

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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LOS ANGELES, CA 90071

DATE: May 15, 2025

TO: Currently Contracted City of Los Angeles YouthSource Centers and WorkSource Centers

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

**SUBJECT: WDS INFORMATION BULLETIN №. 25-09
REQUEST FOR INTEREST TO SERVE AS THE WORKFORCE
DEVELOPMENT SERVICE PROVIDER FOR THE PEER HOMELESS
SYSTEM NAVIGATOR PILOT PROGRAM**

EFFECTIVE DATE

This information bulletin (bulletin) is effective upon the date of issuance.

PURPOSE

The purpose of this bulletin is to solicit information from currently contracted City of Los Angeles (City) YouthSource Centers (YSCs) and WorkSource Centers (WSCs) on their interest in receiving Community Project Funding/Congressionally Directed Spending (CPFCDs or federal earmark) funds to hire and train forty (40) program participants of the Peer Homeless System Navigator Pilot (PHSN) Program.

BACKGROUND

On June 20, 2024, the U.S. Department of Labor (DOL) awarded \$640,108 in CPFCDs or federal earmark funds to the Youth Development Department (YDD) to implement the PHSN Program for a term ending on March 31, 2026. The City Council allocated an additional \$111,000 in General Fund (GF) dollars, bringing the total funding for the pilot to \$751,108. This request for interest (RFI) is to fund a workforce development service provider (Contractor) for the contractual services portion of the PHSN Program for an amount not to exceed \$454,592.

The PHSN Program will hire and train forty (40) low-income community college students to serve as peer navigators (program participants) for other low-income, housing-insecure, and/or transition-age youth. The PHSN Program participants will support other youth by facilitating connections and referrals to support services, such as job training, academic support, housing assistance, financial stability aid, mental health resources, public assistance services, and other basic needs support services.

PROGRAM ADMINISTRATION

In partnership with YDD, the Economic and Workforce Development Department (EWDD) will serve as the program's fiscal agent and monitor the contract resulting from this RFI. YDD will be the lead coordinating agency of the PHSN Program and conduct all programmatic oversight and programmatic reporting. A YDD Program Manager will manage and coordinate the program participants, coordinate with the EWDD and the Contractor, and ensure the PHSN Program meets its DOL program outcomes.

PROGRAM DESIGN

The PHSN Program will provide specialized training and paid work experience to low-income college students who, in turn, serve as peer navigators to connect fellow youth in need to the supportive services and benefits that can help stabilize their lives. The PHSN Program design is modeled after the core components of the successful Angeleno Corps Program. The PHSN Program will hire and train forty (40) program participants to conduct outreach, identify system gaps, provide referrals, facilitate appointments, follow-ups with case managers, and help secure benefits for other low-income, transition-age, and/or housing-insecure youth.

The program participants will conduct outreach and facilitate connections and referrals to common support services. Each of the forty (40) program participants will provide referrals to housing and other support services to thirty (30) other homeless, transition-age youth, and/or housing-insecure youth. Therefore, the program participants will serve a cumulative 1,200 youth with connections to homeless support services, financial management education, job readiness skills, and other services.

Specialized Training Component

The program participants will receive industry-recognized certification from the Los Angeles Community College District (LACCD) and additional vocational training on homelessness services navigation from the L.A. Opportunity Youth Collaborative (LAOYC). The program participants will receive specialized training on the region's Continuum of Care (COC), which is an integrated system that guides and tracks homeless individuals and families through a comprehensive array of housing and services intended to prevent and end homelessness in Los Angeles. The YDD's Program Manager will be responsible for identifying and coordinating the specialized training for the program participants from LACCD, LAOYC, COC, and other partners.

Services to be Provided by Selected WSC or YSC Contractor

The Contractor will serve as the employer of record in:

- Hiring forty (40) program participants to work up to 360 total hours at an hourly rate of \$25.00. The Contractor will ensure program participants meet eligibility requirements:
 - Program participants will be City residents;
 - Low-income and/or transitional-age youth (TAY);
 - Ages 18 to 25; and
 - Full-time LACCD students.
- Half of the program participants, twenty (20), will be co-enrolled in Workforce Innovation and Opportunity Act (WIOA) services.

The YDD's Program Manager, working closely with the Contractor, will also ensure that:

- Each program participant identifies thirty (30) youth, ages twenty-five and under, who are low-income, TAY, and/or housing-insecure, and provides them with referrals to support services such as job training, academic support, housing assistance, financial stability aid, mental health resources, public assistance services, and other basic needs services.

Eligible Participants and Priority of Service

The PHSN Program's target population is forty (40) low-income and/or TAY, ages 18 to 25, enrolled full-time at one of the nine local LACCD colleges. At least ten (10) of the program participants will reside in California's 30th Congressional District and thirty (30) in other areas of the City with high homelessness and poverty levels. The program participants will support other youth across the City while focusing on youth living in areas with high homelessness and poverty rates surrounding the LACCD campuses.

