

City of Los Angeles **Workforce Investment Board**

# ANNUAL PLAN

YEAR 15 / PY 2014-15

Submitted by

City of Los Angeles **Economic and Workforce Development Department**

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WIB Approved: Date

City Council Approved: Date

Mayor Approved: Date

Council File No.: Date

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**EXECUTIVE SUMMARY**

The Workforce Investment Board (WIB), along with the City Council and Mayor, develops policy and provides the oversight for workforce development programs in the City of Los Angeles. The Year 15 WIB Annual Plan covers the service strategies, activities, and budget for the City’s Workforce Development System (WDS) for the Program Year 2014-15. The Annual Plan is developed under the framework outlined in the Workforce Investment Board - Local Elected Official (WIB-LEO) agreement.<sup>1</sup> The plan outlines how the city will deliver services and meet the objectives of the WDS. It describes how the City will achieve its priorities and meet workforce development needs in Los Angeles through the Economic and Workforce Development Department (EWDD).

EWDD administers workforce development programs that are funded by federal, state, and local governmental agencies as well as by private entities through its Workforce Development Division (WDD). The EWDD manages a network of service providers comprised of seventeen WorkSource Centers (WSC)<sup>2</sup> and thirteen YouthSource centers (YSC). These centers, located in strategic areas throughout the City, provide diverse workforce development services for job seekers, businesses and youth. This happens in conjunction with a network of partners, including educational institutions, chambers of commerce, economic development agencies, among others. Over the past five years, during the Great Recession, these centers have served over 821,000 (non-registered) customers, many of whom were assessed for eligibility under WIA, as well as an assessment of their needs and skill levels to determine which services may improve their employment outcomes. Many also used the resource rooms to access online information about job requirements and available jobs opportunities, job clubs, and job fairs. In addition, over this same time frame, these centers also served over 47,000 registered adult, dislocated worker, and youth customers, providing intensive case-management services, including training and job placement services.

Impacts of these services over five years include:

- Over 23,000 adults and dislocated workers placed into employment
- Approximately \$390 million in wages earned by those workers placed
- 10,750 youth placed into higher education and/or employment
- Over 5,000 youth obtained a high school diploma, degree, or industry recognized certificate
- Over 4,700 out-of-school youth achieved gains in reading and/or math skills

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<sup>1</sup> The WIB/LEO is a formal Memorandum of Agreement between the WIB and the elected officials of the City of Los Angeles

<sup>2</sup> The City of Los Angeles designates its One-Stop Career Centers locally as “WorkSource Centers, a proud partner of America’s Job Centers of California.” The WIB will take the lead of working with the EWDD, City Council, and Mayor’s Office to determine the exact branding of the WorkSource Centers.

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EWDD also administers a number of economic development activities through its Economic Development Division (EDD). The EDD offers direct financing, usually below market interest rates, for larger construction and rehab projects that benefit low income communities or that provide good jobs for local residents. It also administers a system of BusinessSource centers. These centers provide a wide range of services to businesses and individuals including access to business incentives, tax credits, business courses, and consultation.

The Economic and Workforce Development Divisions coordinate their services. Many of EDD financing programs carry a job creation component. Job creation efforts are linked to the WDS to provide training, recruitment and placement opportunities for these new job opportunities. In turn, business and entrepreneurial customers of the WDS are referred to BusinessSource Center to obtain additional services.

**MAYOR'S GOALS**

On taking office in July 2013, Mayor Eric Garcetti identified nine goals as part of his "back-to-basics" strategy for the City. Services provided through the WDS primarily address six of these goals:

1. Promote good jobs for Angelenos all across Los Angeles
2. Create a more sustainable and livable city
3. Provide outstanding customer service to our residents and businesses
4. Deploy innovation and technology to modernize city government
5. Restore pride and excellence in public service
6. Partner with citizens and civic groups to build a greater city.

To support the Mayor's goals, the strategies contained in the plan include:

- Rolling out a redesigned Workforce Development System
- Enhancing programs that focus on disconnected youth (those out-of-school and out-of-work) to enable them to return to school and to gain skills to enter the workforce
- Increasing summer youth employment to benefit approximately 10,000 youth in the City

## **STATE GOALS**

The California Workforce Investment Board has established four main goals. These goals are designed to support the following:

- Business and Industry—meeting the workforce needs of high demand sectors of the state and regional economies
- Adults—increasing the number of Californians, including under-represented demographic groups, who complete at least one year of postsecondary education with a marketable credential or degree, with a special emphasis on veterans, disabled individuals, disconnected youth, and other at-risk populations
- Youth—increasing the number of high school students, including those from under-represented demographic groups, who graduate prepared for postsecondary education and/or a career.
- System Alignment—supporting system alignment, service integration, and continuous improvement using data to support evidence-based policymaking

## **WORKFORCE INVESTMENT BOARD GOALS**

The WIB is responsible for policy making and implementation of the workforce development system administered through the Economic and Workforce Development Department. WIB goals include:

- The creation of a sustainable balance between the employment needs of job seekers and the business needs of employers for skilled workers;
- Supporting economic expansion;
- Developing the talent of the workforce; and,
- Ensuring a self-sufficient, diverse workforce in Los Angeles.

The Annual Plan supports the goals of the Mayor, State, and WIB in the design of programs, the establishment of policies, and the allocation of funds.

## **CURRENT ECONOMIC IMPACTS ON EMPLOYMENT**

### **The Region and Local Economy**

In the development of any plan to provide workforce development services, it is important to understand the economic landscape. In 2013, California's economy continued its slow recovery from the Great Recession. Regional experts expect the State's job growth to continue at a moderate pace in 2014, with employment growing at

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a rate of 1.8 percent. Los Angeles County's economic progress closely follows that of the State with a 1.6 percent increase in job growth in 2013.

**Employment and Educational Outlook for the City of Los Angeles**

Although declining, the unemployment rate in the City of Los Angeles (about 11 percent) still remained higher in 2013 than the state and county rates. The city faces a skills gap challenge, where the job market has an increasing need for workers with specific skills and education, and where a significant portion of the workforce lacks technical skills or even a high school diploma. To address continuing high unemployment levels and the gap between the city's jobseekers educational and skill levels and what is needed for local high-demand occupations, the City will launch its newly redesigned Workforce Development System for Adults and Dislocated Workers in Program Year 2014-2015. To increase the number of city residents who complete high school, in PY 2012-13, the City also realigned its Youth One-Stop centers to implement a high school dropout recovery system.

**Available Resources**

The City will receive \$38.8 million in WIA Adult, Dislocated Worker, and Youth formula funds from the State for Program Year 2014-2015 as detailed under *Tab 4 Budget*. As the allocation for Rapid Response has not been announced, the City is assuming level funding of \$2.3 million, based on the amount received in Program Year 2013-2014. In addition to these formula allocations, the City will receive additional non-WIA funds and competitive awards amounting to \$14.7 million. The City anticipates a carryover amount of \$5.3 million composed of both WIA formula and other workforce related grants. Total allocation for WDS activities is projected at \$61.1 million. While this amount reflects a net decrease of \$6.1 million when compared to Program Year 2013-2014, the bulk of this decrease stems from completed programs that are not continuing in the PY 2014-15 and from the reduction in WIA formula funds.

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**YEAR 15 WIB ANNUAL PLAN OVERVIEW**

The Economic and Workforce Development Department (EWDD) administers workforce development programs and promotes public and private investments in economic development activities. Together, the workforce and economic development activities help the City of Los Angeles meet the goals of growing the local economy, creating living wage jobs, improving the work and educational skills of its customers, and developing sustainable communities.

A key component in linking the city's economic development activities with its workforce development activities is the plan developed annually by the Workforce Investment Board (WIB). The Annual Plan, which details the service strategies, activities, and budget for the City's Workforce Development System for the upcoming year and outlines how the city will deliver services to achieve its workforce priorities and to meet the workforce development needs of its customers.

In developing the Year 15 Annual Plan, the WIB took into consideration the priorities established by the Mayor and the California Workforce Investment Board (CWIB). The WIB also considered the city's current economic and educational situation, the resources available to tackle this reality, and its own priorities.

Moreover, the WIB had previously established priorities that it recommends be continued in the Year 15 Annual Plan, such as the ten percent service level requirement for individuals with disabilities and veterans, a shift to an Integrated Service Delivery (ISD) model, adherence to the training expenditure requirement stipulated in State Senate Bill 734, and a greater reliance on leveraged resources. In addition, the Annual Plan continues with the WIB's focus on addressing the high school dropout crisis by implementing student recovery efforts, and providing summer youth employment opportunities to disconnected youth. As the WDS moves forward with innovative strategies for providing services through the WorkSource and YouthSource systems, it will also reexamine the contractor evaluation process to ensure it supports the desired outcomes of the new programs. The Annual Plan also takes into account the discussions leading up to the Crossroads Symposium, an annual policy symposium which this year explores the possibility of improving the education, training, and job opportunities for older and younger workers.

**CURRENT ECONOMIC IMPACTS ON EMPLOYMENT**

**The Region and Local Economy**

In the development of any plan to provide workforce development services, it is important to understand the economic landscape. In 2013, California's economy continued its slow recovery from the Great Recession. Five years after the economic downturn, the State had only recovered 70 percent of the 1.3 million jobs lost during the recession. The annual unemployment rate for the State fell to 8.9 percent during 2013, a reduction of 1.6 percentage points compared to 2012 levels, and 3.4 percentage

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points from its peak in 2010. Regional experts expect the State’s job growth to continue at a moderate pace in 2014, with employment growing at a rate of 1.8 percent. Reasons for optimism in 2014 include the improving housing market and the budget surpluses at the State level.

**Table 1: Annual Unemployment**

	2013	2012	2011	2010	2009	2008	2007 (Pre-recession)
United States	7.4%	8.1%	8.9%	9.6%	9.3%	5.8%	4.6%
California	8.9%	10.5%	11.7%	12.3%	11.3%	7.2%	5.3%
Los Angeles County	9.9%	10.9%	12.3%	12.6%	11.5%	7.5%	5.1%
<b>Los Angeles City</b>	<b>10.9%</b>	<b>12.1%</b>	<b>13.6%</b>	<b>13.9%</b>	<b>12.7%</b>	<b>8.3%</b>	<b>5.6%</b>

*Source: Bureau of Labor Statistics and Employment Development Department*

**Los Angeles County**

Los Angeles County’s economic progress closely follows that of the State with a 1.6 percent increase in job growth in 2013. The County’s unemployment rate fell to 9.9 percent from 10.9 percent in 2012. However, a normal unemployment rate (for the County, 7.5%) is still a couple of years away. Job growth in Los Angeles County was spread across most industry sectors. Four sectors (hospitality; professional, scientific and technical services; healthcare and social services; and construction) accounted for 73 percent of the job growth in the region. Continued job growth in the County is projected to decrease unemployment to 8.7 percent by the end of 2014 and to 7.8 percent by 2015.

The 2014-2015 Economic Forecast and Industry Outlook research conducted by the Los Angeles County Economic Development Corporation (LAEDC) indicated that approximately 300,000 new jobs will be added over the next five years in Los Angeles County. An additional 350,000 job openings will be needed to replace workers who leave a job, and approximately half of all these jobs will be “middle skills” jobs. The Bureau of Labor Statistics (BLS) projects that almost half of all job openings in the next decade will be in the broad categories that are mostly middle skills jobs.<sup>1</sup> Middle-skills jobs generally include those jobs that require some post-secondary education (though not necessarily a Bachelor’s Degree) or advanced vocational training. The postsecondary education and training requirements typically include an Associates Degree, vocational certificates, significant on-the-job training, and previous work experience<sup>2</sup>. It is projected that demand for middle skills jobs will remain robust in future, not only because of anticipated above-average growth in particular industries but also

<sup>1</sup> The Future of Middle-Skills Jobs, 2009. Center on Children and Families

<sup>2</sup> High-skill occupations are usually those in the professional, technical and managerial areas; low-skill occupations are often found in the service and agricultural areas.

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because of a need to replace an increasing number of retiring workers. The industries likely to see an increase in demand for middle-skill jobs will be in the health care, advanced manufacturing, logistics and transportation, construction, installation/repair fields, and knowledge-based fields.

Most openings are anticipated to be in the following occupations:

- Office/administrative
- Food preparation/serving
- Sales
- Healthcare
- Education
- Transportation

**Employment and Educational Outlook for the City of Los Angeles**

As of February 2014, the City of Los Angeles has a civilian labor force of 1,939,300 individuals<sup>3</sup>. Of that number, 190,000 or 9.8 percent are unemployed. The recession of the past decade has hampered the City’s economy and resulted in significant job losses. New employment opportunities in the City will likely come from small and medium business and from technologically oriented businesses.

In the past, a number of jobs only required employees to have basic skills, which could be achieved during high school. Currently, growing industries demand an educated and skilled workforce. In order for the City to thrive, regional experts point to the need to successfully address the skills gap between the requirements of the growing knowledge-based industries and the expertise of the local labor force.

Unfortunately, statistics for residents of the City of Los Angeles show that there is a gap between the educational requirements in these fields and the educational levels of the City residents. Specifically, *26 percent of adults do not have a high school diploma*, and only 31 percent have a Bachelor’s Degree or more.

**Table 2: Educational Attainment**

	<b>Non High School Graduate</b>	<b>Bachelor’s Degree or more</b>
United States	14.10%	28.50%
California	18.90%	30.30%
Los Angeles County	23.80%	29.30%
<b>Los Angeles City</b>	<b>25.60%</b>	<b>30.80%</b>

<sup>3</sup> California Employment Development Department April 2014

If we consider that LA's leading and competitive industries all have occupations that require both substantial work experience *and* education beyond a high school diploma, then addressing this "skills gap" is critical to developing a vibrant labor force that meets the needs of high-demand employment sectors in the City of Los Angeles. To address continuing high unemployment levels and the gap between the city's jobseekers educational and skill levels and what is needed for local high-demand occupations, the City will launch its newly redesigned Workforce Development System for Adults and Dislocated Workers in Program Year 2014-2015. To increase the number of residents who complete high school, in PY 2012-13, the City also realigned its Youth One-Stop Centers to implement a high school dropout recovery system.

## **FUNDING RESOURCES**

The City will receive \$38.8 million in WIA Adult, Dislocated Worker, and Youth formula funds from the State for Program Year 2014-2015 as detailed under *Tab 4 Budget*. As the allocation for Rapid Response has not been announced, the City is assuming level funding of \$2.3 million, based on the amount received in Program Year 2013-2014. In addition to these formula allocations, the City will receive additional non-WIA funds and competitive awards amounting to \$14.7 million. The City anticipates a carryover amount of \$5.3 million composed of both WIA formula and other workforce related grants. The total allocation available for WDS activities is projected at \$61.1 million. While this amount reflects a net decrease of \$6.1 million when compared to Program Year 2013-2014, the bulk of this decrease stems from completed programs that are not continuing in the PY 2014-15. Other decreases are from less WIA formula funding and a lower anticipated carryover amount compared to the previous program year.

