from organizations interested in operating a City of Los Angeles Day Labor Resource Center for a twelve-month period beginning July 1, 2020 with an option for the City to renew for four (4) additional one (1) year terms. Organizations were allowed to propose to operate one or more day labor sites through the submission of their proposal.

*Scope of Work*

The Day Labor Resource system is a structured and transparent employment and education program for low-wage workers, both immigrant and non-immigrant, who will have the opportunity to receive comprehensive services, integration into Los Angeles' civic structure, and economic self-sufficiency. The Day Labor program provides fixed hiring sites in selected areas of the City where persons participating in the casual labor force can safely congregate to solicit employment from residents and businesses seeking day labor. As such, the Day Labor Centers provide a valuable community service to residents, merchants, and others to feel comfortable and safe with the practice of seeking work in public.

Applicant agencies were allowed to propose through the RFP to provide services as a Day Labor Center operating one or more of the seven (7) centers identified below. The site operator will administer from an existing fixed site and conduct outreach where necessary to alleviate community complaints.

**Seven (7) Day Labor Center Locations:**

DOWNTOWN	NORTH HOLLYWOOD	HARBOR CITY	HOLLYWOOD
121-A E. Pico Blvd. Los Angeles, CA 90015	11839 Sherman Way North Hollywood, CA 91605	1301 N. Figueroa Pl. Harbor City, CA 90744	5661 W. De Longpre Ave. Los Angeles, CA 90028
VAN NUYS	CYPRESS PARK	WESTLAKE	
8250 Balboa Pl. Van Nuys, CA 91406	2055 N. Figueroa St. Los Angeles, CA 90031	1675 Wilshire Blvd. Los Angeles, CA 90017	

On February 20, 2020, three organizations submitted proposals (listed below). Two proposals were for single locations. The third proposal was to operate five different locations.

1. Central American Resource Center (CARECEN) – Westlake
2. Hope of the Valley Rescue Mission – North Hollywood
3. Instituto de Educacion Popular del Sur de California (IDEPSCA) – Cypress Park, Downtown, Harbor City, Hollywood, and Van Nuys

EWDD reviewed the proposals internally and assessed the capacity of each proposer to successfully operate the Day Labor Centers. The proposals were evaluated in three specific areas:

1. Demonstrated Ability
2. Program Design
3. Cost Reasonableness

Each of the selected proposers demonstrated the capacity to successfully implement the program. Therefore, the EWDD recommends the service providers on Page 10, for the service areas noted, and in the amounts detailed.

### Day Labor Funding Recommendations

SERVICE AREA	SERVICE PROVIDER	SCORE	RECOMMENDED FUNDING
Cypress Park	Instituto de Educación Popular del Sur de California	93	173,443
Downtown	Instituto de Educación Popular del Sur de California	93	173,443
Harbor City	Instituto de Educación Popular del Sur de California	93	173,443
Hollywood	Instituto de Educación Popular del Sur de California	93	173,443
N. Hollywood	Hope of The Valley Rescue Mission	90	173,443
Van Nuys	Instituto de Educación Popular del Sur de California	93	173,442
Westlake	Central American Resource Center	99	173,443
<b>TOTAL</b>			<b>1,214,100</b>

### FISCAL IMPACT

The recommendations contained in this report involve the allocation of approximately \$81.8 million to the Workforce Development Board Year 21 Annual Plan (Fiscal Year 2020-21) from various federal and state formula and competitive grants (including Workforce Innovation and Opportunity Act Title I funds) and from local sources (including city and county sources). The budget reflects the City's preliminary CAP 42 rates for related costs (fringe benefits and central services) applicable for FY 2019-20, which are still pending approval from the City's federal cognizant agency for indirect costs.

This report complies with City financial policies that allow reimbursement up to grant limitations. This report provides for reimbursement of related costs to the General Fund, save for the administrative component of the related costs under the WIOA fund that is in excess of the WIOA administrative cap limitation of 10%, currently estimated to be approximately \$1.4 million. The WIOA funds will reimburse the General Fund for its related costs as allowed by federal grant. Subject to WIOA grant limitations, the recommendations contained herein comply with City Financial Policies in that federal, state, and local grant sources and the PY 2020-21 Adopted Budget support budgeted costs in the Annual Plan.

