

CITY OF LOS ANGELES
CALIFORNIA



Workforce Investment Board
City of Los Angeles
Charles Woo, Chair
Workforce Investment Board



Antonio R. Villaraigosa
Mayor



Gregory P. Irish, Interim General Manager
Community Development Department

June 10, 2013

Council File Number:
Council Districts: All
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The Honorable Antonio R. Villaraigosa
Mayor, City of Los Angeles
Room 303, City Hall

City Council
c/o City Clerk
Room 395, City Hall

Attn: Mandy Morales, Legislative Coordinator

**COMMITTEE TRANSMITTAL: APPROVAL OF THE CITY OF LOS ANGELES
WORKFORCE INVESTMENT BOARD YEAR FOURTEEN ANNUAL PLAN—JULY 1,
2013 THROUGH JUNE 30, 2014—TO PROVIDE EMPLOYMENT SERVICES TO
BUSINESSES AND JOB SEEKERS**

DEADLINE FOR ACTION

The Interim General Manager of the Community Development Department (CDD) and the Chair of the Workforce Investment Board (WIB) respectfully request that your office forward this transmittal to the City Council for review and approval. **Approval of this item is requested no later than June 30, 2013 to ensure the uninterrupted provision of services to City residents beginning July 1, 2013.**

BACKGROUND

The agreement between the City of Los Angeles and the WIB of the City of Los Angeles, adopted December 12, 2006, as Council File (CF) 05-0167, states that the City Local Elected Officials (LEO), being the Mayor and City Council, and the WIB shall approve a Local Annual Plan, which shall contain the budget, service delivery strategies, and goals for workforce development programs.

As such, the Year Fourteen Annual Plan 2013-14 reflects policy goals and priorities set forth by the Mayor, Council, and WIB for Workforce Investment Act (WIA) and other funding, with input from the service providers, community based organizations, and other community stakeholders. Any changes made to the plan by Mayor and Council

would need to be approved subsequently by the WIB, in accordance with the WIB-LEO Agreement.

During Program Year (PY) 12-13 there were many programmatic successes achieved including increased numbers of clients served under the Universal Access, WorkSource, YouthSource and HIRE LA programs. It is expected that these service levels will be exceeded in the upcoming PY 13-14. The chart below illustrates the numbers and types of clients served through March 2013.

Numbers of Clients served through March 2013¹	
Universal Access	115,417 (90.5% of annual goal)
Adult placements	1,524 (128.1% of annual goal)
Dislocated Worker placements	715 (94.1% of annual goal)
Rapid Response	1,506 (40.2% of annual goal)
Youth enrollments	2,420 (90.8% of annual goal)
HIRE LA placements	4,173 (82.3% of annual goal)

DISCUSSION

On May 8, 2013, the CDD received notification from the State of California as to the Workforce Investment Act (WIA) funding allocation for PY 2013-14. The PY 2013-14 Annual Plan includes the funding allocation, as well as estimates of WIA savings that will be carried over from PY 2012-13. After the final expenditures for PY 2012-13 are reported to the State in September 2013 and the actual savings are reconciled, CDD will prepare a report in October 2013 to reflect the actual savings available during PY 2013-14.

For the upcoming year, the CDD and the WIB, through the Workforce Development System (WDS), will continue to target its resources in assisting Angelinos to secure living wage jobs. As the economy continues to slowly recover, demands on the WDS remain high, with the need for more jobs and job training, as well as greater demands on the system as more dislocated workers and long-term unemployed individuals are seeking re-employment services.

To meet this ongoing challenge, the WIB approved the Annual Plan on May 30, 2013. The Annual Plan articulates the City's workforce development priorities for the upcoming year, establishes funding allocations for WorkSource and YouthSource Center operators, and presents minor modifications to existing policies. The Annual Plan also identifies required authorities for the CDD to implement the recommendations, upon approval of the Annual Plan by the City Council and the Mayor, including contract, solicitation and procurement, and administrative authorities. A copy of the Annual Plan is attached.

¹ WIA Program Year is from July 1 – June 30.