Each year the city develops a carryover report that provides information on unexpended WIA program funds that are included in the budget along with information regarding both State and Federal competitive grants for the program year. The City has proposed reductions in Community Development Block Grant (CDBG) funds for WDS activities. This has been done to comply with a Public Service limit established by the Department of Housing and Urban Development (HUD). The City has proposed that this reduction be offset with City funds.

WIA Title I formula funds continue to represent the primary source of funding for the City's WDS, accounting for 77 percent of its revenue. These funds comprise the funding base for both the City's Adult WorkSource and YouthSource programs. The Adult programs provide training and job placement assistance. The Youth programs reconnect youth to education, provide basic skills remediation, and prepare youth to enter post-secondary education or the labor market.

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The Year 15 WIB Annual Plan proposes a balanced budget for PY14-15. Projections for new and carryover WIA revenue are summarized below. Please note that this table does not include other grant funding and other WIA grants.

**Table 3: Workforce Investment Act Funding**

	<b>PY 13-14 WIA Funds</b>	<b>PY 14-15 WIA Funds</b>	<b>Difference</b>
Adult	\$14,256,598	\$14,061,014	(\$195,584)
Dislocated Worker	11,051,714	10,282,273	(769,441)
Youth	15,646,569	14,497,885	(1,148,684)
Rapid Response*	2,260,025	2,300,000	39,975
Carryover**	4,235,549	3,871,749	(363,800)
<b>Total</b>	<b>\$47,450,455</b>	<b>\$45,012,921</b>	<b>(\$2,437,534)</b>

\*Rapid Response funds in PY 14-15 are estimated, as final allocations have not been received by the State.

\*\* Carryover funds in PY 14-15 are estimated.

**WORKFORCE DEVELOPMENT SYSTEM REDESIGNS**

It is the shared vision of the WIB, Mayor, and City Council to sustain and grow the WDS, and to refocus delivery to better address evolving economic and labor market conditions in the region. Building on the success of the revised Youth system (with an increased emphasis on addressing the local high school dropout problem by reconnecting youth with education and employment), in PY 14-15 the City will launch a redesigned WorkSource System. This new system will better align job seekers to high-growth employment sectors that offer living wage career paths. The redesigned system will greatly increase the number of individuals who are enrolled, and through the implementation of the Integrated Service Delivery (ISD) model, the adult and dislocated worker system will ensure the seamless delivery of services to jobseekers by coordinating the efforts of various service providers.

**ADULTS AND DISLOCATED WORKERS SYSTEM REDESIGN**

In October 2013, EWDD released a Request for Proposal (RFP) to identify service providers for a redesigned WorkSource Center System. The redesign sought to strategically locate centers in areas of the City with the highest concentrations of poverty; long-term unemployed; and lowest educational attainment rates. As a result of this procurement, the City will launch in PY 2014-15 an improved Workforce Development System for Adults and Dislocated Workers that emphasizes the following five key innovations:

**1. Refocus the system on developing Career Pathways opportunities in high-demand employment sectors leading to living wage employment**

The WDS System Request for Proposals required operators to identify Career Pathways in high demand occupations and to indicate which industry sectors they proposed to target for training and employment opportunities. A total of nine (9) Industry Growth Sectors are represented in this plan, including: Health Care, Security, Green Tech, Financial Services, Logistics and Transportation, Advanced Manufacturing, Construction, and Hospitality. While strengthening the focus on sectors, the centers will continue to secure employment opportunities for program participants regardless of industry or occupational preference.

**2. Harness new technologies and web-based applications to better serve participants and expand access to services**

A major component of the redesign is the use of new technologies and web-based applications to improve access to online workforce development services, including Labor Market Information and access to online training and other service options to meet customer needs. Participants will have the ability either to access the WDS remotely or to visit a WorkSource Center site (where they may pursue self-directed

services or may seek staff assistance). The City will use the State's participant data collection and reporting system (CalJOBS<sup>sm</sup>)<sup>4</sup> to document and track participant activities and site-specific performance data.

**3. Implement an Integrated Service Delivery Model that will enable WSCs to enroll all eligible participants, thereby significantly increasing the number of participants served by the centers**

The foundation of the City's new delivery system is the Integrated Services Delivery (ISD) model. The model is designed to coordinate operational activities among all colocated partners (e.g., public agencies, WSC staff, and other partners). These partners will work in teams to more effectively deliver services to program participants. The ISD model is intended to maximize the leveraging of resources, which should increase efficiency in the provision of services. The ISD model is structured around functional teams in the areas of site management; outreach, recruitment, eligibility determination and orientation; participant-centered planning; and business and employer solutions.

The functional team approach allows for greater coordination in delivering services at the site level among State employees, County and City funded WIA service providers, and other public agency and community-based organizations. Team members will be able to provide information about the various programs and provide services to job seekers and employers. This will serve to increase the capacity of the WSC across service options and partner organizations.

The City and partner agencies are developing a Training Academy designed to improve the implementation of the ISD model within the system. Courses provided by the Training Academy will educate staff at the WSC on uniform approaches to case management, participant-centered planning, service enhancements, job development, and employer engagement skills and techniques. The Training Academy will also offer professional development centered on fostering effective teams, on learning about specific program components (such as WIA, Wagner-Peyser, Veteran Employment and Training Services, Vocational Rehabilitation, Senior Community Service Employment Program<sup>5</sup>, and Adult Education and Family Literacy services), on using the new data collection systems, on understanding fiscal processes, and on serving vulnerable populations. The Training Academy will operate on a quarterly basis, with the various modules repeating minimally every three months (or more often, if necessary).

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<sup>4</sup> CalJOBS<sup>sm</sup> is the State's new automated data management system, which is scheduled for release in May 2014.

<sup>5</sup> The Senior Community Service Employment Program (SCSEP) provides opportunities for seniors (Older Worker/Mature Worker) to return to the competitive job market (or enter the competitive job market for the first time) through work experience and job training.

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**4. Leverage strategic partnerships with education, employment training, and social-service providers to provide more comprehensive services to program participants**

WIA legislation mandates specific services from various programs be available (either on site or via remote access) with at least one physical One-Stop Career Center in the Local Workforce Investment Area. These program services can be provided either by the One-Stop Career Center or by a partner agency. The partners include the California Employment Development Department, California Department of Rehabilitation, United States Department of Veteran Affairs, Los Angeles Unified School District, Los Angeles Community College District, Los Angeles County Department of Public Social Services, and the City of Los Angeles Department of Aging. In the past, the City required its One-Stop Career Centers (WorkSource Centers) to develop Memoranda of Understanding (MOU) with the partner(s) providing the mandated service(s). This year, the City will take the lead on developing individual MOUs with both mandatory and strategic partners. The MOUs will set forth the terms of cooperation and support in building and maintaining an ISD model, wherein each party agrees to provide high quality services that are responsive to the needs of workers and businesses. A primary purpose of these MOUs is to ensure that individuals have access to the requisite education, training, and information resources to pursue lifelong learning that will enable them to advance in their careers as well as to facilitate employment in a timely and effective manner. While non-financial, these MOUs will help the WDS to leverage additional resources and staff.

**5. Increase services levels for vulnerable populations (e.g., Returning Veterans, Individuals with Disabilities, Limited English Proficient Individuals, Individuals Experiencing Homelessness, Mature/Older Workers, Ex-Offenders, and Non-Custodial Parents) by mandating minimum service levels.**

Another component of the redesign is an increase in the service levels for specific vulnerable populations. The system will continue to require a minimum ten percent service level for both veterans and persons with disabilities. In addition, the ISD model and the system-wide MOUs provide the opportunity to serve other vulnerable populations more effectively. For example, the partnership with educational institutions will help address the needs of English Language Learners, and the partnership with the Department of Aging will facilitate additional services to our Mature/Older Worker participants. Similarly, the coordination of services from the Federal Department of Veteran Affairs and the State Veteran Employment and Training Services will increase the system's capacity to serve a larger number of veterans than it did in prior years.

In addition to the five key innovations discussed above, the WSC redesign sought to strategically locate centers in areas of the City with the highest concentrations of poverty; long-term unemployed; and lowest educational attainment rates. In selecting WSC sites, EWDD used the Hardship Index Maps developed by the Los Angeles Planning Department to guide its recommendations. The Hardship Index is a comprehensive measure of distress that includes: 1) Age of Population over 65 and

under 18; 2) Unemployment; 3) Percentage of the population over 25 without a high school diploma; 4) Poverty; and 5) Housing overcrowding.

As a result of this data, the EWDD recommendations will result in:

1. An overall increase in the number of WSCs located in South Los Angeles from five to six.
2. Two full-service WorkSource Centers located in Watts, the community with the highest Hardship Index in the City.
3. A new WSC located in Boyle Heights, one of only two communities with “very high” Hardship Indices.
4. Four WSCs located within a 2.5-mile radius of City Hall, a region with a high Hardship Index, and a high concentration of special needs populations.

#### Reduced Infrastructure Costs

The WSC Redesign also encouraged decreased infrastructure costs by favoring proposals located in City-managed and other low-cost facilities. The new system providers include three centers collocated with community college campuses, including Los Angeles Trade Technical College, Los Angeles City College and West Los Angeles City College. The redesign also includes three WSCs co-located within the State of California Employment Development Department offices, including the Pacoima, Crenshaw and Canoga Park offices.

#### **YOUTHSOURCE SYSTEM REDESIGN AND ACCOMPLISHMENTS**

In July 2012, the City of Los Angeles enhanced the 13 YouthSource Centers – “drop-out recovery centers” with the co-location of certified LAUSD student counselors who have access to student data to determine attendance patterns, credits earned toward graduation, test scores and behavioral patterns. The new YouthSource program operationalized this strategy by 1) increasing the percentage of out-of-school youth served by the system providers up to 70% and 2) formalizing a regional partnership with the Los Angeles Unified School District (LAUSD). This formal partnership placed a Pupil Services and Attendance (PSA) Counselor at each of the YouthSource centers. The goal is to ensure that out-of-school youth return to school and/or post-secondary employment training programs in high-demand employment sectors.

The student information obtained from LAUSD is used by the counselor and center case management staff to determine the best approach to provide service for that particular individual. The centers are located in areas of the city with a high risk of dropouts and are operated by community-based nonprofit organizations and other public agencies.

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Research shows that nearly 20 percent of youth in Los Angeles, ages 16 to 24, are disconnected from education and employment.<sup>6</sup> Given the “skills gap” that exists in our current workforce, the WIB recognizes the importance of addressing out-of-school youth and overcoming the high school drop-out rate in order to prepare our underserved youth for success in employment and adult life. During the first full year (PY12-13) under the new YouthSource re-design, the following accomplishments were achieved:

8,534 young adults utilized our YouthSource Centers

This number represents young adults ages 16-24, who came through our doors seeking educational and job training assistance in their communities. Every young person was provided a program overview and opportunity to meet with the LAUSD Pupil Services Attendance (PSA) Counselor and staff to review their progress towards high school completion.

5,394 young adults received academic advisement from an LAUSD PSA

Each young person met with a LAUSD Counselor to review their transcripts, get a better understanding of their remaining credits needed to graduate, and were provided guidance on an education plan designed to help them successfully complete their secondary education. In the first half of PY 13-14, LAUSD PSAs conducted an additional 2,880 educational assessments.

2,910 young adults enrolled into the YouthSource System

This number represents youth who formally enrolled into the Department of Labor’s Workforce Investment Act youth training program. Each youth receives 12 months of intensive educational and job training assistance which includes paid work experience, work readiness, career exploration and guidance, occupational skills training, tutoring, computer training, college preparation, mentoring and alternative high school services.

972 high school drop-outs were successfully recovered and returned to school

These young people were recovered by the YouthSource system, returned to school and enrolled into the WIA YouthSource program.

Additional sources of funds

The YouthSource System also has accessed additional sources of funds to service over an estimated 1000 out of school youth through the Community Development Block Grant, Los Angeles County Probation Department, Department of Children and Family Services, and US Department of Labor.

\$12 Million grant secured to expand the City’s Drop-Out Recovery System

The U.S. Department of Labor identified the City of Los Angeles as an awardee of the Workforce Innovation Grant (Los Angeles Reconnections Career Academy) to serve an additional 1,200 youth and young adults over a three year period. The

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<sup>6</sup> One in Five Study-Teen Disconnection in Los Angeles and its Neighborhoods (2004)

additional funds support the creation of three additional YouthSource Centers expanding the system to 16 centers citywide.

1,243 LAUSD Drop-Outs recovered during the 5th Annual Student Recovery Day

The YouthSource system partnered with the LAUSD Office of Pupil Services on September 14, 2013 to conduct door to door home visits in an effort to provide youth and their families with a myriad of City resources and to bring them back to school.

**SYSTEM ACTIVITIES PROPOSED FOR PY 2014-15**

The items below highlight a number of services and activities that are proposed as new and/or continuing in PY 14-15, and identify the relevant Workforce Development Strategy or strategies under which each activity is aligned. Further detail on PY 14-15 services and activities is provided in *Tab 3 Services Strategies and Activities*. *Tab 4 Budget* provides detailed budget information for PY 14-15 services and activities.

**ADULT AND DISLOCATED WORKER ACTIVITIES**

WorkSource Centers

WorkSource Centers are the core of the adult and dislocated worker segment of the Workforce Development System. Beginning in PY 14-15, the WDS will implement a redesigned WSC System, consisting of 17 service providers, strategically located in the areas of the City with the highest concentration of poverty, long-term unemployment and low-levels of educational attainment. It is projected that the WorkSource Centers will enroll 45,000 individuals, and provide 9,000 individuals with intensive service and/or training. The new system will emphasize the following program elements:

1. High-Demand Sector Training
2. Online WSC Portal
3. Integrated Service Delivery
4. Leveraging of WIA Resources
5. Services to Vulnerable/Special/Targeted Populations

The Annual Plan recognizes that a number of individuals are self-employed, and that each day many more are inclined to go into business for themselves. Unemployed workers, particularly long term unemployed workers who have exhausted or are near exhausting their unemployment insurance benefits, may be more likely than wage and salary earners to enter self-employment. However, for many, the lack of both business knowledge and access to credit pose significant barriers to self-employment. As such, in coordination with the BusinessSource system, the WDS will seek to expand services to individuals seeking self-employment opportunities.

Rapid Response Services

The City's Rapid Response program provides six strategies targeted to minimize and/or mitigate the impact of layoffs on recently unemployed individuals in the City of Los Angeles. The Rapid Response Team provides services to businesses and dislocated workers through linkages with U.S. Department of Labor (DOL), various divisions of the State of California Employment Development Department (EDD), WorkSource Center system, and other public and private partners. The Rapid Response strategies, including a summary of the core service components of each, are listed below:

*Rapid Response Core Services/Strategies*

Rapid Response provides transitional services to employers that have issued layoff notices.