There is no additional impact on the General Fund as a result of the 2020 Day Labor Resource Center (DLRC) Request for Proposal (RFP) recommendations. The DLRC's are funded through the approved Annual Budget Resolution for Fiscal Year 2020-21.

**REQUESTED ACTION****RECOMMENDATIONS**

The General Manager of the EWDD and the Chair of the WDB request that the City Council, subject to the approval of the Mayor as required:

1. ADOPT the Year 21 WDB Annual Plan for Program Year 2020-21 and its supporting budget, approve and implement all policies contained in the Annual Plan, and authorize the General Manager, EWDD, or designee, to implement the Annual Plan consistent with the recommendations contained herein;
2. AUTHORIZE the General Manager, EWDD, or designee to:
  - a. Negotiate and execute agreements and amendments to agreements with public, private, nonprofit, and/or governmental entities with funds awarded as described in the Annual Plan, subject to the WDB-LEO agreement. Per the WDB-LEO, any agreements and amendments to agreements identified and previously approved in the Annual Plan require no further action from the LEO or WDB.<sup>4</sup> Any amendments to agreements resulting in a policy change or in the purpose of the agreement, or a change in funding in excess of \$250,000 (in one year), requires approval of the LEO and WDB. Any amendment in an amount from \$25,000 to \$250,000 requires approval only from the WDB. All amendments are subject to approval of the City Attorney as to form and legality.<sup>5</sup>

*With respect to Workforce Innovation and Opportunity Act (WIOA) Authorities:*

- b. Accept U.S. Department of Labor (DOL) WIOA grant funds, assist the Controller in depositing and transferring WIOA funds as appropriate within established WIOA trust funds, and expend such funds upon proper demand in accordance with the directions in the Annual Plan.
- c. Accept funds and execute Subgrant Agreements and any unilateral agreements to Subgrant Agreements, including amendments thereto, between the State of California and the City of Los Angeles, between the DOL and the City of Los Angeles for WIOA funds (including federal and State Discretionary awards, and other WIOA competitive grants), between the County of Los Angeles and the City of Los Angeles for WIOA funds, and between other Local Workforce Development Areas (LWDA) and the City of Los Angeles for WIOA, subject to review and approval of the City Attorney as to form and legality, and in compliance with Los Angeles Administrative Code §14.8 et seq. (City grant regulations). The receipt of such funds shall be reported to the WDB within 30 days.

<sup>4</sup> WDB-LEO Agreement, Section 4.D. "Therefore, upon approval of the Local Annual Plan, the WIOA Administrative Entity shall take all steps necessary to implement the Local Annual Plan. No further LEO or WDB approval shall be required to execute contracts, amendments to contracts, leases or other commitments described in, authorized by and consistent with the Local Annual Plan."

<sup>5</sup> WDB-LEO Agreement, Section 4.D.4. "Negotiate and execute amendments to the agreements mentioned above, provided that no amendment to a program agreement shall change the policy or purpose of the agreement or increase or decrease the funding level of any agreement in an amount in excess of two hundred and fifty thousand dollars (\$250,000) in one year, without the approval of the LEO and the WDB, or in an amount from twenty-five thousand dollars to two hundred fifty thousand dollars (\$25,000 to \$250,000) without the approval of the WDB and subject to the approval of the City Attorney as to form and legality."

- d. Negotiate and execute amendments to Workforce Development System MOUs between partners of the Los Angeles Workforce Development System to include a new 3-year period effective July 1, 2020 and updates to system infrastructure costs, subject to WDB approval and subject to City Attorney review and approval as to form and legality.

