

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: June 14, 2021

TO: All WorkSource Center Contractors

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN №. 21-16
PY 2021-22 WORKSOURCE REQUEST FOR CONTRACT RENEWAL
(RFCR)**

EFFECTIVE DATE

This information bulletin is effective upon date of issuance.

PURPOSE

The purpose of this Information Bulletin is to provide current WorkSource Center (WSC) contractors with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2021-22. 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 City Council and Mayor approve the Annual Plan and an executed agreement is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds to the WSCs for the new program year. Organizations wishing to renew WSC 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, 2021, 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 **June 30, 2021, at 5:00 p.m.** All documentation must be scanned and emailed to:

EWDD.Planning@LACity.org

With copies to: Donny.Brooks@LACity.org
Sarai.Molina@LACity.org

Email Subject Line: **PY2021-22 RFCR WSC- <Name of your agency>**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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

Please Note:

The attached PY2021-22 Limited English Proficiency (LEP) Questionnaire and related documents are required as part of the RFCR package. Non-submission may affect the City's ability to enter into future contracts. Forms must be updated and/or submitted by **July 12, 2021** to:

Maricela.Hernandez@LACity.org.

Any questions regarding LEP requirements may also be addressed to the same email address.

This RFCR is being released and may be downloaded from the Economic and Workforce Development Department (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. The 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 or the RFCR process should be emailed to your current contract monitor with “**RFCR Question**” indicated in the subject line.

CMH:GR:VN:DG:SM:cg

Attachments: WorkSource RFCR Package