*Layoff Aversion/Business Retention*

Rapid Response provides services to at-risk businesses to avert or reduce layoffs and retain businesses in the Greater Los Angeles region, working in partnership with economic development and business associations<sup>7</sup>. Activities include:

- Identifying struggling businesses and connecting them to the resources they need to stay in business
- Collecting labor market information to identify industry trends that may be predictors of worker layoffs
- Identifying the skill sets of workers in declining industries and identifying alternative job opportunities for them in growth industries, and providing training opportunities as needed

*Community Outreach*

The Rapid Response Team provides outreach and disseminates information to dislocated workers, local at-risk businesses, marginalized communities, and the unemployed/underemployed. The Team connects them to available resources through community events, business organizations, partnerships with community based organizations, and unions/industry associations.

*Public Sector*

The Rapid Response Team provides services to public sector organizations and employees identified as subject to layoffs by closely connecting them with public sector organizations and by developing and implementing strategies for expedited reemployment of individuals affected by layoffs in the public sector.

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<sup>7</sup> The State of California has indicated that it may provide Governor's Discretionary 25% awards to fund this activity statewide.

*Research and Training*

The Rapid Response Team conducts research and participates in training to build team capacity, and provides information to jobseekers concerning resource availability, job opportunities and industry-specific opportunities. These activities are done by tracking the growth and decline of local industry sectors, understanding the complexities of diverse cultures and demographics, publishing resources to customers, and providing technical assistance to the WDS.

*Data Collection/Tracking/Reporting*

The Rapid Response Team has implemented tracking and data collection systems to conduct research and capture key indicators of employment, job creation and retention, industry growth, and their economic impact on the City of Los Angeles.

**SECTOR INVESTMENTS AND INDUSTRY SECTOR TRAINING INITIATIVES**

*Getting LA Back to Work: National Emergency Grant–Multi-Sector (NEG-MS) and Governor’s 25% Discretionary Award – Multi-Sector (25 Percent Grant)*

The NEG-MS is a special grant from the U.S. Department of Labor (USDOL) to the California Multi-Sector Partnership, a consortium of 21 contiguous California LWIAs, including the City, to provide workforce-related services. The services include core, intensive, training (including on-the-job), and support services to persons dislocated in mass layoffs of 50 or more identified from the Census, the Los Angeles Unified School District, and the City, as well as any additional layoffs identified by the U.S. Department of Labor. The grant period for the NEG-MS is March 18, 2011 through June 30, 2015. Similarly, the 25% Grant provides employment and training services to persons dislocated from other private sector employers. The grant period for the 25% grant is from September 1, 2012 through March 31, 2015.

**Living Independently Through Employment (LITE) Program**

Funded through the Community Development Block Grant program and approved through a separate City plan approved by the Housing and Urban Development Department, the Skid Row Development Corporation runs an Employment Portal at a homeless center in downtown Los Angeles to provide job search and job placement assistance, supportive services, etc. essential to Skid Row residents in obtaining gainful employment.

**Southeast Los Angeles Portal**

Funding is provided to continue operating a WorkSource Center portal to provide workforce development services to residents living south of the Santa Monica Freeway and east of the Harbor Freeway.

## **YOUTH ACTIVITIES**

### YouthSource System

Since its redesign in PY 11-12, the YouthSource System has focused on addressing the region's high school dropout crisis and implementing student recovery efforts. The system places a priority on the provision of services for out-of-school youth and in-school youth who are most in need. Indicators of need include chronic absenteeism, functioning below grade level, being credit deficient, and unsuccessful completion of the California High School Exit Exam (CAHSEE).

In addition to improving student retention and bolstering academic proficiency, the system aims to assist in preparing youth for the decisions they face about next steps after high school, including an emphasis on guiding youth through an assessment and a self-inventory process to help them identify their interests, preferences, motivations, and options. From a more informed and guided stance, youth will be better prepared to map out a path toward higher education, vocations, and careers.

System goals for PY 14-15 include increased leveraging of services by developing partnerships that bring relevant expertise and to the system to more fully concentrate on its strengths; reducing infrastructure costs; and initiating a sector focus approach that incorporates career ladders in high growth areas. It is projected that the YouthSource System in PY 2014-15 will serve a comparable number of youth as in PY 2013-14.

### LAUSD Drop-Out Prevention and Recovery Counselors Systems' Support)

Los Angeles Unified School District's (LAUSD) Office of Pupil Services continues to serve as a collaborator for all YouthSource Centers to identify out-of-school youth and target them for services. LAUSD counselors will work with the City's YouthSource Centers and will coordinate with the YouthSource Center case managers to provide them access to all LAUSD educational programs, specialized educational activities, and support programs.

### Youth Education and Career Inventory

Piloted in PY 11-12, and extended through PY 12-13, the *InnerSight Experience* is a person-centered inventory and assessment process that is used to help youth understand their individual preferences. *InnerSight* uses a widely researched and consistently validated interest and preference inventory designed to identify and clarify preferences, interests, learning and communication styles in both youth and adults. YouthSource system participants complete their inventory, participate in a guided session with professional development experts, and receive an individually tailored guide book that contains their interests, preferences, skills and strengths. The results of the experience session empower participants by providing them a vocabulary for discussing their personal and career interests; a context for understanding their

**Plan Overview**

preferences in terms of who they are; a framework for making choices about their present and future educational goals that are in alignment with their preferences, interests and talents, and language to use in developing resumes, completing letters of application for college or career in a personal and professional manner. Additionally, using this assessment process, youth program case managers have been trained to better prepare and implement an Individual Service Strategy that will lead to educational and career choices most appropriate for each youth. The InnerSight Experience has been well received by participants and case managers, and its use has improved both youth program participation and excitement by youth participants about planning and achieving their educational and career goals. This results in a greater return on investment by ensuring that youth complete training goals and are more likely to find employment related to their training. These services are subject to procurement for PY 14-15.

LA Reconnection Career Academy (WIF)

The Los Angeles Reconnections Career Academy (LARCA) will support the enrollment of 1,200 young people between the ages of 16-24 over the next three program years. The program model focuses on 100 percent drop out recovery with connections back to school and career pathways and includes a robust evaluation component conducted by the Social Policy Research Associates (SPR). The program will be administered by the EWDD, with direct services provided by the Youth Policy Institute, the Coalition for Responsible Community Development, the Los Angeles Conservation Corp and the Los Angeles Youth Opportunity Movement, Watts and Boyle Heights YouthSource centers. The funding for this program is allocated at \$4 million per year for each of the next three program years, and the funding includes all related EWDD and contractor costs.

Summer Youth Activities and Services

The Summer Youth Employment Programs enable youth to gain exposure to careers and the work world while developing fundamental workplace skills (communication, time management and problem solving) and enabling participating youth to earn a paycheck while under the guidance of a supervisor on the job. The goal of these programs is to hire 10,000 young adults into both subsidized and unsubsidized employment.

*Summer Youth Employment Program (SYEP)*

SYEP has been a key service component for over 30 years in the City of Los Angeles. Youth and young adults between the ages of 14-24 have the opportunity to earn a paycheck while developing foundational work place skills and a connection to the labor force.

*HIRE LA's Youth Campaign*

The goal of this program is to hire young adults into unsubsidized employment. In partnership with the Los Angeles Chamber of Commerce Foundation, this program

**Plan Overview**

provides youth, ages 16-24, with job skills workshops and mock interviews to obtain Work Readiness Certificates (WRC). Hiring events and recruitments are continuously planned throughout the City to highlight the program and to promote the value of the WRC to the business community and to connect youth job seekers with employers.

Youth System Support

The Youth System Support services assist YouthSource Centers with technical assistance and training to provide career and education support services to youth and young adults ages 14-21 who are low income and have additional barriers to employment such as reading and/or math deficiencies, are homeless, an offender, pregnant or parenting, and/or a high school drop-out. Services include one or more of the DOL defined youth WIA ten program elements as well as additional elements required of the YouthSource Centers. The goal is to provide additional resources and expertise to prepare underserved youth for success in education, employment and adult life.

Los Angeles Youth Opportunity Movement (LAYOM)

Through local City funds, the LAYOM supports the development of Los Angeles youth by implementing its mission of promoting youth achievement by working with families and community partners to create opportunities for youth (ages 16-24) to reach their education, employment and personal development goals. In partnership with local community based organizations, LAYOM operates two centers featuring vocational, educational, career, and social support systems that emphasize the talents and capacities of the community's youth and families. LAYOM serves disconnected youth and provides recruitment, assessment, case management, job preparation, internships, career counseling, job placement, leadership development and educational placement in a client-centered, individual approach.

In PY 14-15, LAYOM will continue to implement the WIA-funded Intensive Transitions project that supports youth offenders returning from probation camps, linking them to education and employment opportunities through the YouthSource System. Services include anger-management training, individual counseling, parent education, after school tutoring, and community service. This case management program has shown an increase in successful completion of probation, reduced recidivism, community service participation and restitution.

Cash for College

PY 14-15 funding will be provided for the Cash for College campaign, which is designed to encourage students to pursue a college education. The campaign's activities will include:

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- A College and Career Convention that features speakers and seminars on college life, interactive career demonstrations, financial aid presentations, and an exhibit hall of college recruiters.
- Workshops throughout Los Angeles at which students and their families receive information about the availability of financial resources for college and assistance in completing the Free Application for Federal Student Aid (FAFSA) and Cal Grant application. This activity is subject to procurement in PY 14-15.

**SYSTEM WIDE ACTIVITIES**

Workforce Investment Board (WIB) Innovation Fund

The WIB established the Innovation Fund to provide the capital needed to support and replicate the successes of the most effective programs and initiatives in communities throughout Los Angeles. The purpose is to focus on high-impact result-oriented programs to ensure that Innovation Funds are spent in a way that is effective and accountable.

Innovation funds support activities that will help achieve system change in workforce development. At the same time, it is recognized that limited WIA dollars need to be directed at efforts that have evidence of success, to serve more communities in need. The City of Los Angeles will implement and promote structures and utilize resources to create a policy that will promote more innovation and better results.

Customer Satisfaction Surveys and LA Performs

Customer satisfaction surveys and the City's LA-Performs website facilitate the tracking of performance of the WorkSource and YouthSource systems. LA Performs uploads WDS customer activity data from the State's new CalJOBS<sup>sm</sup> System and sorts and displays the data in scorecard format. LA Performs also serves as the data source for the contractor performance evaluations. Satisfaction surveys are conducted on a sample basis of WDS customers by a third party with the results incorporated into the contractor performance evaluations.

Crossroads Workforce Policy Symposium

Continued funding for this annual policy symposium will engage policy makers, city leaders, as well as workforce development professionals in a day-long policy meeting around a singular topic impacting the economic and workforce community in the Los Angeles region. The goal of the PY 2014-15 symposium is to highlight, educate and lead the discussion of critical issues surrounding older worker/younger worker workforce development. Prior Crossroads policy symposium topics have included out-of-school youth, foster youth, ex-offender job seekers and veterans.

Labor Market Information and Analysis

Labor Market Analysis is used to conduct objective research on, and analysis of, a wide range of workforce development and economic issues (e.g., industries and jobs in demand, employment levels and wage rates, availability of training resources, etc.). This information is also used to evaluate industry sector initiatives and high growth industries in connection with employment and job training.

Funding for Fiscal and Special Audits

EWDD's Financial Management Division is funded in the Annual Plan to enable the unit to perform its fiscal reviews and special audits, and to participate in fiscal and administrative training.

Certification Requirements for YouthSource Centers

The WIB Certification Policy requires WDS contractors to adopt Malcolm Baldrige National Quality Award criteria in their management practices. The Certification Policy calls for Centers to apply for California Awards for Performance Excellence (CAPE), from the California Council for Excellence (CCE). CCE helps public, private, and nonprofit organizations achieve "world class" results through the Malcolm Baldrige National Quality Award principles of Leadership, Strategic Planning, Stakeholder Focus, Measurement, Analysis, and Knowledge Management, Faculty and Staff Focus, Process Management, and Performance Results. Organizations who receive CAPE recognition from CCE have been judged to incorporate these principles and criteria into their management and operational practices.

Performance Improvement and Consultant Services

Performance improvement and consultant services are funded and utilized as part of the Workforce System Performance Excellence process. Services were procured in PY 10-11 and continue to be utilized for the provision of Performance Excellence-related training, staff development, and technical assistance, including continued development of the WDS' Balanced Scorecard and other department scorecards. Services also include consultation on the use of the Malcolm Baldrige Criteria for Performance Excellence, facilitation of process management activities, and consultation and technical assistance regarding the City's award-winning application for the California Awards for Performance Excellence (CAPE) Program.

Information System

The WDS will gather and report on all participant related data through Geographic Solutions, Inc. VOS case management system. This data will be migrated to the State's new automated data management system (CalJOBS<sup>SM</sup>), which is scheduled to be released in May 2014. In partnership with the State of California, the City will contract with Geographic Solutions, Inc. for a local Virtual One Stop.

Conversion to CalJOBS<sup>sm</sup>

The CalJOBS<sup>sm</sup> will replace the current Job Training Automation (JTA) system. This new system is expected to be fully operational by May 2014. EWDD will continue to work with WorkSource and YouthSource contractors to support the use of this new system in PY 2014-15.

Promotion and Outreach

Provides funding for conducting a marketing and outreach effort that includes a range of activities and services, trainings, development of collateral materials and social media, and direct media buys that will:

- Increase regional market share recognition of and support for the WIB and the Workforce Development System, identifying them and their brands as a trusted source of human capital for employers and workforce development services and resources for job seekers, dislocated workers, and youth.
- Build awareness of the Workforce Development System and Industry Sector Training Initiatives
- Explain the relationship between the WIB and the Economic and Workforce Development Department and facilitate joint messaging as well as align the new JobsLA.org Virtual One-Stop portal with the CALJobs.ca.gov brand.
- Align the outreach and brand efforts with the U.S. Department of Labor and California Workforce Investment Board's branding directives.
- Foster collaboration in outreach efforts within the larger, regional workforce development and community colleges community to significantly attract regional businesses and employers to increase their effective utilization of the region's workforce development system.
- Provide Workforce Development System staff training related to effective outreach efforts, implementation of branding, and best-practices business service protocols for business and employer customers.

Please see:

*Tab 3, Service Strategies and Activities*, for a complete listing of PY 14-15 programs in to relation WIA and non-WIA funding sources and allocations for PY 13-14 and PY 14-15.