*With respect to solicitation authorities:*

- e. Develop and submit proposals and applications to secure additional WIOA funds and available non-WIOA funds to any public, private, nonprofit, or governmental entity for workforce development-related activities in accordance with City grant regulations. All applications and their status shall be reported to the WDB within 30 days after submission.
- f. Develop and submit proposals or applications representing the WDB, subject to approval of the WDB, to any public, private, nonprofit, or governmental entity for workforce development-related activities. If the application period is less than 60 days from the notice of the Request for Proposals (RFP), then the EWDD may submit proposals concurrently to the funding source and to the WDB. Approval of the WDB is required before acceptance of an award.
- g. Accept funds and execute grant award agreements, subject to the review and approval of the City Attorney as to form and legality, in the event any proposals and/or applications are selected by any public, private, nonprofit, or governmental entity for funding (in accordance with City grant regulations). In accordance with the WDB-LEO agreement, Mayor, Council, and WDB approval is required prior to acceptance of and/or expenditure of any awards in excess of \$250,000. Award amounts between \$25,000 and \$250,000 are subject to approval by the WDB only.
- h. Negotiate and execute agreements and amendments to agreements with funds awarded, as described in the Annual Plan, subject to approval as authorized in the WDB-LEO.

*With respect to procurement authorities:*

- i. Issue Small Bid Purchases, Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) in accordance with City procurement and Charter Section 1022 requirements (where applicable), subject to the approval of the City Attorney as to form and legality. Anticipated service procurements related to items that are listed in the Service Strategies and Activities section of the Annual Plan include, but are not limited to:
  - Assessment services for youth, adult and dislocated workers.
  - Audit, payroll processing, and consultant services.
  - Customer Satisfaction Survey; Evaluation Service Providers; and Certification and Performance Improvement Services.
  - Capacity Building and Training Academy initiatives (including Fiscal and Integrated Services Delivery training providers).
  - Consulting Services for the WDB.
  - Crossroads policy symposium.
  - Gang Injunction Curfew Settlement. (LARCA 2.0)

- Labor Market Analysis.
- Layoff Aversion Services.
- Los Angeles Regional Initiative for Social Enterprise (LA:RISE).
- Program Evaluations.
- Promotion and Outreach Services, including marketing plan activities, communications, and publication services.
- Rapid Response enhancement and expansion, including layoff aversion and business retention.
- Services provided through the WDB Innovation Fund.
- Services related to the implementation of the Los Angeles YouthSource Program, including the Los Angeles Youth Opportunity Movement program.
- Services related to new funding secured to address the COVID-19 pandemic.
- Summer Youth Employment Program.
- WorkSource System Enhancements.
- YouthSource Center Program.
- LA:RISE Employment Social Enterprises.
- WorkSource Integrated Service Delivery System providers.
- Youth and Young Adult System Support Service providers.

*With respect to contracting authorities:*

- j. Negotiate and execute agreements and amendments to agreements with public, private, nonprofit, and/or governmental entities with funds awarded as a result of a Small Bid Purchase, RFP, or RFQ, related to activities listed in Recommendation No. 2(h), subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- k. Negotiate and execute agreements and amendments to agreements, where appropriate, with entities on a sole source basis, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements. Anticipated service providers, as listed in the Service Strategies and Activities section of the Annual Plan include, but are not limited to, the following:
  - FutureWork Systems LLC for the LA Performs online performance management system.
  - Unite LA for Cash for College and HIRE LA.
  - Los Angeles Unified School District.
  - Managed Career Solutions to process participant payroll for City-Managed YouthSource Centers.
  - Service providers for Hire LA's Youth and Cash for College

programs.

- South Bay WDB for management of Eligible Training Provider List (ETPL) services.
- I. Negotiate and execute agreements, and amendments to agreements, subject to City Attorney approval as to form and legality, with service providers and other organizations, in accordance with the City Procurement Policy and Charter Section 1022 (where applicable), and in compliance with the City's contracting requirements. Anticipated service providers and/or activities, as listed in the Service Strategies and Activities section of the Annual Plan, include, but are not limited to:
- Davis Farr, Macey Prince-Swinson, and ADP for audit, fiscal review, financial and grant regulations technical assistance and payroll processing services.
  - Employment services at the Los Angeles Public Library (Pacific Asian Consortium in Employment).
  - California State University Northridge (The University Corporation / University Foundation) for performance evaluation, professional development and program evaluation.
  - Day Laborer Centers.
  - FutureWork Systems LLC, for access and support to the LA Performs website.
  - Gang Injunction Curfew Settlement contractors.
  - Hire LA's Youth providers, including UNITE-LA.
  - ICF Incorporated, LLC, Doing Business in California as ICF Consulting, LLC, for performance evaluation and program evaluation.
  - InnerSight LLC for the provision of assessments.
  - Labor market information/analysis providers.
  - Launchpad for IT services relative to layoff aversion and employer engagement.
  - Leadership training, mentoring, and systems support to youth and young adults providers.
  - Unite LA.
  - Los Angeles Community College District.
  - Los Angeles County Economic Development Corporation (LAEDC) for services to businesses relative to layoff aversion.
  - Los Angeles Unified School District.
  - Los Angeles Youth Opportunity Movement contractors.
  - Manuel R. Bagoisan, for technical support in the continued implementation of the CalJOBS<sup>SM</sup> data collection and reporting system.
  - Performance Partnership Pilot (P3) contractors.

