

CITY OF LOS ANGELES

CALIFORNIA

JAN PERRY
GENERAL MANAGER




ERIC GARGETTI
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: September 27, 2018

TO: Currently Contracted City of Los Angeles WorkSource Centers

FROM:  Gerardo Ruvalcaba, Director
Workforce Development System

**SUBJECT: WDS DIRECTIVE NO. 19-06
REQUEST FOR INTEREST (RFI) TO PARTICIPATE IN THE 25 PERCENT
ADDITIONAL ASSISTANCE GRANT – “REFASHIONING WORKERS”
EXTENSION**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to solicit information from currently contracted WorkSource Centers (WSC) on:

1. The number of currently enrolled dislocated workers (DW) impacted by the closures of the following companies:
 - a. Pacific Alliance Medical Center (PAMC)
 - b. Toys “R” Us
 - c. Rexam Beverage Can Company
 - d. Johanson Dielectrics, Inc.
2. Of those enrolled, the number in education and training activities; and
3. WSC’s capacity to serve additional DWs from the aforementioned companies.

BACKGROUND

The Economic and Workforce Development Department (EWDD) led a regional effort to provide educational, training, and workforce development services to workers affected by the complete closure of American Apparel. Due to the Trade Adjustment Act (TAA) certification of American Apparel, the majority of training expenditures were absorbed by the Employment Development Department (EDD), which left a large balance of unexpended funds for currently contracted WSCs under the “Refashioning Workers” project. The EWDD has been awarded a no-cost time extension through March 31, 2019 in order to serve eligible DWs from the new employers and to expend the remaining grant funds. This RFI will solicit information from both contracted and non-contracted “Refashioning Workers” WSCs interested in participating in the project.

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

AVAILABLE FUNDING

The total amount of funding for this solicitation will be up to \$500,000 of WIOA 25 Percent Additional Assistance funds, which will be divided among selected WSCs. The average WSC allocation of funds per participant is \$3,795.

PROPOSAL REQUIREMENTS

The WSCs interested in participating in the extension of "Refashioning Workers" must complete and submit one (1) original packet and two (2) copies containing the following:

1. A cover letter, dated, and bearing the wet signature of an authorized signatory.
2. The "Request for Interest Response Form" (Attachment 1).
3. A program narrative, not to exceed two (2) pages, that includes the following:
 - a. A description of outreach efforts to project participants/DWs affected by the aforementioned company closures;
 - b. The number of total participants to be served;
 - c. The industry sector(s) to be targeted under the project;
 - d. A list of training providers that will participate in this project;
 - e. A list of training modalities that will be offered to project participants, including the following: Individual Training Accounts (ITA), On-the-Job Training (OJT), Customized Training (CT), Subsidized Work Experience, or any combination of the mentioned above; and
 - f. A list of employers that are ready, willing, and able to hire project participants post training.
4. A program budget (Attachment 2).
 - a. The budget will require a 50% set-aside for participant- related costs, including training and/or supportive services.
 - b. WSCs should be mindful of the 4 percent administrative cap.

Submission Requirements and Deadline

Timely submission of the proposal is the sole responsibility of each proposer. The City reserves a right to determine the timeliness of all submissions and to reject any submissions delivered after the stated deadline. Response forms and proposal will be time-stamped upon submission to the EWDD.

Deadline Date: Friday, October 12, 2018

Deadline Time: 4:00PM

Delivery Method: Submissions must be hand-delivered

**Delivery Address: Economic and Workforce Development Department
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Paul Nakama**

Proposals submitted after **4:00PM on Friday, October 12, 2018**, will not be accepted.

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; and each agency's past performance will be considered in making funding recommendations.

EWDD CONTACT

Questions regarding this directive must be e-mailed to EWDD.planning@lacity.org by **4:00PM on Thursday, October 11, 2018**. Answers will be posted at www.ewddlacity.com

GR:MOF:cg

Attachments:

1. Request for Interest Response Form
2. Budget Forms