

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: July 3, 2023

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager *Felipe V. Chavez*
Economic and Workforce Development Department
for G.R.

**SUBJECT: WDS INFORMATION BULLETIN № 24-01
REQUEST FOR INTEREST TO PROVIDE WORKFORCE
DEVELOPMENT SERVICES TO INDIVIDUALS AFFECTED BY THE
COVID-19 PANDEMIC UNDER THE 2023-2024 QUALITY JOBS,
EQUITY, STRATEGY, AND TRAINING (QUEST) DISASTER RECOVERY
NATIONAL DISLOCATED WORKER GRANT**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to solicit information from currently contracted City of Los Angeles (City) WorkSource Centers (WSC) on their interest in receiving Disaster Recovery (DR) National Dislocated Worker Grant (NDWG) funds to provide services to eligible dislocated workers.

BACKGROUND

On January 27, 2020 the Health and Human Services (HHS) announced the Public Health Emergency declaration for SARS-CoV-2 (COVID-19). The global pandemic impacted nearly all aspects of life for individuals around the globe – especially employment. Workers everywhere felt these effects as United States unemployment levels rose to a high of thirteen percent in the second quarter of 2020.

While the economy continues to recover, and pandemic measures are being scaled back, individuals in the Los Angeles area continue to struggle finding meaningful employment. Historically underserved, and marginalized, populations continue to feel the effects of the COVID-19 pandemic most acutely and are struggling to reach pre-pandemic employment rates.

On July 5, 2022, the U.S. Department of Labor (DOL) announced the availability of up to \$140 million for Quality Jobs, Equity, Strategy, and Training (QUEST) DR NDWGs. The California Employment Development Department (EDD) was awarded \$13,491,103 in QUEST with the purpose of enabling individuals adversely affected by the COVID-19 pandemic to enter, return to, or advance in high-quality jobs in growth industry sectors. Under this grant, participants will be able to benefit from career services, paid work experience, training, and supportive services. Selected service providers will be able to

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.

help contribute to the ongoing recovery efforts of critical workforce sectors, while connecting underserved populations to high-quality job opportunities.

VULNERABLE POPULATIONS FOCUSED RECRUITMENT

The City and EWDD are committed to providing fair and equitable services to assist high barrier populations in the workforce. The activities provided under this grant are intended to assist historically marginalized populations gain greater access to higher paying jobs that lead to sustainable career employment. The selected WSCs will be instructed to prioritize recruitment of vulnerable population individuals including, but not limited to, those listed below:

- Women
- Immigrants
- Lower Wage Workers
- People of Color
- Individuals Who Were Formerly Incarcerated
- People with Disabilities

AVAILABLE FUNDING

The total proposed amount of funding for this project is up to \$450,000 in NDWG funds to serve a total of 50 participants. The proposed funding will be divided among the selected WSCs. Funding for this project will be allocated as follows:

NO.	WORKFORCE DEVELOPMENT SERVICES	FUNDING
1.	Workforce Development Career Services/ Training/ Work Experience	\$450,000.00
TOTAL		\$450,000.00

This project will provide workforce career, training, and supportive services to fifty (50) eligible workers.

ELIGIBLE PARTICIPANTS AND PRIORITY OF SERVICE

Participant eligibility is defined in Workforce Innovation Opportunity Act (WIOA) Section 170. Eligible participants must meet one or more of the following criteria:

- Individuals laid off, permanently or temporarily, as a consequence of the COVID-19 pandemic;
- Dislocated Workers as defined by WIOA Section 3(15);
- Long-term unemployed individuals (please see updated definition for DR NDWG participants); or
- Self-employed individuals who became unemployed, or significantly underemployed, due to the COVID-19 pandemic.

TERM OF CONTRACTS

Contracts resulting from this Request for Interest (RFI) will be effective from August 1, 2023 through June 30, 2024.

SERVICES TO BE PROVIDED

Participants will benefit from workforce career services and support services – in addition to Paid Work Experience or Occupational Skills Training.

1. Career Services

Service providers selected for this contract will provide Basic, Follow-Up, and Individualized Career Services to eligible participants enrolled in the program. Activities may include, but are not limited to, the following:

- Orientation
- Initial Assessment
- Individual Counseling
- Development of an Individual Employment Plan (IEP)
- Job Search and Placement Assistance

2. Paid Work Experience

Participants placed into **Paid Work Experience** for an average of 308 hours at a minimum rate of \$22.00 or \$27.00 per hour (depending on non-supervisor or supervisor position); not to exceed DOL-set maximum total hours/duration.

Selected WSCs will recruit and enroll participants and ensure that such participants receive necessary safety and mitigation training before being sent out on WEX opportunity.

All Paid Work Experience agreements must include a commitment from the employer to hire the participant upon completion of their hours, provided the participant has demonstrated satisfactory performance.

3. Training and Supportive Services

Service providers selected for this contract will utilize private sector employers and Eligible Training Provider List (ETPL) providers to offer training in key industry sectors that provide high-quality employment opportunities. Successful applicants must include strong partnerships with industry employers and training providers to implement training programs in high demand sectors. Employment sectors may include, but are not limited to:

- Biotechnology/Biosciences
- Advanced Manufacturing
- Renewable Energy
- Information Technology
- Entertainment/Film Industry
- Transportation/Logistics

Co-enrollment is permitted under the grant. However, prior approval from EWDD will be required.

REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING

In providing services pursuant to this NDWG, the selected WSCs will be expected to

comply with: a) WIOA rules, regulations and policies, as released from time to time; b) the rules and regulations of the NDWG, as released from time to time; c) applicable federal and state statutes, rules, regulations and policies; and d) local rules and policies. In addition, the selected WSCs will be expected to comply with training and employment guidance letters (TEGLs), as issued from time to time by the EDD, and especially with TEGL 12-19 Change 1.

The selected WSCs will be expected to utilize CalJOBSSM to track all program related activities.

As with the majority of WIOA/NDWG programs, participating WSCs will be encouraged to work in concert with the City's Workforce Development System (WDS), other WDBs, other service providers, non-governmental agencies, chambers of commerce, faith-based organizations, employer associations, employers, and training providers.

Participant Wages

Participants completing a Paid Work Experience must be paid for all work performed. Participant wages must be at a minimum rate of \$22.00 or \$27.00 per hour (depending on non-supervisor or supervisor position). Wages must be the higher of state/ local minimum wage for large employer, or the comparable rates for workers doing similar work. Wages can be raised to facilitate recruitment, but not so high as to deter taking unsubsidized work.

Performance and Reporting Requirements

Selected service providers will be required to submit monthly narrative reporting to capture program performance and expenditures for the duration of the contract.

Performance Measures

PERFORMANCE MEASURES	
DOL Measure	Program Goals
Employment Rate 2nd Quarter After Exit	68%
Employment Rate 4th Quarter After Exit	66.5%
Median Earnings 2nd Quarter After Exit	\$8,508
Credential Attainment Within 4 Quarters After Exit	68.6%
QUEST DR NDWG Participants engaged in Paid Work Experience	25
QUEST DR NDWG Participants to receive training	25
Total Enrolled QUEST DR NDWG Participants	50

*Performance goals are not final, subject to change.

PROPOSAL REQUIREMENTS

Currently contracted WSCs interested in delivering the above-described services should complete and submit the following documents **no later than 5:00pm on Wednesday, July 26, 2023.**

1. **Request for Interest Response Form** (attached hereto as Attachment 1).
2. **Cover Letter**

Needs to be dated and bearing the “wet” signature of an authorized signatory, signatory’s full address, telephone number, and email address.

3. **Project Design Narrative**

Not to exceed three (3) pages, to include the following:

- a. A detailed project design, to include the following:
 - A description of outreach efforts to project participants/dislocated workers interested in disaster recovery positions under the grant.
 - A description of the program elements, including co-enrollment, for serving the target population.
- b. The number of NDWG enrollments per month that Proposer will be able to serve, and the total number of participants that Proposer will serve for the project.
- c. Description of your agency’s capacity to manage payroll for participants enrolled in temporary jobs.
- d. A listing and description of leveraged resources that will be deployed for this project.
- e. A **list** of participating partners, collaborators, and/or subcontractors that will cooperate in providing services to project participants, and a description of such services. Your response should include a **letter** of intent from partners described herein.

4. **Program Budget** (budget documents are attached hereto as Attachment 2)

Proposers are cautioned to fill out all pages of the budget.

5. **Proposer’s Previous Experience/Cooperation**

If any, with an NDWG-Funded Program or National Emergency Grant (NEG) Funded Program, not to exceed two (2) pages, to include the following:

- a. A description of the NDWG-funded or NEG-funded program in which Proposer participated, and the year(s) during which Proposer participated in it.
- b. A description of specific participant outreach strategies deployed by Proposer.
- c. A list of partners or collaborators for the program (for example, other WSCs, employer associations, chambers of commerce, etc.) and a description of the services they provided.
- d. A list of training providers for the program, and a description of the training they provided.
- e. The total number of participants trained and placed into permanent or temporary jobs and their job titles.
- f. A list and description of any industry councils and/or other regional collaborations in which Proposer has participated in the past three years.

SUBMISSION REQUIREMENTS

Timely submission of the RFI is the sole responsibility of each proposer. The City

reserves the right to determine the timeliness of all submissions; and may reject any submissions delivered after the stated deadline. Response forms and proposals will be time-stamped upon submission to EWDD.

Submission Deadline Date: Wednesday, July 26, 2023

Deadline Time: 5:00pm

Delivery Method: E-mail to EWDD.Planning@lacity.org
with the subject line: "**Severe Winter Storms
NDWG RFI, [Proposer Name]**"

Proposals submitted **after 5:00pm on Wednesday, July 26, 2023, may not be accepted.**

EVALUATION OF PROPOSALS

RFIs will be evaluated based on the narratives submitted. Proposers will be evaluated on their previous experience and success with projects funded by NEG or NDWG grants, their understanding of the City's project design, and their ability to plan, manage and implement the proposed project model.

FUNDING RECOMMENDATIONS

Funding recommendations are subject to approval by the City WDB and/or the Los Angeles City Council. Funding amounts are set at the discretion of the City; each agency's past performance will be considered in making funding recommendations. The City reserves the right to fund one or more WSCs or none.

EWDD CONTACT

Questions regarding this information bulletin must be e-mailed to EWDD.Planning@lacity.org subject line: "**Severe Winter Storms NDWG RFI Question,**" **by 5:00 p.m. on Wednesday, July 19, 2023.**

CMH:GR:FVC:DB:SM:cg

- Attachments:
1. Request for Interest Response Form
 2. Budget Forms
 - a. Budget Summary
 - b. Budget Detail
 - c. Schedule of Personnel Costs
 - d. Spending Plan Worksheet
 - e. Narrative