- Regional Plan Development and Training Coordination.
  - Rapid Response enhancement and expansion, including lay-off aversion and business retention providers.
  - Services provided through the WDB Innovation Fund.
  - Services provided through the City General Fund for the LARCA 2.0 Gang Injunction Curfew Settlement.
  - South Bay Workforce Development Board for ETPL services.
  - LA:RISE program service providers.
  - Summer Youth Employment Program (SYEP) providers, including those funded through city, county, state, federal, and private funds.
  - WorkSource Center One-Stop operators.
  - YouthSource System contractors and related subcontractors (e.g., Los Angeles Community College District; Coalition for Responsible Community Development, Youth Policy Institute, Inc.; and El Centro de Ayuda).
  - Youth assessment service providers.
  - Youth and Young Adult System Support Services providers.
  - YouthSource Center One-Stop operators.
- m. Negotiate and execute agreements and amendments to agreements with bidders successful in responding to any RFP or RFQ released by the EWDD, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- n. Make payments of stipends and supportive services to City-operated YouthSource Center participants from WIOA Youth Formula, City of Los Angeles General Funds, County of Los Angeles General Funds, County of Los Angeles Temporary Assistance to Needy Families (TANF) funds, and other grant and private funds.

*With respect to non-WIOA authorities:*

- o. Approve the Department's procurement of Day Labor Centers and authorize the Department to negotiate and execute agreements with the selected entities for up to five one-year periods starting July 1, 2020.
- p. Authorize the accrual and payment of program and administrative expenses, which are directly related to the operation and oversight of the Summer Youth Employment Program (SYEP) funded by City of Los Angeles General Funds, the County of Los Angeles General Funds, and County of Los Angeles TANF monies.
- q. Negotiate and execute Memorandum of Understanding (MOUs) and amendments to MOUs with the City-operated YouthSource Centers to provide services to youth.
- r. Accept a donation in the amount of \$121,000 from Bank of America for the Summer Youth Employment Program and deposit such funds into the EWDD account. Prepare necessary Controller instructions relative to the

deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the Service Provider Schedule and Recommendation 2(bb) below, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.

- s. Accept up to \$10.0 million in funding from, and execute grant agreements and/or unilateral amendments with, the County of Los Angeles for the operation of the Summer Youth Employment Program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services in the Service Provide Schedule and Recommendation 2(bb) below, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- t. Accept up to \$1.0 million in funding from, and execute grant agreements and/or unilateral amendments with, the County of Los Angeles for the operation of the JJCPA Program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services in the Service Provider Schedule and Recommendation 2(bb) below, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City Contracting requirements.
- u. Accept funds from, and execute grant agreements and/or unilateral amendments with, Local Workforce Development Areas and private funding sources (including for the operation of the Summer Youth Employment Program) into the WDB account. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the Service Provider Schedule and Recommendation 2(bb) below, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- v. Accept up to \$232,698 from the County of Los Angeles Probation Department and/or Workforce Development Aging and Community Services for the High Risk/High Need program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- w. Accept up to \$1.0 million from the County of Los Angeles Probation Department/Workforce Development, Aging and Community Services for the INVEST program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.