The Annual Plan contains detailed funding and programming information in the *Service Strategies and Activities* section to support the required authorities requested within this transmittal. Additional budget and funding information is contained in the *Budget* section of the Annual Plan, where funding is identified for authorized positions within the CDD and all related positions funded under the WIA in other departments of the City. In addition, the Annual Plan includes policies that govern the WDS' operations and administration of WIA-funded services and in the *Policies* section, there are previously adopted policies, as well as new policies and those recommended for revision. Other key sections of the Annual Plan include the *Executive Summary, Plan Overview, Status of Supporting Activities, Other Funding Sources, PY 2011-12 Performance Evaluations, WIB Requests, and Public Comments.*

At this time, there has been no federal WIA funding identified for the Summer Youth Employment Program (SYEP). Funding for this important program has been sought from private enterprise, and from City and County General Funds. The Annual Plan reflects investments from the City General Fund, as well as from special funds from Council Districts 3, and 13, as approved through a FY 2013-04 Budget Resolution (CF 13-0011-517 and CF 13-0645 respectively). Additionally, funding requests have been submitted to Bank of America in the amount of \$100,000 to assist with the funding of the SYEP. CDD will use the funds provided for the SYEP to contract with YouthSource System summer providers, selected through the Youth Systems Support Request for Proposal in PY 2012-13, to provide summer employment and supportive services to low-income youth, ages 14-24.

WIB ACTION

CDD submitted the Year Fourteen Annual Plan to the WIB for approval in accordance with the WIB-Local Elected Official (LEO) Agreement. The WIB approved the Annual Plan on May 30, 2013.

FISCAL IMPACT

All recommendations will have no financial impact on the City General Fund as grants will provide full-cost recovery of CDD salaries, expenses and all other related costs. General Fund costs totaling \$2,334,530 for program contractual costs and CDD administration and program oversight associated with the delivery of the SYEP and the City's Learn and Earn program have been provided for within the 2013-14 Adopted City Budget (CF 13-0600).

CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970

A Notice of Exemption has been filed in compliance with City Environmental Guidelines and the California Environmental Quality Act of 1970. The Notice will exempt the WIB Year Fourteen Annual Plan and covers services only. The project exemption is justified as a federally funded program for the provision of public services that result in no impact on the physical environment and that do not involve the construction of new public or private facilities. A copy of the Notice of Exemption is attached.

RECOMMENDATIONS

The Interim General Manager of the CDD, or designee, and the Chair of the WIB request that the Mayor and the City Council:

1. **Adopt the WIB's Year Fourteen Annual Plan for 2013-14** and its supporting budget, and authorize the Interim General Manager, CDD, or designee, to execute the following items, subject to the conditions herein.
2. **Authorize the Controller to implement the Controller Instructions.**
3. **Authorize the Interim General Manager, CDD, or designee to:**
With respect to Workforce Investment Act (WIA) Authorities:
 - a. **Accept FY 13-14 US Department of Labor (DOL) WIA grant funds**, assist the Controller in depositing and transferring WIA funds as appropriate within established WIA trust funds, and expend such funds upon proper demand in accordance with the directions in the Annual Plan.
 - b. **Prepare Controller instructions**, and any necessary technical adjustments, subject to the approval of the City Administrative Officer (CAO), and authorize the Controller to implement the instructions.
 - c. **Accept funds and execute Subgrant Agreements and any unilateral agreements to Subgrant Agreements, including amendments, between the State of California and the City of Los Angeles and/or the DOL and the City of Los Angeles for WIA and/or successor legislation funds** (including National Emergency Grants, Governor's 15 and 25 Percent Discretionary WIA, and other WIA competitive grants), subject to review and approval of the City Attorney as to form and in compliance with Los Angeles Administrative Code 14.8 (City grant regulations). The receipt of such funds shall be reported to the WIB within 30 days.

With respect to solicitation authorities:

- d. **Develop and submit proposals and applications to secure additional WIA funds and available non-WIA funds** to any public, private, nonprofit or governmental entity for workforce investment-related activities in accordance with City grant regulations (LA Administrative Code [LAAC] 14.6 *et seq.*). All applications and their status shall be reported to the WIB within 30 days after submission.
- e. **Develop and submit proposals or applications representing the WIB**, subject to approval of the WIB, to any public, private, nonprofit, or governmental entity for workforce investment-related activities. If the application period is less than 60 days from the notice of the Request for Proposals (RFP), then the proposal will be submitted concurrently to the funding source and to the WIB. CDD will obtain WIB approval and concurrence before acceptance of a grant award.