Also for your review and information, see:

*Tab 4, Budget*, for detailed budget information

*Tab 5, Policies*, for proposed new and revised WIB Policies

*Tab 6, PY 11-12 Performance Evaluations*

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
		A	B	C	D	E	F	
<b>ADULT &amp; DISLOCATED WORKER ACTIVITIES</b>								
<b>1</b>	<b>WorkSource (One-Stop Career) Centers</b>	<b>18,031,403</b>		<b>18,031,403</b>	<b>18,275,000</b>	<b>500,000</b>	<b>18,775,000</b>	<b>743,597</b>
	The City will fund a number of full-service WorkSource Centers in the City of Los Angeles that provide a full range of assistance to job seekers and employers under one roof. Job seekers can receive career counseling, job listings, labor market information, training referrals, and other employment-related services. Employers can avail themselves of business services such as recruiting, posting job vacancies, human resources services, and customized training.							
	WorkSource Center Contractors:							
	Canoga Park-West Hills--Arbor E&T, dba Rescare Workforce Services	\$ 1,199,312		\$ 1,199,312	\$ 1,075,000		\$ 1,075,000	
	West Adams-Baldwin Hills--Asian American Drug Abuse Program	-		-	1,075,000		1,075,000	
	Chatsworth-Northridge--Build Rehabilitation Industries	1,328,653		1,328,653	1,075,000		1,075,000	
	Boyle Heights--Chicana Service Action Center	790,768		790,768	1,075,000		1,075,000	
	Harbor--City of Long Beach (Administering entity for Pacific Gateway Workforce Investment Network)	804,113		804,113	1,075,000		1,075,000	
	Vernon-Central--Coalition for Responsible Community Development	-		-	1,075,000		1,075,000	
	Wilshire-Metro--Community Career Development, Inc.	1,101,177		1,101,177	1,075,000		1,075,000	
	Sun Valley--El Proyecto del Barrio, Inc.	1,126,050		1,126,050	1,075,000		1,075,000	
	Metro North--Goodwill Industries of Southern California	912,346		912,346	1,075,000		1,075,000	
	Watts--Housing Authority of the City of Los Angeles	487,774		487,774	1,075,000		1,075,000	
	Marina del Rey-Mar Vista--Jewish Vocational Service	905,176		905,176	1,075,000		1,075,000	
	Crenshaw--Los Angeles Urban League	1,188,134		1,188,134	1,075,000		1,075,000	
	Hollywood--Managed Career Solutions, Inc.	1,176,710		1,176,710	1,075,000		1,075,000	
	Westlake--Pacific Asian Consortium in Employment	1,088,430		1,088,430	1,075,000		1,075,000	
	Southeast Los Angeles-Crenshaw--UAW-Labor Employment and Training Corporation	1,122,200		1,122,200	1,075,000		1,075,000	
	Southeast Los Angeles- Watts--Watts Labor Community Action Committee	939,574		939,574	1,075,000		1,075,000	
	Arleta-Pacoima--Youth Policy Institute	-		-	1,075,000	500,000	1,575,000	
	Historical Centers (Funded in PY 2013-14)	3,860,986		3,860,986			-	
	<b>Subtotal: WorkSource Center Funding</b>	<b>18,031,403</b>	<b>-</b>	<b>18,031,403</b>	<b>18,275,000</b>	<b>500,000</b>	<b>18,775,000</b>	<b>743,597</b>

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
2	<p><b>"Getting LA Back to Work" (formerly National Emergency Grant Multi-Sector NEG)</b></p> <p>The NEG Multi-Sector is a special grant from the US DOL to the California Multi-Sector Partnership, a consortium of 21 contiguous California LWIAs, including the City, to provide workforce-related services. The services include core, intensive, training (including OJT), and support services to persons dislocated in mass layoffs of 50 or more from the Census, the LAUSD, and the City, as well as additional layoffs identified by the US DOL.</p> <p>In the Year 13 Annual Plan, five service providers were identified via RFP. In the Year 14 Annual Plan, the EWDD funded all WSC through a competitive procurement. Two operators closed out their agreements as of March 2014. Unexpended 2013-14 funds may be reallocated for Program Year 2014-15.</p> <p>The grant has been extended and the current term is March 18, 2011 through March 31, 2015. The extension is funded with carryover funds.</p>		4,612,360	4,612,360			-	(4,612,360)
3	<p><b>Additional Assistance Project (Governor's 25% Discretionary Funds)</b></p> <p>EWDD will serve an estimated total of 361 dislocated workers through its Workforce Development System operators who will outreach and recruit eligible participants. Training modalities to be deployed for this project include classroom training, work experience, on-the-job-training (OJT), or a combination thereof. The grant period is retroactive from Sept. 2012 through March 2014.</p> <p>EWDD procured the WorkSource Center operators to provide services The project term is from September 1, 2013 to March 31, 2015. The bulk of the extension is funded with carryover funds.</p>		1,851,601	1,851,601		255,000	255,000	(1,596,601)
	<p><b>Institutional Transition Program</b></p> <p>Funded by the California Department of Corrections and Rehabilitation (CDCR), the Institutional Transition Program has been established to provide the California Department of Corrections and Rehabilitation (CDCR) inmates with job readiness and job skills prior to their release from prison. Through a series of modules, each participant will learn about community resources and programs that can assist them in their transition back into their communities. Funds were not allocated in PY 13-14 as planned.</p>		270,000	270,000				

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
	<p><b>Rapid Response Activities:</b></p> <p>The U.S. Department of Labor designed Rapid Response to provide assistance to employers and employees affected by industry declines, economic dislocations, and natural disasters by quickly maximizing public and private resources -- minimizing the disruptions on companies, affected workers, and communities that are associated with the job loss.</p>							
<b>4</b>	<b>Rapid Response Required Strategies</b>	<b>1,211,942</b>		<b>1,211,942</b>	<b>1,580,000</b>		<b>1,580,000</b>	<b>368,058</b>
	<p>Rapid Response required strategies are conducted by Economic &amp; Workforce Development Department (EWDD) staff, who respond to Worker Adjustment Retraining Notifications (WARNs) issued by employers regarding impending business closures and worker layoffs, and to companies laying off not required to file with the State or local officials found via staff research and partner networks.</p> <p>When a layoff is announced, EWDD dispatches its team of Rapid Response Coordinators to make contact with the employer to assess the closure and scope such as size and duration of the layoff. EWDD staff then develops a plan for delivery of a wide array of reemployment services (such as career counseling, résumé preparation and interviewing skills workshops, job search and job placement assistance and job training) and information on unemployment insurance, and COBRA/HIPAA/ERISA benefits. These services are provided in collaboration with Employment Development Department, WorkSource Centers, Department of Labor (DOL), and other partners.</p>							
<b>5</b>	<b>Rapid Response Allowable Strategies</b>	<b>706,160</b>		<b>706,160</b>			<b>-</b>	<b>(706,160)</b>
	<p>Rapid Response allowable activities generally fall under the heading of layoff aversion and are typically implemented in partnership with economic development</p> <ul style="list-style-type: none"> <li>* Identifying "at risk" businesses that exhibit stress factors (such as, low credit rating, bankruptcy declaration, history of making late payments, and/or any other factor(s) that indicate that the business is at risk);</li> <li>*Provide individualized services based on need.</li> <li>*Convening regional meetings to create "early warning systems".</li> <li>* Creating action plans and referring to appropriate resources/workshops;</li> <li>* Tracking, documenting, and reporting services rendered.</li> </ul> <p>EWDD issued a Request for Proposals to identify service providers, which will be funded through the WIB Innovation Fund using Rapid Response monies.</p>							

WIB Strategies and Activities

Ref #	A	B	C	D	E	F	G	H
	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
	EWDD funded two contractors (LAEDC and City of Long Beach), and their Rapid Response funding levels are listed below.							
	Contractor #1	609,160		609,160	-	-	-	(609,160)
	Contractor #2	97,000		97,000	-	-	-	(97,000)
	<b>Subtotal: Rapid Response Allowable Strategies</b>	<b>706,160</b>	-	<b>706,160</b>	-	-	-	<b>(706,160)</b>
	<b>Subtotal: Rapid Response Activities</b>	<b>1,918,102</b>	-	<b>1,918,102</b>	<b>1,580,000</b>	-	<b>1,580,000</b>	<b>(338,102)</b>

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>WorkSource System Enhancements:</b>								
<b>6</b>	<b>Living Independently Through Employment (LITE) Project (CDBG)</b>		212,500	212,500	-	201,875	201,875	(10,625)
	Funding for the Skid Row Development Corporation Employment Portal at a Volunteer of America Drop-In Center in downtown Los Angeles. This portal provides job search and job placement assistance, supportive services, and appropriate referrals essential to Skid Row residents in obtaining gainful employment.							
<b>7</b>	<b>Southeast Los Angeles Portal</b>	100,000		100,000	100,000	-	100,000	-
	Funding to continue operating a WorkSource Center portal to provide workforce development services to residents living in the area situated south of the Santa Monica Freeway and east of the Harbor Freeway.							
<b>8</b>	<b>Integrated Service Delivery System</b>	-		-	100,000	-	100,000	100,000
	The Workforce Development System (WDS) is transitioning its Adult WorkSource System into an Integrated Service Delivery (ISD) model. The ISD model - through a new network of One Stop service providers recently procured by EWDD - seeks to increase service delivery and improve performance outcomes by working with an integrated customer pool, ensuring an integrated customer flow design, and moving toward integrated staffing at the One Stops. It is the intent of the State that the ISD model be expanded to all of its Local Workforce Investment Areas. This funding will be used to assist with the transition of the WDS system in the Program Year 14-15. The PY 13-14 allocations reflect funding under a separate Service Strategy in the Annual Plan.							
<b>9</b>	<b>WorkSource Center Online Portal (Information System PY 2013-14)</b>	30,000		30,000	80,000	-	80,000	50,000
	The State Employment Development Department implemented a new data collection system, CalJOBS, during the PY13-14. The City contracted with the vendor for the State, Geographic Solutions, Inc., to develop a local portal to the new State System that will 1) provide additional reporting and local customer tracking capabilities, and 2) expand integrated workforce development services via the internet for job seekers, employers, training providers, workforce professional through a state-of-the-art web site.							-

WIB Strategies and Activities

Ref #	A Strategies & Activities	B PY 2013-14 Allocations			C PY 2014-15 Allocations			H Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>10</b>	<b>Veterans Employment Services</b>	<b>230,000</b>		<b>230,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(230,000)</b>
	<p>Funding had been identified to underwrite services to Veterans in PY 13-14. The WIB, City Council, and Mayor had requested that the Annual Plan set aside funds to develop the capacity of the WDS to better serve Veterans with training, employment, and retention services. As such, the PY 13-14 Annual Plan allocated funds to co-locate a MSW intern at each WSC. These funds are intended to provide a stipend to MSW graduate students with a specialty in services to Veterans to help address the psycho-social needs of Veterans, as these relate to the attainment and retention of employment.</p> <p>As the department procured new WorkSource Center operators in PY 14-15, the department will fund these services through the WIB Innovation fund, after a review of the success of the implementation of this initiative.</p>							
<b>11</b>	<b>Trade Adjustment Assistance Community College and Career Training Grant</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>118,000</b>	<b>118,000</b>	<b>118,000</b>
	<p>The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.</p>							
	<b>Subtotal: WorkSource System Enhancements</b>	<b>360,000</b>	<b>212,500</b>	<b>572,500</b>	<b>280,000</b>	<b>319,875</b>	<b>599,875</b>	<b>27,375</b>
	<b>Total: ADULT &amp; DISLOCATED WORKER ACTIVITIES</b>	<b>20,309,505</b>	<b>6,946,461</b>	<b>27,255,966</b>	<b>20,135,000</b>	<b>1,074,875</b>	<b>21,209,874</b>	<b>(5,776,092)</b>

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
		A	B	C	D	E	F	
<b>YOUTH ACTIVITIES</b>								
<b>12</b>	<b>YouthSource Centers</b>	<b>12,142,000</b>		<b>12,142,000</b>	<b>11,234,080</b>		<b>11,234,080</b>	<b>(907,920)</b>
	Continue YouthSource System made up of 13 Youth Centers, with a focus on high school dropout recovery. All centers offer the following services to low-income youth ages 14-21 with barriers such as basic skills deficiencies or status as a foster youth, youth offender, pregnant/parenting youth, or youth with a disability:							
	* Services to re-enroll high school dropouts into secondary education leading to a high school diploma or GED.							
	* Services to improve educational achievement such as basic skills remediation, tutoring and preparation for post-secondary education.							
	* Services to prepare youth to enter and succeed in employment such as work readiness skills training, work readiness certification, paid work experience and internships, and job search and placement assistance.							
	* Services to support youth such as supportive services, adult mentoring, comprehensive guidance and counseling.							
	* Services mandated by the WIB Youth Council to meet the needs of local youth such as English-as-a-Second Language and computer literacy.							
	* LAUSD Office of Pupil Services--Los Angeles Unified School District shall serve as a mandatory partner collaborator for all YouthSource Centers to identify out-of-school youth and target them for services. LAUSD Pupil Service Attendance (PSA) Counselors will work with the City's YouthSource Centers. The Counselor will coordinate with YouthSource Center Case Managers to provide them access to all LAUSD educational programs, specialized educational activities, and support programs. LAUSD staff will provide on-site support to Case Managers to identify potential participants to youth services; connect students to YouthSource Centers; and/or to LAUSD for services where available.	793,000		<b>793,000</b>	793,000		<b>793,000</b>	
	Below is the distribution of WIA formula funds to YouthSource Centers:							
	Central Los Angeles - Catholic Charities of Los Angeles, Inc.	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	South Los Angeles - Catholic Charities of Los Angeles, Inc.	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	North Valley - El Proyecto del Barrio (Van Nuys & North Hollywood)	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	South Valley - El Proyecto del Barrio (Canoga Park)	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	South Los Angeles - Los Angeles Brotherhood Crusade, Inc.	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	Harbor - Los Angeles Harbor College (LACCD)	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	East Los Angeles - Para Los Ninos	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	Central Los Angeles - The Regents of the University of California	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	West Los Angeles - The Regents of the University of California	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>
	South Los Angeles - Watts Labor Community Action Committee	873,000		<b>873,000</b>	803,160		<b>803,160</b>	<b>(69,840)</b>

**WIB Strategies and Activities**

Ref #	A	B	C	D	E	F	G	H
	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
	East Los Angeles - Youth Opportunity Movement - Boyle Heights	873,000		873,000	803,160		803,160	(69,840)
	South Los Angeles - Youth Opportunity Movement - Watts	873,000		873,000	803,160		803,160	(69,840)
	North Valley - Youth Policy Institute, Inc. (Pacoima)	873,000		873,000	803,160		803,160	(69,840)
				-			-	-
	<b>Subtotal: YouthSource Centers</b>	<b>12,142,000</b>	<b>-</b>	<b>12,142,000</b>	<b>11,234,080</b>	<b>-</b>	<b>11,234,080</b>	<b>(907,920)</b>

