

CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER



**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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KAREN BASS
MAYOR

DATE: June 12, 2023

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN № 23-09
REQUEST FOR INTEREST (RFI) TO FUND TEMPORARY JOBS TO
PROVIDE CLEAN-UP, REPAIR, AND HUMANITARIAN ASSISTANCE
SERVICES FOR DAMAGE CAUSED BY THE 2022-2023 SEVERE
WINTER STORMS**

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 place dislocated workers into temporary jobs.

BACKGROUND

The Los Angeles area and much of California experienced an unprecedented series of storms from December 27, 2022, through January 31, 2023. The sequence of multiple atmospheric rivers inundated many residents with heavy rain, snow, and flooding. Officials estimate that thousands of homes were seriously damaged as a result. Additionally, road erosion, collapsed hillsides, and debris flows damaged public spaces and essential transportation routes across the state.

On January 14, 2023, President Joseph Biden approved Governor Gavin Newsom's request for a Major Disaster Declaration (Declaration). The Declaration provides a broad range of federal assistance for individuals and public infrastructure impacted by the storms. Los Angeles was one of the many counties included in the Declaration identified as needing clean-up and repair activities for damage caused by the aforementioned weather event.

On April 13, 2023, the Department of Labor (DOL) approved the California Employment Development Department (EDD) application for National Dislocated Worker Grant (NDWG) funds to help with storm recovery efforts. On April 25, 2023, the Economic and Workforce Development Department (EWDD) received a notice of award from EDD for the first increment totaling \$2,100,000 in NDWG funds to provide temporary jobs supporting needed disaster recovery efforts.

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.

Under this grant, participants will be able to engage in newly created clean-up and recovery jobs in response to the storms. The temporary jobs will be focused on damaged public parks and recreation areas. It is also anticipated that there will be an opportunity to expand onto private lands that may have also been impacted. The jobs provided by the grant will benefit individuals who are unemployed and underemployed. Any workforce development career services (e.g. development of an Individual Employment Plan, career counseling, specialized assessment, etc.) will be provided through co-enrollment.

VULNERABLE POPULATIONS FOCUSED RECRUITMENT

The City of Los Angeles and EWDD are committed to providing fair and equitable services to assist high barrier populations in the workforce. The activities provided under this grant will help the most vulnerable 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:

- Individuals experiencing homelessness or Housing Insecure Angelenos
- Justice Involved/Re-entry
- English Language Learners
- People with Disabilities

AVAILABLE FUNDING

The total proposed amount of funding for this project is up to \$1,890,000 in NDWG funds to serve a total of 70 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.	Work Experience / Temporary Employment	\$1,890,000.00
TOTAL		\$1,890,000.00

This project will provide temporary employment services to seventy (70) eligible workers.

ELIGIBLE PARTICIPANTS AND PRIORITY OF SERVICE

Participant eligibility is defined in WIOA Section 170. Eligible participants must meet one or more of the following criteria:

- Individuals laid off, permanently or temporarily, because of storms between December 27, 2022 and January 31, 2023;
- Individuals that qualify as Dislocated Workers;
- Long-term unemployed individuals (please see updated definition for DR NDWG participants); or
- Self-employed individuals who became unemployed, or significantly underemployed, because of the storms between December 27, 2022 and January 31, 2023.

TERM OF CONTRACTS

Contracts resulting from this RFI will be effective from August 1, 2023 through June 30, 2025.

SERVICES TO BE PROVIDED

Participants must be placed into **temporary** jobs for an average of 668 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 safety and mitigation training before being sent out on jobs in disaster clean-up and mitigation.

Disaster NDWG projects providing Disaster Relief Employment, or temporary jobs, are restricted to the following activities:

- Clean-up and/or repair work on public lands and facilities.
- Humanitarian assistance.
- Clean-up and/or repair may be allowed on private property with prior approval from the State EDD.

Because this project is intended to provide only temporary job activities, participants may be provided with career, training, and follow-up services via co-enrollment.

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, other WDBs, other service providers, non-governmental agencies, chambers of commerce, faith-based organizations, employer associations, employers, and training providers.

Participant Wages

Participants in a Disaster NDWG temporary jobs project 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.

Worksite Selection

The State EDD will determine approval of any, and all, worksites submitted by EWDD and the WorkSource Centers. Approved worksites will include duties related to clean-up/repair of public lands and facilities – and humanitarian assistance. Private property (includes non-profit, for-profit, and personal properties; where work is more restrictive than for public lands) may also be used as a worksite upon approval by the State EDD.

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%
2023 Severe Winter Storms DR NDWG Participants to receive temporary job assignment	70
Total Enrolled 2023 Severe Winter Storms DR NDWG Participants	70

PROPOSAL REQUIREMENTS

Currently contracted WSCs interested in delivering the above-described services should complete and submit the following documents **no later than 5:00 p.m. on Monday, July 10, 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 proposal 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: Monday, July 10, 2023

Deadline Time: 5:00 p.m.

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

Proposals submitted **after 5:00 p.m. on Monday, July 10, 2023, may not be accepted.**

EVALUATION OF PROPOSALS

Proposals 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 of Los Angeles Workforce Development Board 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, June 21, 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