- f. **Accept funds and execute grant award agreements, subject to the review and approval of the City Attorney, in the event any proposals and/or applications are selected** by any public, private, nonprofit, or governmental entity for funding (in accordance with City grant regulations). In accordance with the WIB-LEO agreement, Mayor, Council, and WIB approval is required for any awards in excess of \$250,000, prior to acceptance and expenditure of such funds. CDD will obtain WIB approval and concurrence before accepting grant awards that are less than \$250,000.
- g. **Negotiate and execute agreements and amendments to agreements with public, private, nonprofit and/or governmental entities with funds awarded**, as described in the Annual Plan, subject to WIB approval. Authorize CDD to procure, negotiate and execute agreements for amounts not to exceed \$250,000, subject to WIB approval. The WIB-LEO authorizes CDD to execute agreements (not to exceed \$250,000) that are identified in the Annual Plan, and to amend agreements previously approved in the plan.

With respect to procurement authorities:

- h. **Issue Small Bid Purchases, Requests for Proposal (RFPs) or Requests for Qualifications (RFQs)** in accordance with City procurement and Charter Section 1022 requirements, subject to the approval of the City Attorney as to form. Anticipated service procurements as listed in the *Service Strategies and Activities* section of the Annual Plan include, but are not limited to:
- Assessment services for youth, adult, and dislocated workers
 - Business services
 - Capacity building/training academy activities
 - Continued learning academy development
 - Consulting services for Veteran Services
 - Crossroads policy symposium, including youth and veterans' services
 - Integrated service delivery system
 - Labor market analysis
 - Layoff aversion program/business retention strategies
 - Los Angeles Youth Opportunity Movement program monitoring
 - Marketing plan activities, communications and publication services
 - Outside auditors for special audits
 - Quality improvement
 - Rapid Response enhancement and expansion program
 - Sector-based initiatives and intermediary services
 - Services for vulnerable populations
 - Service for veterans, including a portal or center for services to veterans

- WIB Innovation Fund
 - Workforce Investment Board consulting services
 - WorkSource System service providers
- i. **Negotiate and execute agreements and amendments to agreements with public, private, nonprofit, and/or governmental entities with funds awarded as a result of a Small Bid Purchase, RFP, or RFQ**, in accordance with City procurement and Charter Section 1022 requirements, and subject to City Attorney approval as to form and legality. In accordance with the WIB-LEO, the CDD will secure WIB, City Council, and Mayor approval to negotiate and execute agreements with any entities awarded WIA funds through an RFP or RFQ mentioned above and/or related to WIA-funded activities listed in the Annual Plan in excess of \$250,000 per contract per year. The execution of contracts and amendments under \$250,000 shall be subject to WIB approval.
- j. **Negotiate and execute agreements and amendments to agreements, where appropriate, with entities on a sole source basis**, provided that any such action is in accordance with the City's WIA Procurement Policy and City Charter Section 1022 and subject to City Attorney approval as to form and legality. Anticipated service providers, as listed in the *Service Strategies and Activities* section of the Annual Plan include, but are not limited to:
- A nonfinancial agreement for the maintenance of Individual Training Accounts (ITA) with the City of Hawthorne (on behalf of the South Bay Workforce Investment Board)
 - FutureWork Systems LLC for the LA Performs online performance management system
 - Integrated service delivery system providers
 - Los Angeles Area Chamber of Commerce Foundation for Hire LA's Youth and Cash for College programs
 - LAUSD Office of Pupil Services
- k. **Negotiate and execute agreements, and amendments to agreements, with program providers and organizations**, subject to City Attorney approval as to form and legality, in accordance with the City Procurement Policy and Charter Section 1022, and authorize the CDD to determine that, subject to the approval of the City Administrative Officer, such contracts are in compliance with Charter Section 1022, due to the unique nature of the WIA, and other non-WIA funds that require special expertise in workforce development activities most economically and/or feasibly performed by independent contractors. Anticipated service providers, as listed in the *Service Strategies and Activities* section of the Annual Plan, include but are not limited to:
- Automated data collection and reporting system providers
 - California State University Northridge (The University Corporation) for performance evaluation and customer satisfaction