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>Summer Youth Employment:</b>								
13	<b>LA County Youth General Fund</b>		1,068,030	1,068,030		3,673,490	3,673,490	2,605,460
	For PY 13-14, LA County approved an allocation of \$1,068,030 funds to provide youth summer jobs that provide educational and job training services. Increased funding is expected for PY 14-15. Services will focus on Job Readiness, Financial Literacy and paid work experience.							
14	<b>Summer Youth Employment Program (SYEP) (City GF &amp; Various Sources)</b>		1,800,000	1,800,000		2,375,256	2,375,256	575,256
	<p>The Summer Youth Employment Program (SYEP) has been a key component of the Youth Workforce Development System for well over 30 years in the City of Los Angeles. Youth and young adults between the ages of 14-24, have the opportunity to earn a paycheck while developing foundational work place skills and a connection to the labor force.</p> <p>For PY 14-15, a total of \$2,547,000 has been identified to underwrite subsidized jobs for disadvantaged youth from the following sources:</p> <p>City General Funds: \$1,838,275                      Disney Foundation - \$360,000 (\$80k of the \$440k to be used for #26-Program Evaluation)                      EWDD Phone Bank Campaign - \$63,481                      Bureau of Sanitation - \$46,000                      Tesoro Corp - \$45,000                      AT&amp;T - \$22,500</p> <p>Service providers will be selected from the existing YouthSource Center Operators procurement list and from the 2013 Support System RFQ.</p>							
15	<b>Learn and Earn (City General Fund)</b>		172,125	172,125			-	(172,125)
	<ul style="list-style-type: none"> <li>* Placement of youth in work experience with private/public non-profit entities throughout the City of Los Angeles.</li> <li>* Data collection and progress evaluation.</li> <li>* Partner with qualified providers including the Mayor's Office of GRYD.</li> <li>* A culmination event held to recognize program participants.</li> </ul> <p>The program will provide first-time work experience for youth citywide during school vacation. Service providers will be selected from the existing YouthSource Center Operators procurement list and from the 2013 Support System RFQ.</p>							

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>16</b>	<b>Citibank Summer Youth</b>	-	-	-		465,450	465,450	465,450
	The program targets at-risk youth, ages 14-21, who have multiple barriers to employment, with emphasis on building Youth Financial Capability. The program is funded through the generous support of the Citi Foundation and will provide 275 youth with a paid six week work experience in the communities of Watts and Boyle Heights. The work experience component will be provided by the Watts and Boyle Heights YouthSource centers operated by the Los Angeles Youth Opportunity Movement. A Financial Literacy and research component will be conducted in partnership with the United Way of Greater Los Angeles.							
	<b>Subtotal: Summer Youth Employment</b>	-	3,040,155	3,040,155	-	6,514,196	6,514,196	3,474,041
<b>Year-Round Youth Employment:</b>								
<b>17</b>	<b>Cash for College (WIA and Other Funds)</b>	90,000	51,730	141,730	90,000	49,144	139,144	(2,586)
	The Cash for College (CFC) campaign is designed to expand access to education and career opportunities for low-income youth. This WIA & CDBG funded initiative is intended to integrate CFC activities in the YouthSource System to ensure access to CFC activities for WIA program-enrolled youth. Project services are coordinated through a contract with the Los Angeles Area Chamber of Commerce Foundation. Funding in PY 13-14 included CDBG monies; funding in PY 14-15 includes City General Funds. Primary services include:  * Targeted outreach to YouthSource participants to ensure attendance of 500 WIA-enrolled youth at the Cash for College Convention. * Facilitation and recruitment of 13 YouthSource contractors to be "pick-up" sites for the College for Cash Convention. * Providing information for FAFSA financial aid workshops to all YouthSource Contractors. * Ensuring that 100 WIA program-enrolled youth participate in the Cash for College financial aid workshops.							

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>18</b>	<b>Hire LA's Youth 16-24 (WIA and Other Funds)</b>	<b>75,000</b>	<b>142,482</b>	<b>217,482</b>	<b>75,000</b>	<b>285,000</b>	<b>360,000</b>	<b>142,518</b>
	<p>In partnership with the Los Angeles Area Chamber of Commerce Foundation, this program provides youth, ages 16-24 with Job Skills Workshops and mock interviews to obtain Work Readiness Certificates (WRC). Hiring events and recruitments are continuously planned throughout LA to highlight the program to promote the value of the WRC to the business community and to connect young job seekers with employers. Funding in PY 13-14 included CDBG monies; funding in PY 14-15 includes City General Funds.</p> <p>The goal of the program is to secure 1,500 job pledges to hire young adults into unsubsidized employment. This activity will provide funding to the Chamber of Commerce Foundation for System Support activities.</p> <ul style="list-style-type: none"> <li>* Secure job pledges from area employers.</li> <li>* Recruit, evaluate, and place youth ages 16-24 into Hire LA job pledge pool.</li> <li>* Have youth participate in Work Readiness Certification program.</li> <li>* Hire youth into secure employment.</li> </ul>							-
<b>19</b>	<b>Los Angeles Reconnections Career Academy (LARCA) (WIF-DOL)</b>		<b>3,306,666</b>	<b>3,306,666</b>		<b>4,123,350</b>	<b>4,123,350</b>	<b>816,684</b>
	<p>The Los Angeles Reconnections Career Academy (LARCA) will support the enrollment of 1,200 young people between the ages of 16-24 over the next three program years. The program model focuses on 100% drop out recovery with connections back to school and career pathways and includes a robust evaluation component conducted by the Social Policy Research Associates (SPR). The program is administered by EWDD with direct services provided by the Youth Policy Institute, the Coalition for Responsible Community Development, the Los Angeles Conservation Corp, InnerSight, Inc, Los Angeles Unified School District and the Los Angeles Youth Opportunity Movement, Watts and Boyle Heights.</p>							

WIB Strategies and Activities

Ref #	A Strategies & Activities	B PY 2013-14 Allocations			C PY 2014-15 Allocations			D Increase (Decrease)
		E WIA	F Other Sources	G Total	E WIA	F Other Sources	G Total	
<b>20</b>	<b>Northeast Los Angeles Riverfront (NELA)</b>  In 2012, the Los Angeles Community Development Department (CDD) signed an agreement with the United States (US) Department of Housing and Urban Development (HUD) to implement a \$2.25 million Community Challenge planning grant from the Federal Partnership for Sustainable Communities. The grant funds an innovative, interdisciplinary partnership called the Northeast Los Angeles Riverfront Collaborative (NELA RC). NELA RC includes a comprehensive implementation strategy for community revitalization and reinvestment that links land use, economic development and workforce strategies. This project will continue with HUD funds carried over from prior years.			-			-	-
<b>21</b>	<b>YOM - Intensive Transitions</b>  Continues funding of Intensive Transitions project that supports youth offenders returning from probation camps, linking them to education and employment opportunities through the YouthSource System. The project has functioned as a component of the larger LA Youth Opportunity Movement (LAYOM) Program. Services include anger management training, individual counseling, parent education, after school tutoring, and community service. The case management program has shown an increase in successful completion of probation, reduced recidivism, community service and restitution.	177,000		177,000	177,000	-	177,000	-
<b>22</b>	<b>YOM - CDBG and City General Fund</b>  Provides for continuation of services previously funded by the CDBG grant program with City General Funds. LAYOM promotes the development of youth by implementing its mission of promoting youth achievement by working with families and community partners to create opportunities for youth 14-24 yrs. to reach their education, employment and personal development goals. In partnership with local community based organizations, LAYOM is a vocational, educational, career, and social support system that emphasizes the talents and capacities of the community's youth and families. LAYOM serves in-school and out-of-school youth and provides recruitment, assessment, case management, job preparation, internships, career counseling, job placement, leadership development and educational placement in a client-centered, individual approach.		603,210	603,210		521,536	521,536	(81,674)
<b>23</b>	<b>LA County Probation High Risk/High Need</b>  Funding provides year long employment and educational training opportunities to 50 young people returning from the juvenile camp system operated by the Los Angeles Opportunity Movement (LAYOM).		195,524	195,524		193,836	193,836	(1,688)

**WIB Strategies and Activities**

Ref #	A	B	C	D	E	F	G	H
	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
	Subtotal: Year-Round Youth Employment	342,000	4,299,612	4,641,612	342,000	5,172,866	5,514,866	873,254
	<b>Total: YOUTH ACTIVITIES</b>	<b>12,484,000</b>	<b>7,339,767</b>	<b>19,823,767</b>	<b>11,576,080</b>	<b>11,687,062</b>	<b>23,263,142</b>	<b>3,439,375</b>

WIB Strategies and Activities

Ref #	A Strategies & Activities	B PY 2013-14 Allocations			E PY 2014-15 Allocations			H Increase (Decrease)
		B WIA	C Other Sources	D Total	E WIA	F Other Sources	G Total	
<b>INDUSTRY SECTOR TRAINING INVESTMENTS</b>								
<b>24</b>	<b>WIB Innovation Fund and Sector Intermediaries</b>	<b>1,000,000</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>
	The WIB Innovation Fund supports effective program designs to provide capital needed to replicate their success. Funding for these programs is based on an analysis of outcomes, evidence of success, learning which addresses key gaps in knowledge within the field, sustainability and scalability. Intermediaries may used to build capacity of the intended beneficiaries of the program. Funding for Rapid Response Allowable activities may derive from the WIA formula allocation; however, the CWIB has indicated that the State may provide funding for layoff aversion activities separately. The City will review the implementation of the Veterans initiative and allocate funds in PY 14-15.							
<b>25</b>	<b>Staffing for Green Retrofit Development Interdept Task Force and Advisory Council</b>	<b>25,000</b>		<b>25,000</b>			<b>-</b>	<b>(25,000)</b>
	In PY 13-14, the WIB approved funding for positions in the Mayor's Office to staff the a Green Retrofit Advisory Council. The Council was appointed by the Mayor and City Council to provide the Green Retrofit Development Interdepartmental Task Force, comprised of 16 representatives from City departments, with guidance and assistance in the implementation and operation of the City Building Green Retrofit Program. This activity will not be continued in PY 14-15.							
	<b>Total: INDUSTRY SECTOR TRAINING INVESTMENTS</b>	<b>1,025,000</b>	<b>-</b>	<b>1,025,000</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>(25,000)</b>

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>EVALUATION STUDIES</b>								
<b>26</b>	<b>Customer Satisfaction Surveys</b>	<b>140,075</b>		<b>140,075</b>	<b>140,000</b>	<b>184,000</b>	<b>324,000</b>	<b>183,925</b>
	Contract with The University Corporation to provide the following: * Continue to conduct customer satisfaction surveys at WorkSource Centers * Continue to conduct Youth participant phone surveys * Continue to conduct employer surveys of WorkSource and YouthSource Centers * Continue to provide performance and policy consulting as needed * Compile and analyze Universal Access client data * Layoff Aversion							
<b>27</b>	<b>LA Performs</b>	<b>100,000</b>		<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>
	Continue to fund the performance management system implementing online performance management of the Workforce Development System, which incorporates customer satisfaction surveys of participants, employers and universal access tracking. This system provides valuable information used for performance measurement and annual program evaluation of our agencies.  Contract with Future Work Systems LLC to continue to host and maintain the LA Performs website, which assists with the management and reporting of performance metrics and provide LA Performs training as needed.							
<b>28</b>	<b>Labor Market Information</b>	<b>42,259</b>		<b>42,259</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>32,741</b>
	Labor Market Information is used to research and evaluate industry sector initiatives and high growth industries in connection with employment and job training.							
<b>Total: EVALUATION STUDIES</b>		<b>282,334</b>	<b>-</b>	<b>282,334</b>	<b>315,000</b>	<b>184,000</b>	<b>499,000</b>	<b>216,666</b>

WIB Strategies and Activities

Ref #	A Strategies & Activities	B PY 2013-14 Allocations			E PY 2014-15 Allocations			H Increase (Decrease)
		WIA	C Other Sources	D Total	WIA	F Other Sources	G Total	
<b>CONTINUOUS IMPROVEMENTS</b>								
<b>29</b>	<b>Audit Fees/Fiscal Training</b>	90,000		90,000	100,000	-	100,000	10,000
	* Conduct fiscal review and special audits of WorkSource and YouthSource * Participate at various fiscal and administrative training events for audit staff.							
<b>30</b>	<b>Certification Requirements for WorkSource and YouthSource Centers</b>			-	75,000	-	75,000	75,000
	The WIB Certification Policy requires WDS contractors to adopt Malcolm Baldrige National Quality Award criteria in their management practices. Funding will be used to underwrite fees of YouthSource centers to apply for California Awards for Performance Excellence (CAPE). New CAPE applicants must submit a Prospector application and prior Prospector award recipients must submit a Eureka application, to the California Council for Excellence (CCE). CCE helps public, private, and nonprofit organizations achieve "world class" results through Malcolm Baldrige National Quality Award principles and criteria. Organizations receive a CAPE from CCE for incorporating these principles and criteria into their management and operational practices.							
<b>31</b>	<b>Performance Improvement Consultant Services and Technical Assistance</b>	25,000		25,000	100,000	-	100,000	75,000
	Fund to underwrite the cost of consultants to assist the System in developing competency in the Malcolm Baldrige Criteria for Excellence and to support the implementation of the CalJOBS transition, system scorecard, and related metrics.							
<b>32</b>	<b>Services to Vulnerable Populations</b>	25,860		25,860	25,860	-	25,860	-
	Provides staff training and technical assistance to better serve the employment and training needs of vulnerable populations such as the disabled, through the Workforce Development System (WDS).							
<b>Total: CONTINUOUS IMPROVEMENTS</b>		<b>140,860</b>	<b>-</b>	<b>140,860</b>	<b>300,860</b>	<b>-</b>	<b>300,860</b>	<b>160,000</b>

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>MISCELLANEOUS</b>								
<b>33</b>	<b>Crossroads/Policy Conferences and Forums</b>	<b>20,000</b>		<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>
	<p>Funding for crossroads symposia at which WIB members, elected officials, and workforce development professionals engage in critical discussions regarding services to older and younger workers. It will serve as the basis for development of workforce development policies and programming in the City of Los Angeles.</p> <p>Funding for the WIB to partner with five other WIBs in sponsoring a policy conference on the needs such as education and workforce development of youth in foster care.</p>							
<b>34</b>	<b>Youth Assessment</b>	<b>300,000</b>		<b>300,000</b>	<b>275,000</b>	<b>-</b>	<b>275,000</b>	<b>(25,000)</b>
	<p>InnerSight uses a widely researched and consistently validated interest and preference inventory designed to identify and clarify preferences, interests, learning and communication styles and more. Clients will take an inventory and then will participate in an InnerSight experience that is guided by professional development experts. Each client will receive a guidebook tailored to them based on the results of their inventory. The results of the experience session will empower clients by providing them a vocabulary for discussing their personal and career interests, a context for understanding their preferences in terms of who they are, a framework for making choices about their present and future educational goals that are in alignment with their preferences, interests and talents and language to use in developing résumés, completing letters of application for college or career in a personal and professional manner.</p>							