- x. Accept up to \$1.7 million from the County of Los Angeles Probation Department/Workforce Development, Aging and Community Services for the Systems Involved Youth program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- y. Accept up to \$3.0 million in Measure H funds from the County of Los Angeles Workforce Development, Aging and Community Services for the LA:RISE program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- z. Accept reimbursements from the Social Security Administration (SSA) for serving as an Employment Network (EN) under the SSA's Ticket-to-Work (TTW) Program (as previously approved under CF 12-0818).

*With respect to Administrative Authorities:*

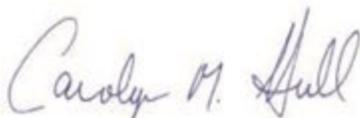
- aa. Negotiate and execute agreements and amendments to the Workforce Development System (One-Stop) Memorandum of Understanding (MOU) between the partners of the City of Los Angeles Workforce Development System.
- bb. Negotiate and execute amendments to agreements with SYEP providers for a term effective July 1, 2020, through June 30, 2021, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements. Eligible SYEP providers are pursuant to the 2018 Request for Qualifications for Youth and Young Adult System Support Services.
- cc. Negotiate and execute agreement with Day Laborer Center funded by the City General Fund providers for a term effective July 1, 2020, through June 30, 2021, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- dd. Negotiate and execute amendments to agreements with LA:RISE providers for a term effective July 1, 2020, through June 30, 2021, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- ee. Negotiate and execute amendments to agreements with LARCA 2.0 providers for a term effective July 1, 2020, through June 30, 2021, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- ff. If deemed appropriate, transfer monies up to the maximum amount of the total PY 2019-20 and 2020-21 allotments allowed by WIOA statute

or by other governmental administrative instructions between the Dislocated Worker and Adult programs.

- gg. Prepare a report to the WDB and City Council by November 30, 2020, which identifies all carry-in funds and any changes to the federal funding allocations, including those already identified herein, and prepare recommendations, subject to WDB and City Council approval, regarding proposed use of such funds.
- hh. Transfer \$42,142.20 from UDAG Fund No. 356 to WIA Fund No. 44A to reimburse WIA Fund No. 44A for EWDD executive management salaries incurred through FY 2014-2015 that were in excess of the WIA salary limitation set forth by Public Law 109-234 and US DOLETA TEGL 05-06.
3. CONTINUE funding for existing regular and resolution position authorities as approved in the Annual Plan budget;
  4. FIND that it is beneficial to the City, and, therefore more feasible, for the EWDD to execute contracts with the service providers listed in the Annual plan, effective June 30, 2020, to June 30, 2021 subject to the City Attorney review and approval as to form and legality, and in compliance with City contracting requirements;
  5. AUTHORIZE EWDD to transfer expenditures from the WIOA Fund No. 57W to the WIA Fund No. 44A if unexpended savings materialize within the WIA Fund No. 44A as a result of disallowed costs from audits, fiscal and program reviews, special investigations, post-closeout interests earned and unliquidated accruals within the WIA Fund No. 44A accounts;
  6. AUTHORIZE the Controller to implement the Controller Instructions and to implement the Annual Plan budget; and
  7. AUTHORIZE the General Manager, EWDD, or designee to prepare additional Controller instructions and any necessary technical adjustments that are consistent with Mayor and Council action required to implement the Annual Plan, subject to the approval of the City Administrative Officer (CAO), and authorize the Controller to implement the instructions.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970**

A Notice of Exemption has been filed in compliance with City Environmental Guidelines and the California Environmental Quality Act of 1970. The Notice will exempt the Year 20 WDB Annual Plan and covers services only. The project exemption is justified as a federally funded program for the provision of public services that result in no impact on the physical environment and that do not involve the construction of new public or private facilities.



CAROLYN M. HULL  
General Manager



CHARLES WOO, Chair  
Workforce Development Board

CMH:RS:GR:CB:TJ:cg

- Attachments:
1. Year 21 Annual Plan PY 2020-21
    - 1a. Tab 1: Executive Summary
    - 1b. Tab 2: Plan Overview
    - 1c. Tab 4: Strategies and Activities
    - 1d. Tab 5: Budget Schedules
    - 1e. Tab 6: Policies
    - 1f. Tab 7: Appendix – Public Comments
  2. Controller Instructions

cc: Mike Feuer, City Attorney