Performance Measures and Target Outcomes

No.	PERFORMANCE MEASURES	TARGET
1	Number of Program Participants	40
2	Number of Program Participants Co-Enrolled in WIOA	20
3	Percentage of Youth Completing the Program	80%
4	Average Monthly Hours Worked by Participants Across the Program	32 Hours
5	Education and Employment Rate 2nd Quarter After Exit for Program Participants (to be tracked by YDD)	72%
6	Number of Participants that Complete Specialized Training Out of the Total Number of Participants that Begin Training	36/40
7	Credential Attainment for Program Participants (to be tracked by YDD)	62%
8	Measurable Skill Gains for Program Participants (to be tracked by YDD)	56.4%
9	Total Number of Youth Connected to Support Services by the Program Participants	1,200
10	Youth Participant Satisfaction Score at Exit, as Measured by a Survey Developed and Administered by YDD	8/10
11	Percentage of Participants Reporting Interest in a Career in Homeless Services or other Human Services Field at Exit, as Measured by a Survey Developed and Administered by YDD	80%

The YDD will be primarily responsible for tracking outcomes for numbers 5, 7, 8, 10, and 11, as they involve evaluation-related or post-contract performance measures.

Narrative on Performance Measures and Target Outcomes

The PHSN Program will hire forty (40) program participants, of which twenty (20) will be co-enrolled in WIOA services. Eighty percent (80%) of the program participants will complete the program, which consists of completing 320 of 360 total program hours. Program participants will reach and serve 1,200 homeless, transition-age youth, and/or housing-insecure youth with referrals to support services such as job training, academic support, housing assistance, financial stability aid, mental health resources, public assistance services, and other basic needs services. Each program participant will work at least thirty-two (32) hours per month. Seventy-two percent (72%) of all WIOA-enrolled

program participants will meet an education and employment outcome in the second quarter after exit, as measured by their continued enrollment in postsecondary education at an LACCD college and/or placement in an additional paid work experience opportunity. At least sixty-two (62%) of program participants will enroll in specialized training and attain an industry-recognized certificate from LACCD. At least fifty-six and four-tenths percent (56.4%) of program participants will demonstrate measurable skill gains by persisting semester-to-semester at LACCD with a postsecondary transcript or report card with sufficient credit hours showing that the participant meets the state unit's academic standard. The program will also incorporate an evaluation component, through surveys, that will demonstrate that at least eighty (80%) of program participants are satisfied with the program and are interested in a career in homeless services or other human services fields.

AVAILABLE FUNDING

The total contractual services funding available for this project is up to \$454,592 in CPFCDs funding and GFs to provide employment services to forty (40) eligible PHSN Program participants. The funding is for one or more selected Centers.

Funding for this project will be allocated as follows:

No.	WORKFORCE DEVELOPMENT SERVICES	FUNDING
1	CPFCDs Funds	\$343,592
2	City General Fund	\$111,000
TOTAL:		\$454,592

ESTIMATED PROGRAM TIMELINE

PERIOD	STAGE	LEAD
May 2025	RFI Release and Contractor Selection	EWDD
April - June 2025	Contract Development	EWDD & YDD
May - June 2025	Recruitment and Selection of Program Participants	YDD
July 2025	Start of Program Participant Onboarding	Contractor
July 2025	Start of Program Participant Training and Work Experience	YDD and Contractor
January - March 2026	End of Program Participant Work Experience	Contractor

TERM OF CONTRACT

The contract resulting from this RFI will be for nine (9) months, effective from July 1, 2025, through March 31, 2026.

REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING

In providing services pursuant to CPFCDs, as a subrecipient, the selected Contractor will comply with applicable:

- CPFCDs rules, regulations, and policies, as released from time to time;
- Applicable federal and state statutes, rules, regulations, and policies; and
- Local rules and policies.

In addition, the selected Contractor will comply with applicable training and employment guidance letters (TEGL), as issued from time to time by the U.S. DOL.

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

SUBMISSION REQUIREMENTS

Currently contracted YSCs interested in delivering the above-described services must submit electronically the following documents:

1. RFI Application Form (attached hereto as Attachment 1).
2. Program Budget Form (attached hereto as Attachment 2).

Submission Deadline Date: **Wednesday, May 28, 2025**

Deadline Time: **5:00pm**

Delivery Method: E-mail to EWDD.Planning@lacity.org
with subject line: **“Peer Homeless System Navigator RFI, [Applicant Name]”**

Documents submitted after the deadline **will not be accepted**.

Timely submission of the completed RFI Application Form and Program Budget is the sole responsibility of each applicant. The City reserves the right to determine the timeliness of all submissions.

EVALUATION OF SUBMITTED DOCUMENTS

The submitted applications and budgets will be evaluated based on:

- The quality and completeness of narratives and the reasonableness of costs submitted;
- Their understanding of the PHSN Program design; and
- Their ability to meet program outcome targets.

Applicants will also be evaluated on their previous experience and success with projects funded through the EWDD’s Workforce Development Division.

FUNDING RECOMMENDATIONS

Funding recommendations are subject to approval by the City’s Workforce Development Board (WDB) and/or the City Council. Funding amounts are set at the discretion of the City, and each applicant’s past performance will be considered when making funding recommendations. The City reserves the right to fund one or more Center, or none.

EWDD CONTACT

Questions regarding this RFI must be emailed to EWDD.Planning@lacity.org with the subject line: **“Peer Homeless System Navigator RFI Question”** by **5:00pm on Wednesday, May 21, 2025**.

Responses to questions (Q&A) will be posted on a shared public document on an ongoing basis as answers become available. The Q&A document is viewable here: <https://bit.ly/PHSN-RFI-QA>.

GR:DB:EM:RC:cg

Attachments: 1. RFI Application Form
2. Program Budget Form