- City of Long Beach (Administering entity for Pacific Gateway Workforce Investment Network of Long Beach) and/or Long Beach Area Chamber of Commerce for layoff aversion services
- Economic Development Corporation of Los Angeles County (LAEDC) for layoff aversion services
- FutureWork Systems LLC for performance management of data and LA performs dedicated site
- Geographich Solutions, Inc. for services related to the state's CalJOBS and Job Training Automation systems
- HIRE LA's Youth providers
- InnerSight LLC
- Labor market information/analysis providers
- Leadership training, mentoring, and systems support to youth and young adults providers
- Los Angeles Area Chamber of Commerce Foundation
- Los Angeles Community College District
- Los Angeles Unified School District
- Los Angeles Youth Opportunity Movement contractors
- Manuel R. Bagaoisan, for technical support
- Pamela Williams, WIB consulting services
- Governor's 25% Discretionary Dislocated Worker Funds WorkSource Center contractors
- National Emergency Grant Multi-Sector WorkSource Center contractors
- National Emergency Grant/On-the-Job Training providers, including Managed Career Solutions, Inc.
- California Disability Employment Initiative (CDEI) WorkSource Center contractors
- YouthSource System contractors and related subcontractors: New Regal Health Career; Los Angeles Conservation Corps, Inc.; Los Angeles Community College District ; Coalition for Responsible Community Development, Youth Policy Institute, Inc.; and El Centro de Ayuda
- Rapid Response service providers
- Summer Youth Employment Program (SYEP) providers, including those funded through City, county, state, federal, and private funds
- Sector-based initiatives and intermediary service providers
- WorkSource Center contractors
- Youth assessment service providers
- Youth System Support providers

- i. **Negotiate and execute agreements and amendments to agreements with bidders successful in responding to any RFP or RFQ** released by the CDD, subject to the approval of the City Attorney as to form and legality in accordance with LAAC 14.8. The WIB-LEO authorizes the CDD to execute agreements (under \$250,000) that are identified in the Annual Plan, and to amend agreements previously approved in the plan. It does not authorize the execution of agreements where the only description is in a general category of service in the Annual Plan. Agreements over \$250,000 require the Council, Mayor, and WIB approval. Agreements under \$250,000 require WIB approval.

With respect to non-WIA authorities:

- m. **Authorize the accrual and payment of program and administrative expenses**, which are directly related to the operation and oversight of the SYEP and Learn and Earn Program, funded through the City General Fund (CF 13-0600) and Council Districts (CD) CD 3 and 13 State AB1290 Funds (CF 13-0011-517 and 13-0645).
- n. **Negotiate and execute Memoranda of Understanding (MOUs)** and amendments to MOUs with the City operated Youth Opportunity Movement centers to provide services to youth.
- o. **Accept donation in the amount of \$100,000 from Bank of America and deposit funds into the WIB account, contingent on successful funding applications, and execute grant agreements and/or unilateral amendments** for HIRE LA's Youth activities. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the attached SYEP Allocation Plan, subject to City Attorney approval as to form and legality and in compliance with City Contractor compliance ordinances and applicable provisions of the WIB-LEO.
- p. **Accept \$1,186,700 in funding from and execute grant agreement and/or unilateral amendment with the County of Los Angeles (TANF/NCC)** for the operation of the Summer Youth Employment Program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the attached SYEP Allocation Plan, subject to City Attorney approval as to form and legality and in compliance with City Contractor compliance ordinances and applicable provisions of the WIB-LEO.
- q. **Accept funds from and execute grant agreements and/or unilateral amendments with Local Workforce Investment Areas (LWIA), and private funding sources** for the operation of the Summer Youth Employment Program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the SYEP Allocation Plan, subject to City Attorney approval as to form and legality and in compliance with City Contractor compliance ordinances and applicable provisions of the WIB-LEO.

