

CITY OF LOS ANGELES
CALIFORNIA

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444 S. FLOWER ST. 14TH FLOOR
LOS ANGELES, CA 90071

DATE: June 10, 2025

TO: Economic Development Division Subrecipients

FROM: Daysi Hernandez, Chief Grants Administrator
Economic Development Division


Daysi Hernandez (June 10, 2025 09:15 PDT)

**SUBJECT: DIRECTIVE NO. 25-04
PY 2025-2026 REQUEST FOR CONTRACT RENEWAL (RFCR)**

EFFECTIVE DATE

This Directive is effective on date of issue.

PURPOSE

The purpose of this Directive is to provide current Subrecipients with contracts ending June 30, 2025 with a Request for Contract Renewal (RFCR) package for Program Year 2025-26 (PY 25-26). 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.

Until the Mayor and City Council approve the Consolidated Plan, the Economic and Workforce Development Department (EWDD) cannot release funds to the Subrecipients for PY 25-26. Your agency, therefore, will assume the prudent risk for any and all allowable program expenditures incurred after June 30, 2025.

Submission of a renewal request does not constitute a guarantee of funding for PY 25-26. The decision to fund any organization beyond June 30, 2025, rests solely with the City and is based on the availability of funds and Mayor and City Council approval of the 51st Program Year Action Plan for 2025-26.

The **submission deadline** for the items requested as part of the renewal package is **Friday, June 27, 2025 by 5:00 p.m.** RFCR submissions must be submitted electronically to their program monitor at labusinesssourceadmin@lacity.org for BusinessSource Centers (BSC)/FAJ/Bet Tzedek and to nyssa.buck@lacity.org for Incubators with *PY 2025-26 RFCR <Name of your agency>* in the email subject line.

Timely submission of the renewal package is the sole responsibility of the applicant. The City reserves the right to determine the timeliness of all submissions. Contract execution is contingent upon Subrecipients submitting all corporate and contract-related documents.

This RFCR may be downloaded from the Economic and Workforce Development Department (EWDD) website at: [EWDD Economic Development Division Directives - Economic & Workforce Development Department, City of Los Angeles \(ewdd.lacity.gov\)](https://ewdd.lacity.gov).

Be advised, however, that the City will not be held responsible for delays in your receipt of the RFCR.

Documents and information to be submitted in response to this RFCR are listed in the checklist (Attachment 1). **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 should be emailed to their program monitor at labusinesssourceadmin@lacity.org for BSC/FAJ/Bet Tzedek and to nyssa.buck@lacity.org for Incubators.

Attachments:

1. Checklist of Required Documents - Required Info
2. Subrecipient General Information
3. Certification of Authorities
4. 2025 Board Resolution and Certification (sample)
5. 2025 Resolution Identifying Members of Board of Directors (sample)
6. Budget Forms 1-8
7. Contractor Responsibility Ordinance Service Questionnaire
8. Contractor Responsibility Ordinance Pledge of Compliance Guidelines

Appendix A – PY 25-26 Proposed Funding Allocation

Appendix B – EDD Budget Preparation Guidelines

Appendix C – Code of Conduct WDS-Dir_17-08

Appendix D – RAMP Company Compliance Documents

Request for Contract Renewal**PY 2025-26****I. Eligibility for Contract Renewal**

- A. The City of Los Angeles reserves the right to offer renewal agreements with Community Development Block Grant (CDBG) funded Subrecipients provide the following:
 - 1. Funding is available; and
 - 2. Subrecipient has no confirmed program, financial, or audit findings; or is actively responding to a corrective action plan.
- B. Final, enforceable terms will be set forth in the actual agreements with the Subrecipients.

II. Funding Allocations

PY 25-26 proposed funding allocation levels for the term July 1, 2025 through June 30, 2026 is set forth in Appendix A. Funding amounts are subject to change based on Mayor and City Council approval of the 51st Program Year Action Plan.