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>35</b>	<b>Promotion and Outreach</b>	<b>82,450</b>		<b>82,450</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>117,550</b>
	<p>Provides funding for conducting a marketing and outreach effort that includes a range of activities and services, trainings, development of collateral materials and social media, and direct media buys that will:</p> <ol style="list-style-type: none"> <li>1. Increase regional market share recognition of and support for the WIB and the Workforce Development System, identifying them and their brands as a trusted source of human capital for employers and workforce development services and resources for job seekers, dislocated workers, and youth.</li> <li>2. Build awareness of the Workforce Development System and Industry Sector Training Initiatives</li> <li>3. Explain the relationship between the WIB and the Economic and Workforce Development Department and facilitate joint messaging as well as align the new JobsLA.org Virtual One-Stop portal with the CALJobs.ca.gov brand.</li> <li>4. Align the outreach and brand efforts with the U.S. Department of Labor and California Workforce Investment Board's branding directives.</li> <li>5. Foster collaboration in outreach efforts within the larger, regional workforce development and community colleges community to significantly attract regional businesses and employers to increase their effective utilization of the region's workforce development system.</li> <li>6. Provide Workforce Development System staff training related to effective outreach efforts, implementation of branding, and best-practices business service protocols for business and employer customers.</li> </ol> <p>* Additional funding in PY 14-15 reflects potential changes brought about by the ISD model implementation and the State's co-branding requirements</p>							

WIB Strategies and Activities

Ref #	Strategies & Activities	PY 2013-14 Allocations			PY 2014-15 Allocations			Increase (Decrease)
		WIA	Other Sources	Total	WIA	Other Sources	Total	
<b>36</b>	<b>Youth Careers Connect</b> Funded through the U.S. Department of Education & the U.S. Department of Labor, the Youth Career Connect grants seeks to increase high school students' preparedness for postsecondary education and employability in high-growth industries. Academic and career-focused training are blended to develop work readiness and technical skills that lead to successful employment. EWDD is a subrecipient under the Los Angeles Unified School District.			-		176,264	176,264	176,264
<b>37</b>	<b>Los Angeles Southwest College Leading Engineering Education for the Future in Los Angeles</b> Funded by the U.S. Department of Labor, the Southwest College Leading Engineering Education for the Future in Los Angeles (LEEF-LA) seeks to enhance the technical skill levels of local workers so they can obtain or upgrade employment as engineers.			-		-	-	-
<b>38</b>	<b>California Career Pathways Trust Fund</b> Funded through the CA Department of Education Career Pathways Trust Fund, the purpose of this program is to support the establishment of kindergarten through community college (K-14) career pathway programs that will provide students with a sequenced pathway of integrated academic and career-based education and training.			-		-	-	-
<b>39</b>	<b>Audit Repayment Fund</b> To be used by EWDD to cover anticipated budget shortfalls from various sources.			-		112,034	112,034	112,034
<b>Total: MISCELLANEOUS</b>		<b>402,450</b>	<b>-</b>	<b>402,450</b>	<b>495,000</b>	<b>288,298</b>	<b>783,298</b>	<b>380,848</b>
<b>Grand Total: All WIB Strategies and Activities</b>		<b>34,644,149</b>	<b>14,286,228</b>	<b>48,930,377</b>	<b>33,821,940</b>	<b>13,234,235</b>	<b>47,056,175</b>	<b>(1,604,202)</b>
<b>CITY OF LA:</b>								
<b>40</b>	<b>Program and Administrative Support:</b>				11,190,981	2,937,288	14,128,269	
	• Economic and Workforce Development Department				9,175,085	2,937,288	12,112,372	
	• Workforce Investment Board (WIB)				992,257	-	992,257	
	• Other City Departments				1,023,639	-	1,023,639	
<b>Total: CITY OF LA</b>					<b>11,190,981</b>	<b>2,937,288</b>	<b>14,128,269</b>	
<b>Grand Total: All WIB Strategies and Activities and Program/Admin Support</b>					<b>45,012,921</b>	<b>16,171,523</b>	<b>61,184,443</b>	

Budget Summary

FUNDING SOURCE A	REVENUE			ESTIMATED EXPENDITURES								Budget Surplus (Deficit) M
	New Allocation for PY 2014-15 B	Carryover from PY 2013-14 C	Total Allocation Available for PY 2014-15 D=B+C	CITY of LOS ANGELES					Service Providers J	Supporting Program Activities K	Total Estimated Expenditures L=I+J+K	
				EWDD			Other City Depts H	Total City I=E+F+G+H				
				Admin/Prog Support E	Direct Svcs (YOM) F	WIB G						
<b>WORKFORCE INVESTMENT ACT (WIA) TITLE I:</b>												
Formula Funds:												
Adult	14,061,014	1,271,812	15,332,826	3,495,675	-	490,233	378,797	4,364,705	10,311,197	656,924	15,332,826	0
Dislocated Worker (DW)	10,282,273	2,099,937	12,382,210	3,174,232	-	449,632	277,791	3,901,655	7,963,803	516,752	12,382,210	(0)
Youth	14,497,885	500,000	14,997,885	2,505,177	1,379,357	52,393	367,050	4,303,937	9,627,760	1,066,147	14,997,884	1
<b>Subtotal: Formula Funds</b>	<b>38,841,172</b>	<b>3,871,749</b>	<b>42,712,921</b>	<b>9,175,085</b>	<b>1,379,357</b>	<b>992,257</b>	<b>1,023,638</b>	<b>12,570,337</b>	<b>27,902,760</b>	<b>2,239,823</b>	<b>42,712,920</b>	<b>1</b>
% to Total Revenue				21.48%	3.23%	2.32%	2.40%	29.43%	65.33%	5.24%	100.00%	0.00%
Rapid Response	2,300,000		2,300,000	1,580,000	-	-	-	1,580,000		720,000	2,300,000	0
<b>TOTAL WIA</b>	<b>41,141,172</b>	<b>3,871,749</b>	<b>45,012,921</b>	<b>10,755,084</b>	<b>1,379,357</b>	<b>992,257</b>	<b>1,023,638</b>	<b>14,150,337</b>	<b>27,902,760</b>	<b>2,959,823</b>	<b>45,012,920</b>	<b>1</b>
% to Total Revenue				23.89%	3.06%	2.20%	2.27%	31.44%	61.99%	6.58%	100.00%	0.00%
<b>OTHER WORKFORCE-RELATED GRANTS:</b>												
NEG Multi-Sector		341,849	341,849	341,849	-	-	-	341,849	-	-	341,849	(0)
LA Reconnections Career Academy (LARCA-WIF)	4,000,000	914,609	4,914,609	791,259	381,741	-	-	1,173,000	2,634,000	1,107,609	4,914,609	0
LA City Summer Youth Employment Program	2,000,000		2,000,000	161,725	38,275	-	-	200,000	1,800,000	-	2,000,000	-
LA County Youth Employment Program	4,200,000		4,200,000	422,509	6,857	-	-	429,367	3,642,000	128,632	4,199,999	1
LA County High Risk High Needs	232,698		232,698	38,862	193,836	-	-	232,698	-	-	232,698	(0)
Citibank Summer Youth	516,000		516,000	50,550	133,000	-	-	183,550	35,000	297,450	516,000	0
TAACCCT	150,000	75,000	225,000	107,001	118,000	-	-	225,000	-	-	225,000	(0)
Community Challenge Planning Grant (NELA)		74,038	74,038	74,038	-	-	-	74,038	-	-	74,038	0
CA Disability Employment Initiative		42,724	42,724	42,724	-	-	-	42,724	-	-	42,724	0
CDBG - LITE	201,875		201,875	-	-	-	-	-	-	201,875	201,875	-
LA City General Fund - Cash for College	49,144		49,144	-	-	-	-	-	-	49,144	49,144	-
LA City General Fund - Hire LA	285,000		285,000	-	-	-	-	-	-	285,000	285,000	-
LA City General Fund - YOM	573,050		573,050	51,514	367,621	-	-	419,135	-	153,915	573,050	-
Career Pathways Trust Fund	225,000		225,000	225,000	-	-	-	225,000	-	-	225,000	0
Youth Career Connect	225,000		225,000	48,736	176,264	-	-	225,000	-	-	225,000	(0)
Disney SYEP	480,000		480,000	40,000	-	-	-	40,000	360,000	80,000	480,000	(0)
EWDD Phone Bank	70,535		70,535	7,054	-	-	-	7,054	63,481	-	70,535	(0)
Bureau of Sanitation	50,000		50,000	4,000	-	-	-	4,000	46,000	-	50,000	(0)
LEEF-LA Engineering Internship	90,000		90,000	90,000	-	-	-	90,000	-	-	90,000	(0)
25% Dislocated Worker Additional Assistance	300,000		300,000	45,000	-	-	-	45,000	255,000	-	300,000	(0)
LA County WIA	500,000		500,000	-	-	-	-	-	500,000	-	500,000	-
AT & T	25,000		25,000	2,500	-	-	-	2,500	22,500	-	25,000	(0)
Tessoro Corp.	50,000		50,000	5,000	-	-	-	5,000	45,000	-	50,000	0
Audit Repayment Fund	500,000		500,000	387,966	112,035	-	-	500,000	-	-	500,000	(0)
<b>TOTAL NON-WIA</b>	<b>14,723,302</b>	<b>1,448,220</b>	<b>16,171,522</b>	<b>2,937,287</b>	<b>1,527,628</b>	<b>-</b>	<b>-</b>	<b>4,464,916</b>	<b>9,402,981</b>	<b>2,303,625</b>	<b>16,171,522</b>	<b>0</b>
% to Total Revenue				18.16%	9.45%	0.00%	0.00%	27.61%	58.15%	14.24%	100.00%	0.00%
<b>GRAND TOTAL</b>	<b>55,864,474</b>	<b>5,319,969</b>	<b>61,184,443</b>	<b>13,692,372</b>	<b>2,906,986</b>	<b>992,257</b>	<b>1,023,638</b>	<b>18,615,252</b>	<b>37,305,741</b>	<b>5,263,448</b>	<b>61,184,441</b>	<b>2</b>
% to Total Revenue				22.38%	4.75%	1.62%	1.67%	30.42%	60.97%	8.60%	100.00%	0.00%

**WIB YEAR 15 ANNUAL PLAN PY 2014-2015**  
**WorkSource and YouthSource Centers for WIA**

**Tab 4**

Operator Name	Center	WorkSource			Youth WorkSource	Total PY 2014-15
		Adult	Dislocated Worker	Subtotal		
<b>SERVICE PROVIDERS:</b>						
<b>WORKSOURCE CENTERS:</b>						
Arbor E&T, dba Rescare Workforce Services	Canoga Park-West Hills	606,541	468,459	1,075,000		1,075,000
Asian American Drug Abuse Program	West Adams-Baldwin Hills	606,541	468,459	1,075,000		1,075,000
Build Rehabilitation Industries	Chatsworth-Northridge	606,541	468,459	1,075,000		1,075,000
Chicana Service Action Center	Boyle Heights	606,541	468,459	1,075,000		1,075,000
City of Long Beach	Harbor	606,541	468,459	1,075,000		1,075,000
Coalition for Responsible Community Development	Vernon-Central	606,541	468,459	1,075,000		1,075,000
Community Career Development, Inc.	Wilshire-Metro	606,541	468,459	1,075,000		1,075,000
El Proyecto del Barrio, Inc.	Sun Valley	606,541	468,459	1,075,000		1,075,000
Goodwill Industries of Southern California	Metro North	606,541	468,459	1,075,000		1,075,000
Housing Authority of the City of Los Angeles	Watts	606,541	468,459	1,075,000		1,075,000
Jewish Vocational Service	Marina del Rey-Mar Vista	606,541	468,459	1,075,000		1,075,000
Los Angeles Urban League	Crenshaw	606,541	468,459	1,075,000		1,075,000
Managed Career Solutions, Inc.	Hollywood	606,541	468,459	1,075,000		1,075,000
Pacific Asian Consortium in Employment	Westlake	606,541	468,459	1,075,000		1,075,000
UAW-Labor Employment and Training Corporation	Southeast Los Angeles-Crenshaw	606,541	468,459	1,075,000		1,075,000
Watts Labor Community Action Committee	Southeast Los Angeles- Watts	606,541	468,459	1,075,000		1,075,000
Youth Policy Institute	Arleta-Pacoima	606,541	468,459	1,075,000		1,075,000
				-		-
				-		-
<b>Subtotal - Worksource Centers:</b>		<b>10,311,197</b>	<b>7,963,803</b>	<b>18,275,000</b>	<b>-</b>	<b>18,275,000</b>
<b>YOUTHSOURCE CENTERS:</b>						
Catholic Charities of Los Angeles	Central LA			-	803,160	803,160
Catholic Charities of Los Angeles	South LA			-	803,160	803,160
El Proyecto Del Barrio	North Valley			-	803,160	803,160
El Proyecto Del Barrio	South Valley			-	803,160	803,160
Los Angeles Brotherhood Crusade	South LA			-	803,160	803,160
Los Angeles Harbor College	Harbor			-	803,160	803,160
Para Los Ninos	East LA			-	803,160	803,160
The Regents of the University of CA	Central LA			-	803,160	803,160
The Regents of the University of CA	West LA			-	803,160	803,160
WLCAC	South LA			-	803,160	803,160
Youth Policy Institute	North Valley			-	803,160	803,160
LAUSD				-	793,000	793,000
<b>Subtotal-Youth Service Providers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>9,627,760</b>	<b>9,627,760</b>
<b>TOTAL - SERVICE PROVIDERS</b>		<b>10,311,197</b>	<b>7,963,803</b>	<b>18,275,000</b>	<b>9,627,760</b>	<b>27,902,760</b>
<b>CITY-MANAGED YOUTH WORKSOURCE CENTERS:</b>						
Youth Opportunity Movement - Boyle Heights	East LA	-	-	-	803,160	803,160
Youth Opportunity Movement - Watts	South LA	-	-	-	803,160	803,160
<b>TOTAL CITY-MANAGED YOM</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,606,320</b>	<b>1,606,320</b>
<b>GRAND TOTAL</b>		<b>10,311,197</b>	<b>7,963,803</b>	<b>18,275,000</b>	<b>11,234,080</b>	<b>29,509,080</b>