- r. **Accept funds from and execute grant agreements and/or unilateral amendments with the County of Los Angeles Probation Department and the City for the receipt of High Risk/High Need funds;** prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to City Attorney approval as to form and legality and in compliance with City Contractor compliance ordinances and applicable provisions of the WIB-LEO.
- s. **Accept funds from and execute grant agreements and/or unilateral amendments with the California Department of Corrections and Rehabilitation (CDCR) to serve ex-offenders;** prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to City Attorney approval as to form and legality and in compliance with City Contractor compliance ordinances and applicable provisions of the WIB-LEO.


With respect to Administrative Authorities:

- t. **Negotiate and execute amendments to the WorkSource (One-Stop) System Memorandum of Understanding (MOU) between the partners of the City of Los Angeles Workforce Development System,** and negotiate and execute the WIA Five-Year Local Plan and any modifications to it. Substantial changes to MOUs or to the WIA Five-Year Plan must be brought to the WIB, Mayor, and Council for prior approval. The Five-Year Local Plan was initially effective from July 1, 2000 through June 30, 2005. However, the U.S. Department of Labor has allowed either modifications to or extensions of both the State and local plans due to the impending WIA reauthorization.
 - u. **Approve and implement all policies** as included in the Annual Plan.
 - v. If deemed appropriate, **transfer monies** up to the maximum amount of the total PY 2012-13 allotments allowed by WIA statute or by other governmental administrative instructions **between the Dislocated Worker and Adult programs.**
 - w. **Prepare a report to the WIB and City Council by October 31, 2013, which identifies all carry-in funds and any changes to the federal funding allocations,** including those already identified herein, and prepare recommendations, subject to WIB and City Council approval, regarding proposed use of such funds, or proposed reductions should actual carry-in funds fall short of budget projections; and any necessary budget adjustments.
4. a. **Continue funding for existing regular and resolution position authorities** as approved in the Annual Plan budget.
- b. **Authorize by Council resolution authority two new exempt Sr. Project Coordinator positions,** subject to review and approval by the Personnel

Department as to Civil Service classification, allocation and exemption; and hold vacant 1 Management Analyst II position and 1 Project Coordinator position.

In accordance with City Charter Section 1001 (d) (4), exempt the positions listed above, based on the temporary grant funded nature of the programs within which they will operate. These positions are required to support key goals and major activities developed by the WIB to achieve mandated performance requirements of WIA legislation. Approval of these actions does not result in a net increase in the overall number of position authorities.

5. Find that it is beneficial to the City, and therefore more feasible, to execute contracts with service providers listed in the Annual Plan effective July 1, 2013 to June 30, 2014, in accordance with Charter Section 1022 provisions.



GREGORY P. IRISH
Interim General Manager



CHARLES WOO
Chair
Workforce Investment Board

GPI:MC:OEM:LC

Attachments: Year 14 WIB Annual Plan
SYEP Allocation Table

cc: Carmen A. Trutanich, City Attorney

CITY GENERAL FUND AND COUNTY TANF/CS SUMMER JOBS ALLOCATIONS

Contractor	Service Area	Total Request (A)	Proposed City General Fund (B)	Proposed County General Fund (C)	Total \$ (B + C) (D)	Total Youth (E)
Los Angeles Brotherhood Crusade - Black United Fund, Inc.	South/Harbor					
Catholic Charities of Los Angeles, Inc. (Central)	Central/West					
Catholic Charities of Los Angeles, Inc. (South)	South/Harbor					
El Proyecto del Barrio, Inc. (North Valley)	North Valley					
El Proyecto del Barrio, Inc. (South Valley)	North Valley					
Los Angeles Community College District (Harbor)	South/Harbor					
Para Los Ninos	East					
The Regents of the University of Los Angeles (Central)	Central/West					
The Regents of the University of Los Angeles (West)	Central/West					
Watts Labor Community Action Committee	South/Harbor					
Youth Opportunity Movement (Boyle Heights)	East					
Youth Opportunity Movement (Watts)	South/Harbor					
Youth Policy Institute, Inc.	North Valley					
TOTAL			\$3,143,280	\$1,186,700	\$4,329,980	2,165