III. Budget/Expenditure Plan

- A. Complete the PY 25-26 program budget/expenditure plan, refer to Appendix B for budget guidelines. To ensure the program's design, operation, and performance requirements are met, it is recommended that the Program Director and the fiscal/budget Director jointly prepare the budget packet. The form for the new program year is Attachment 6.
- B. Subrecipients shall follow proper procurement procedures, including but not limited to securing the City's prior written approval for the purchase of equipment and/or computers.
- C. There is some flexibility in adjusting line item allocations and transferring funds between line items/cost categories provided that both of the following conditions are met:
 - 1. 10% Flexibility: The total expenditures for each category can exceed up to 10% of the approved budget amount for the cost category;
 - 2. The total cumulative expenditure for all cost categories does not exceed the total Agreement amount.

IV. Additional Information on Select Required Contract Documentation

- A. Code of Conduct contract language
 - 1. PY 25-26 contracts will include language regarding the Code of Conduct.

2. The EWDD issued a Policy on Conflict of Interest, Directive 17-08, dated January 10, 2017 (Appendix C), informing Subrecipients of the requirements.
3. Subrecipients 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 subrecipient's own Code of Conduct is subject to City approval.

B. IRS Taxpayer Identification Number

Nonprofits must ensure that they have submitted a copy dated within the last five years. To comply with this requirement, you must submit a copy of the tax-exempt letter dated after 2019 or an affirmation letter confirming tax-exempt status from the IRS.

C. Signatory Authorization

Subrecipients must annually submit an updated Certification of Authorities – a sample has been provided (Attachment 3). Individuals listed on the Certification of Authorities must be listed on the Board Resolution as well as the tasks such individuals are authorized to perform.

D. Board Resolution and Certification

Subrecipients must annually submit an updated Board Resolution – a sample has been provided (Attachment 4). The board resolution must specifically list all individuals appearing on the Certification of Authorities as well as the tasks such individuals are authorized to perform.

E. Board of Directors

An updated list of Board Members with contact information and a Certification by Corporate Secretary – a sample has been provided (Attachment 5).

F. Insurance

The City requires that proof of current insurance coverage be submitted electronically via the City's KwikComply site by the Subrecipient's agent/broker (and not by the subrecipient), who must register at <https://kwikcomply.org>. For EWDD Subrecipients, the agent/broker must include Kristal Huizar in the notification section of the form. Her email address is kristal.huizar@lacity.org. Professional Liability (Errors and Omissions) will be required for LABSC operators.

G. Contractor Responsibility Ordinance

Contractor Responsibility Ordinance (CRO) requires a determination that prospective contractors are responsible and capable of fully performing the work before being awarded a City contract. No contract may be executed unless a CRO Questionnaire (Attachment 7) and Pledge of Compliance with the Contractor Responsibility Ordinance (Attachment 8) have been received and approved.

H. Regional Alliance Marketplace for Procurement (RAMP)

RAMP is the platform for satisfying the reporting requirements for the City's Equal Benefits Ordinance (EBO), Slavery Disclosure Ordinance (SDO), and the First Source Hiring Ordinance (FSHO). Please go to <https://www.rampla.org/> and follow the instructions for downloading and uploading completed Ordinance forms to the system. All applicable forms are to be completed and signed prior to being uploaded to the "Company Compliance Documents" section. RAMP Company Compliance Documents Manual - Appendix D has also been included as a reference to satisfy reporting requirements.

NOTE: EBO, SDO AND FSHO approvals remain in effect for 12 months. If the Subrecipient has uploaded these forms to <https://www.rampla.org/> within the last 12 months, no action is necessary.

Please select the "Uploaded" boxes on the RFCR Checklist - Form 1 and include the date the forms were uploaded. For more details regarding the above ordinances please go to <https://bca.lacity.org/Equal-Employment-Opportunity-Enforcement>

I. Living Wage Ordinance (LWO) Documentation

The Living Wage Ordinance (LWO) requires employers who have agreements with the City to pay their employees at least a minimum "living wage" and to provide certain benefits unless an exemption applies. For more details, please refer to City website <https://bca.lacity.org/living-wages-ordinance-lwo>. The applicable Living Wage forms can be downloaded at <https://bca.lacity.org/LWO%20Printable%20Forms> and should be completed and submitted with the RFCR.