Service Providers for Other Workforce-Related Grants

Service Provider	Activity	Amount
<b>NEG MULTI-SECTOR</b>		
TOTAL		-
<b>LA RECONNECTIONS ACADEMY (WIF)</b>		
		2,634,000
TOTAL		2,634,000
<b>LA CITY SUMMER YOUTH EMPLOYMENT PROGRAM</b>		
TBD		1,800,000
TOTAL		1,800,000
<b>LA COUNTY YOUTH EMPLOYMENT PROGRAM</b>		
TBD		3,642,000
TOTAL		3,642,000
<b>LA COUNTY HIGH RISK HIGH NEEDS</b>		
		-
TOTAL		-
<b>CITIBANK SUMMER YOUTH</b>		
TBD		35,000
TOTAL		35,000
<b>TAACCCT</b>		
TOTAL		-
<b>COMMUNITY CHALLENGE PLANNING GRANT</b>		
TOTAL		-
<b>CA DISABILITY EMPLOYMENT INITIATIVE (DEI)</b>		
TOTAL		-
<b>CDBG-LITE</b>		
TOTAL		-
<b>LA CITY GENERAL FUND - CASH FOR COLLEGE</b>		
TOTAL		-
<b>LA CITY GENERAL FUND - HIRE LA</b>		
TOTAL		-

Service Providers for Other Workforce-Related Grants

Service Provider	Activity	Amount
<b>LA CITY GENERAL FUND - YOM</b>		
<b>TOTAL</b>		-
<b>CAREER PATHWAYS TRUST FUND</b>		
<b>TOTAL</b>		-
<b>YOUTH CAREER CONNECT</b>		
<b>TOTAL</b>		-
<b>DISNEY SYEP</b>		
		360,000
<b>TOTAL</b>		360,000
<b>EWDD PHONE BANK</b>		
TBD		63,481
<b>TOTAL</b>		63,481
<b>BUREAU OF SANITATION</b>		
TBD		46,000
<b>TOTAL</b>		46,000
<b>LEEF-LA ENGINEERING INTERNSHIP</b>		
<b>TOTAL</b>		-
<b>25% DISLOCATED WORKER ADDITIONAL ASSISTANCE</b>		
TBD		255,000
<b>TOTAL</b>		255,000
<b>LA COUNTY WIA</b>		
TBD		500,000
<b>TOTAL</b>		500,000
<b>AT &amp; T - SYEP</b>		
TBD		22,500
<b>TOTAL</b>		22,500
<b>TESSORO CORP - SYEP</b>		
TBD		45,000
<b>TOTAL</b>		45,000
<b>AUDIT REPAYMENT FUND</b>		
<b>TOTAL</b>		-
<b>GRAND TOTAL - SERVICE PROVIDERS</b>		<b>9,402,981</b>

Supporting Program Activities

Activity	W I A					NEG MS	LARCA (WIF)	LA City Gen Fund SYEP	LA County YEP
	Adult	Dislocated Worker	Youth	Rapid Response	Subtotal WIA				
<b>Training Related:</b>									
23 WIB Innovation Fund	200,000	100,000		700,000	1,000,000				
<b>Subtotal: Training Related</b>	<b>200,000</b>	<b>100,000</b>	<b>-</b>	<b>700,000</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Training Related:</b>									
4 Rapid Response Required Strategies					-				
5 Rapid Response Allowable Strategies					-				
6 Living Independently Through Employment (LITE) Project					-				
7 Southeast Los Angeles Portal	56,332	43,668			100,000				
8 Integrated Service Delivery System	50,000	50,000			100,000				
9 WorkSource Center-JobsLA Online Portal	40,000	40,000			80,000				
10 Veterans WorkSource Services	-				-				
17 Cash for College			90,000		90,000				
18 HIRE LA's Youth 16-24			75,000		75,000				
21 Intensive Transitions - YOM			177,000		177,000				
24 Sector Workforce Intermediaries					-				
26 Program Evaluation and Customer Satisfaction Surveys	51,800	37,800	50,400		140,000				104,000
27 LA Performs	37,000	27,000	36,000		100,000				
28 Labor Market Information	25,500	24,750	24,750		75,000				
29 Audit Fees/Fiscal Training	34,000	33,000	33,000		100,000				
30 Certification Requirements for WorkSource and YouthSource Centers	25,500	24,750	24,750		75,000				
31 Performance Improvement Consultant Services	38,000	37,250	24,750		100,000				
32 Services to Vulnerable Populations	8,792	8,534	8,534		25,860				
33 Crossroads/Policy Conferences and Forums	10,000	10,000			20,000				
34 Youth Assessment			275,000		275,000				
35 Promotion and Outreach	80,000	80,000	20,000	20,000	200,000				
					-				
					-				
<b>Subtotal: Non-Training Related</b>	<b>456,924</b>	<b>416,752</b>	<b>839,184</b>	<b>20,000</b>	<b>1,732,860</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,000</b>
<b>Youth Opportunity Movement (YOM):</b>									
Contractors/Vendors			28,963		28,963		669,581		
Participant Supporting Activities - #6020 Operating Supplies					-				
Participant Stipends/Incentives			183,000		183,000		438,028		24,632
General Services - YOM Maintenance			15,000		15,000				
<b>Subtotal: YOM</b>	<b>-</b>	<b>-</b>	<b>226,963</b>	<b>-</b>	<b>226,963</b>	<b>-</b>	<b>1,107,609</b>	<b>-</b>	<b>24,632</b>
<b>T O T A L</b>	<b>656,924</b>	<b>516,752</b>	<b>1,066,147</b>	<b>720,000</b>	<b>2,959,823</b>	<b>-</b>	<b>1,107,609</b>	<b>-</b>	<b>128,632</b>

**WIB YEAR 15 ANNUAL PLAN PY 2014-2015**

**Supporting Program Activities**

Activity	OTHER WORKFORCE-RELATED GRANTS										
	LA County HRHN	Citibank SYEP	TAACCCT	CCPG NELA	CA DEI	CDBG LITE	LA City Cash for College	LA City Gen Fund Hire LA	LA City Gen Fund YOM	Career Pathways Trust Fund	Youth Career Connect
<b>Training Related:</b>											
23 WIB Innovation Fund											
<b>Subtotal: Training Related</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Non-Training Related:</b>											
4 Rapid Response Required Strategies											
5 Rapid Response Allowable Strategies											
6 Living Independently Through Employment (LITE) Project						201,875					
7 Southeast Los Angeles Portal											
8 Integrated Service Delivery System											
9 WorkSource Center-JobsLA Online Portal											
10 Veterans WorkSource Services											
17 Cash for College							49,144				
18 HIRE LA's Youth 16-24								285,000			
21 Intensive Transitions - YOM											
24 Sector Workforce Intermediaries											
26 Program Evaluation and Customer Satisfaction Surveys											
27 LA Performs											
28 Labor Market Information											
29 Audit Fees/Fiscal Training											
30 Certification Requirements for WorkSource and YouthSource Centers											
31 Performance Improvement Consultant Services											
32 Services to Vulnerable Populations											
33 Crossroads/Policy Conferences and Forums											
34 Youth Assessment											
35 Promotion and Outreach											
<b>Subtotal: Non-Training Related</b>	-	-	-	-	-	201,875	49,144	285,000	-	-	-
<b>Youth Opportunity Movement (YOM):</b>											
Contractors/Vendors											
Participant Supporting Activities - #6020 Operating Supplies											
Participant Stipends/Incentives		297,450							153,915		
General Services - YOM Maintenance											
<b>Subtotal: YOM</b>	-	297,450	-	-	-	-	-	-	153,915	-	-
<b>T O T A L</b>	-	297,450	-	-	-	201,875	49,144	285,000	153,915	-	-

**WIB YEAR 15 ANNUAL PLAN PY 2014-2015**

**Supporting Program Activities**

Activity	Disney	EWDD	Bureau	LEEF-LA	25%	LA	AT & T	Tessoro	Audit	Subtotal	TOTAL
	SYEP	Phone Bank	of Sanitation	Engineering Internship	DW Addtl Assistance	County WIA		Corp	Repayment Fund	Other Grants	
<b>Training Related:</b>											
23 WIB Innovation Fund										-	1,000,000
										-	-
<b>Subtotal: Training Related</b>	-	-	-	-	-	-	-	-	-	-	1,000,000
<b>Non-Training Related:</b>											
4 Rapid Response Required Strategies										-	-
5 Rapid Response Allowable Strategies										-	-
6 Living Independently Through Employment (LITE) Project										201,875	201,875
7 Southeast Los Angeles Portal										-	100,000
8 Integrated Service Delivery System										-	100,000
9 WorkSource Center-JobsLA Online Portal										-	80,000
10 Veterans WorkSource Services										-	-
17 Cash for College										49,144	139,144
18 HIRE LA's Youth 16-24										285,000	360,000
21 Intensive Transitions - YOM										-	177,000
24 Sector Workforce Intermediaries										-	-
26 Program Evaluation and Customer Satisfaction Surveys	80,000									184,000	324,000
27 LA Performs										-	100,000
28 Labor Market Information										-	75,000
29 Audit Fees/Fiscal Training										-	100,000
30 Certification Requirements for WorkSource and YouthSource Centers										-	75,000
31 Performance Improvement Consultant Services										-	100,000
32 Services to Vulnerable Populations										-	25,860
33 Crossroads/Policy Conferences and Forums										-	20,000
34 Youth Assessment										-	275,000
35 Promotion and Outreach										-	200,000
										-	-
										-	-
<b>Subtotal: Non-Training Related</b>	80,000	-	-	-	-	-	-	-	-	720,019	2,452,879
<b>Youth Opportunity Movement (YOM):</b>											
Contractors/Vendors										669,581	698,544
Participant Supporting Activities - #6020 Operating Supplies										-	-
Participant Stipends/Incentives										914,025	1,097,025
General Services - YOM Maintenance										-	15,000
<b>Subtotal: YOM</b>	-	-	-	-	-	-	-	-	-	1,583,606	1,810,569
<b>T O T A L</b>	80,000	-	-	-	-	-	-	-	-	2,303,625	5,263,448

**WIB YEAR 15 ANNUAL PLAN PY 2014-2015**

**Other City Departments**

CITY DEPARTMENT	W I A					NEG Multi-Sector	LARCA (WIF)	LA City Summer Youth	LA County Youth Emp Program	LA County High Risk High Needs
	Adult	Dislocated Worker	Youth	Rapid Response	Subtotal WIA					
<b>CITY ATTORNEY:</b>										
Direct Salaries	58,595	43,175	56,554		158,324					
Related Costs	22,744	16,758	21,951		61,453					
<b>Subtotal:</b>	<b>81,339</b>	<b>59,933</b>	<b>78,505</b>	-	<b>219,777</b>	-	-	-	-	-
<b>CONTROLLER:</b>										
Direct Salaries	18,194	13,406	17,560		49,160					
Related Costs	6,165	4,543	5,951		16,659					
<b>Subtotal:</b>	<b>24,359</b>	<b>17,949</b>	<b>23,511</b>	-	<b>65,819</b>	-	-	-	-	-
<b>MAYOR:</b>										
Direct Salaries	51,944	38,274	50,133		140,351					
Related Costs	35,451	26,121	34,216		95,788					
<b>Subtotal:</b>	<b>87,395</b>	<b>64,395</b>	<b>84,349</b>	-	<b>236,139</b>	-	-	-	-	-
<b>PERSONNEL:</b>										
Direct Salaries	134,684	98,283	131,044		364,011					
Related Costs	51,020	37,231	49,641		137,892					
<b>Subtotal:</b>	<b>185,704</b>	<b>135,514</b>	<b>180,685</b>	-	<b>501,903</b>	-	-	-	-	-
<b>T O T A L</b>	<b>378,797</b>	<b>277,791</b>	<b>367,050</b>	-	<b>1,023,638</b>	-	-	-	-	-

**WIB YEAR 15 ANNUAL PLAN PY 2 Tab 4**

**Other City Departments**

CITY DEPARTMENT	OTHER WORKFORCE-RELATED GRANTS									
	Citibank Summer Youth	TAACCT	Com Challenge Planning Grant	CA DEI	CDBG LITE	LA City Gen Fund Cash for Col	LA City Gen Fund Hire LA	LA City Gen Fund YOM	Career Pathways Trust Fund	Youth Career Connect
<b>CITY ATTORNEY:</b>										
Direct Salaries										
Related Costs										
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-
<b>CONTROLLER:</b>										
Direct Salaries										
Related Costs										
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-
<b>MAYOR:</b>										
Direct Salaries										
Related Costs										
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-
<b>PERSONNEL:</b>										
Direct Salaries										
Related Costs										
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-

Other City Departments

CITY DEPARTMENT											TOTAL	
	Disney SYEP	EWDD Phone Bank	Bureau of Sanitation	LEEF-LA Engineering Internship	25% DW Addtl Assistance	LA County WIA	AT & T	Tessoro Corp	Audit Repayment Fund	Subtotal Other Grants		
<b>CITY ATTORNEY:</b>												
Direct Salaries											-	158,324
Related Costs											-	61,453
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-	-	219,777
<b>CONTROLLER:</b>												
Direct Salaries											-	49,160
Related Costs											-	16,659
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-	-	65,819
<b>MAYOR:</b>												
Direct Salaries											-	140,351
Related Costs											-	95,788
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-	-	236,139
<b>PERSONNEL:</b>												
Direct Salaries											-	364,011
Related Costs											-	137,892
<b>Subtotal:</b>	-	-	-	-	-	-	-	-	-	-	-	501,903
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	1,023,638

**WIB YEAR 15 ANNUAL PLAN PY 2014-2015**  
**EWDD Budget Summary**

**Tab 4**

Items of Cost	W I A				OTHER WORKFORCE-RELATED			T O T A L			
	Prog & Admin Support	YOM	WIB	Subtotal	Prog & Admin Support	YOM	Subtotal	Prog & Admin Support	YOM	WIB	Grand Total
<b>Direct Costs:</b>											
Salaries-Regular Employees	6,802,470	820,943	542,574	<b>8,165,987</b>	1,848,892	994,691	<b>2,843,583</b>	<b>8,651,362</b>	<b>1,815,634</b>	<b>542,574</b>	<b>11,009,570</b>
Salaries-As Needed Employees	126,040	44,032	37,433	<b>207,505</b>	66,119	11,643	<b>77,762</b>	<b>192,159</b>	<b>55,675</b>	<b>37,433</b>	<b>285,267</b>
Overtime	16,006	138	91	<b>16,235</b>	299	167	<b>466</b>	<b>16,305</b>	<b>305</b>	<b>91</b>	<b>16,701</b>
Printing & Binding	18,899	3,265	10,242	<b>32,406</b>	2,796	2,243	<b>5,039</b>	<b>21,695</b>	<b>5,508</b>	<b>10,242</b>	<b>37,445</b>
Travel	26,114	861	20,568	<b>47,543</b>	10,884	1,044	<b>11,928</b>	<b>36,998</b>	<b>1,905</b>	<b>20,568</b>	<b>59,471</b>
Contractual Services	264,324	74,848	57,203	<b>396,375</b>	40,366	79,249	<b>119,615</b>	<b>304,690</b>	<b>154,097</b>	<b>57,203</b>	<b>515,990</b>
Transportation Exp	14,998	619	409	<b>16,026</b>	1,352	750	<b>2,102</b>	<b>16,350</b>	<b>1,369</b>	<b>409</b>	<b>18,128</b>
Water & Electricity	1,384	-	-	<b>1,384</b>	-	-	<b>-</b>	<b>1,384</b>	<b>-</b>	<b>-</b>	<b>1,384</b>
Office & Admin	233,413	15,677	55,685	<b>304,775</b>	48,353	30,667	<b>79,019</b>	<b>281,766</b>	<b>46,344</b>	<b>55,685</b>	<b>383,794</b>
Operating Supplies	12,075	82,008	6,005	<b>100,088</b>	20	152,225	<b>152,245</b>	<b>12,095</b>	<b>234,233</b>	<b>6,005</b>	<b>252,333</b>
Rent	594,432	16,494	49,874	<b>660,800</b>	278,101	19,985	<b>298,086</b>	<b>872,533</b>	<b>36,479</b>	<b>49,874</b>	<b>958,886</b>
<b>Subtotal-Direct Costs</b>	<b>8,110,155</b>	<b>1,058,885</b>	<b>780,084</b>	<b>9,949,124</b>	<b>2,297,182</b>	<b>1,292,664</b>	<b>3,589,845</b>	<b>10,407,337</b>	<b>2,351,549</b>	<b>780,084</b>	<b>13,538,969</b>
<b>Related Costs:</b>											
Fringe Benefits	2,200,728	266,865	176,743	<b>2,644,336</b>	532,705	195,442	<b>728,147</b>	<b>2,733,433</b>	<b>462,306</b>	<b>176,743</b>	<b>3,372,483</b>
Central Services	444,201	53,608	35,430	<b>533,239</b>	107,400	39,523	<b>146,924</b>	<b>551,602</b>	<b>93,131</b>	<b>35,430</b>	<b>680,163</b>
<b>Subtotal-Related Costs</b>	<b>2,644,929</b>	<b>320,472</b>	<b>212,173</b>	<b>3,177,575</b>	<b>640,106</b>	<b>234,965</b>	<b>875,071</b>	<b>3,285,035</b>	<b>555,437</b>	<b>212,173</b>	<b>4,052,645</b>
<b>T O T A L</b>	<b>10,755,084</b>	<b>1,379,357</b>	<b>992,257</b>	<b>13,126,699</b>	<b>2,937,287</b>	<b>1,527,628</b>	<b>4,464,916</b>	<b>13,692,372</b>	<b>2,906,986</b>	<b>992,257</b>	<b>17,591,614</b>

EWDD Budget: By Funding Source

Items of Costs	WORKFORCE INVESTMENT ACT (WIA)														
	WIA ADULT					WIA DISLOCATED WORKER					WIA YOUTH				
	Admin Support	Program Support	YOM	WIB	Subtotal	Admin Support	Program Support	YOM	WIB	Subtotal	Admin Support	Program Support	YOM	WIB	Subtotal
<b>Direct Costs:</b>															
Salaries-Regular Employees	570,851	1,609,298		267,222	<b>2,447,371</b>	395,754	1,624,165		246,307	<b>2,266,226</b>	968,781	667,623	820,943	29,045	<b>2,486,392</b>
Salaries-As Needed Employees	13,463	42,628		18,697	<b>74,788</b>	9,333	7,581		16,855	<b>33,769</b>	22,848	3,366	44,032	1,881	<b>72,127</b>
Overtime	3,742	269		45	<b>4,056</b>	2,594	272		41	<b>2,907</b>	6,350	120	138	5	<b>6,613</b>
Printing & Binding	1,404	1,912		5,119	<b>8,435</b>	973	4,971		4,610	<b>10,554</b>	2,383	2,368	3,265	513	<b>8,529</b>
Travel	3,475	4,780		10,280	<b>18,535</b>	2,409	6,341		9,258	<b>18,008</b>	5,897	1,164	861	1,030	<b>8,952</b>
Contractual Services	16,031	62,842		28,510	<b>107,383</b>	11,114	70,601		25,790	<b>107,505</b>	27,206	18,175	74,848	2,903	<b>123,132</b>
Transportation Exp	683	4,254		201	<b>5,138</b>	474	5,784		186	<b>6,444</b>	1,160	944	619	22	<b>2,745</b>
Water & Electricity	-	764		-	<b>764</b>	-	570		-	<b>570</b>	-	50	-	-	<b>50</b>
Office & Admin	17,233	93,122		27,792	<b>138,147</b>	11,947	42,742		25,085	<b>79,774</b>	29,246	4,512	15,677	2,808	<b>52,243</b>
Operating Supplies	5	15		3,003	<b>3,023</b>	4	16		2,702	<b>2,722</b>	9	7	82,008	300	<b>82,324</b>
Rent	50,336	150,191		24,855	<b>225,382</b>	34,896	157,215		22,486	<b>214,597</b>	85,424	21,461	16,494	2,533	<b>125,912</b>
<b>Subtotal-Direct Costs</b>	<b>677,223</b>	<b>1,970,075</b>	-	<b>385,724</b>	<b>3,033,022</b>	<b>469,498</b>	<b>1,920,258</b>	-	<b>353,320</b>	<b>2,743,076</b>	<b>1,149,304</b>	<b>719,790</b>	<b>1,058,885</b>	<b>41,040</b>	<b>2,969,019</b>
<b>Related Costs:</b>															
Fringe Benefits	184,809	521,205	-	87,059	<b>793,072</b>	128,122	524,453	-	80,228	<b>732,804</b>	313,636	215,591	266,865	9,456	<b>805,547</b>
Central Services	37,277	105,087	-	17,450	<b>159,813</b>	25,843	106,058	-	16,084	<b>147,985</b>	63,261	43,596	53,608	1,897	<b>162,361</b>
<b>Subtotal-Related Costs</b>	<b>222,085</b>	<b>626,292</b>	-	<b>104,509</b>	<b>952,886</b>	<b>153,965</b>	<b>630,511</b>	-	<b>96,312</b>	<b>880,788</b>	<b>376,897</b>	<b>259,187</b>	<b>320,472</b>	<b>11,353</b>	<b>967,908</b>
<b>T O T A L</b>	<b>899,308</b>	<b>2,596,367</b>	-	<b>490,233</b>	<b>3,985,908</b>	<b>623,463</b>	<b>2,550,769</b>	-	<b>449,632</b>	<b>3,623,864</b>	<b>1,526,201</b>	<b>978,977</b>	<b>1,379,357</b>	<b>52,393</b>	<b>3,936,927</b>

WIB YEAR 15 ANNUAL PLAN PY 201

EWDD Budget: By Funding Source

Items of Costs	WIA RAPID RESPONSE									NEG MULTI-SECTOR						LARCA (WIF)		
	WIA RAPID RESPONSE				TOTAL WIA					NEG MULTI-SECTOR			LARCA (WIF)					
	Program Support	YOM	WIB	Subtotal	Admin Support	Program Support	YOM	WIB	Total WIA	Prog & Admin Support	YOM	Subtotal	Prog & Admin Support	YOM	Subtotal			
<b>Direct Costs:</b>																		
Salaries-Regular Employees	965,998			965,998	1,935,386	4,867,084	820,943	542,574	8,165,987	248,008		248,008	490,041	243,810	733,851			
Salaries-As Needed Employees	26,821			26,821	45,644	80,396	44,032	37,433	207,505	1,158		1,158	2,288	1,138	3,426			
Overtime	2,659			2,659	12,686	3,320	138	91	16,235	42		42	82	41	123			
Printing & Binding	4,888			4,888	4,760	14,139	3,265	10,242	32,406	110		110	218	108	326			
Travel	2,048			2,048	11,781	14,333	861	20,568	47,543	260		260	6,514	256	6,770			
Contractual Services	58,355			58,355	54,351	209,973	74,848	57,203	396,375	5,578		5,578	11,022	5,484	16,506			
Transportation Exp	1,699			1,699	2,317	12,681	619	409	16,026	187		187	369	184	553			
Water & Electricity	-			-	-	1,384	-	-	1,384	-		-	-	-	-			
Office & Admin	34,611			34,611	58,426	174,987	15,677	55,685	304,775	2,868		2,868	16,872	5,230	22,102			
Operating Supplies	12,019			12,019	18	12,057.00	82,008	6,005	100,088	2		2	5	25,942	25,947			
Rent	94,909			94,909	170,656	423,776	16,494	49,874	660,800	25,472		25,472	73,611	4,899	78,510			
<b>Subtotal-Direct Costs</b>	<b>1,204,007</b>	-	-	<b>1,204,007</b>	<b>2,296,025</b>	<b>5,814,130</b>	<b>1,058,885</b>	<b>780,084</b>	<b>9,949,124</b>	<b>283,685</b>	-	<b>283,685</b>	<b>601,022</b>	<b>287,092</b>	<b>888,114</b>			
<b>Related Costs:</b>																		
Fringe Benefits	312,913	-	-	312,913	626,567	1,574,162	266,865	176,743	2,644,336	41,969	-	41,969	158,237	78,728	236,965			
Central Services	63,080	-	-	63,080	126,381	317,821	53,608	35,430	533,239	16,195	-	16,195	32,000	15,921	47,920			
<b>Subtotal-Related Costs</b>	<b>375,993</b>	-	-	<b>375,993</b>	<b>752,947</b>	<b>1,891,982</b>	<b>320,472</b>	<b>212,173</b>	<b>3,177,575</b>	<b>58,164</b>	-	<b>58,164</b>	<b>190,237</b>	<b>94,649</b>	<b>284,886</b>			
<b>T O T A L</b>	<b>1,580,000</b>	-	-	<b>1,580,000</b>	<b>3,048,972</b>	<b>7,706,112</b>	<b>1,379,357</b>	<b>992,257</b>	<b>13,126,699</b>	<b>341,849</b>	-	<b>341,849</b>	<b>791,259</b>	<b>381,741</b>	<b>1,173,000</b>			

WIB YEAR 15 ANNUAL PLAN PY 201

EWDD Budget: By Funding Source

Items of Costs															
	LA CITY SYEP			LA COUNTY YEP			LA COUNTY HIGH RISK HIGH NEEDS			CITIBANK SUMMER YOUTH			TAACCCT		
	Prog & Admin	YOM	Subtotal	Prog & Admin	YOM	Subtotal	Prog & Admin	YOM	Subtotal	Prog & Admin	YOM	Subtotal	Prog & Admin	YOM	Subtotal
	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal
<b>Direct Costs:</b>															
Salaries-Regular Employees	154,464	37,345	191,809	336,379	6,402	342,781	24,878	94,234	119,112	31,055	40,636	71,691	64,400	81,270	145,670
Salaries-As Needed Employees	-	-	-	38,310	30	38,340	116	440	556	145	190	335	301	379	680
Overtime	26	6	32	56	1	57	4	16	20	5	7	12	10	14	24
Printing & Binding	2,068	17	2,085	150	3	153	11	42	53	14	18	32	29	36	65
Travel	162	39	201	353	7	360	26	99	125	32	43	75	68	85	153
Contractual Services	3,474	840	4,314	7,566	144	7,710	560	49,119	49,679	698	914	1,612	1,448	1,828	3,276
Transportation Exp	117	28	145	253	5	258	19	71	90	23	31	54	49	61	110
Water & Electricity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office & Admin	1,412	-	1,412	2,969	137	3,106	2,215	2,023	4,238	329	1,471	1,800	1,571	1,143	2,714
Operating Supplies	2	-	2	3	-	3	-	28,179	28,179	1	73,099	73,100	-	1	1
Rent	-	-	-	36,471	129	36,600	11,033	1,893	12,926	6,192	816	7,008	14,124	1,633	15,757
<b>Subtotal-Direct Costs</b>	<b>161,725</b>	<b>38,275</b>	<b>200,000</b>	<b>422,510</b>	<b>6,858</b>	<b>429,368</b>	<b>38,862</b>	<b>176,116</b>	<b>214,978</b>	<b>38,494</b>	<b>117,225</b>	<b>155,719</b>	<b>82,000</b>	<b>86,450</b>	<b>168,450</b>
<b>Related Costs:</b>															
Fringe Benefits			-	(0)	(1)	(1)	0	11,567	11,567	10,028	13,122	23,149	20,795	26,243	47,038
Central Services			-	(0)	0	(0)	(0)	6,153	6,153	2,028	2,654	4,681	4,205	5,307	9,512
<b>Subtotal-Related Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>	<b>(1)</b>	<b>(0)</b>	<b>17,720</b>	<b>17,720</b>	<b>12,056</b>	<b>15,775</b>	<b>27,831</b>	<b>25,001</b>	<b>31,550</b>	<b>56,550</b>
<b>T O T A L</b>	<b>161,725</b>	<b>38,275</b>	<b>200,000</b>	<b>422,509</b>	<b>6,857</b>	<b>429,367</b>	<b>38,862</b>	<b>193,836</b>	<b>232,698</b>	<b>50,550</b>	<b>133,000</b>	<b>183,550</b>	<b>107,001</b>	<b>118,000</b>	<b>225,000</b>

WIB YEAR 15 ANNUAL PLAN PY 201

EWDD Budget: By Funding Source

Items of Costs	OTHER														
	COM CHALLENGE PLANNING (NELA)			CA DEI			CDBG LITE			LA CITY GF Cash for College			LA CITY GF Hire LA		
	Prog & Admin			Prog & Admin			Prog & Admin			Prog & Admin			Prog & Admin		
	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal
<b>Direct Costs:</b>															
Salaries-Regular Employees	45,501		45,501	26,699		26,699			-			-			-
Salaries-As Needed Employees	212		212	125		125			-			-			-
Overtime	8		8	4		4			-			-			-
Printing & Binding	20		20	12		12			-			-			-
Travel	3,048		3,048	28		28			-			-			-
Contractual Services	1,023		1,023	601		601			-			-			-
Transportation Exp	34		34	20		20			-			-			-
Water & Electricity	-		-	-		-			-			-			-
Office & Admin	1,858		1,858	2,090		2,090			-			-			-
Operating Supplies	-		-	-		-			-			-			-
Rent	4,670		4,670	2,780		2,780			-			-			-
<b>Subtotal-Direct Costs</b>	<b>56,374</b>	-	<b>56,374</b>	<b>32,359</b>	-	<b>32,359</b>	-	-	-	-	-	-	-	-	-
<b>Related Costs:</b>															
Fringe Benefits	14,693	-	14,693	8,621	-	8,621	-	-	-	-	-	-	-	-	-
Central Services	2,971	-	2,971	1,743	-	1,743	-	-	-	-	-	-	-	-	-
<b>Subtotal-Related Costs</b>	<b>17,664</b>	-	<b>17,664</b>	<b>10,365</b>	-	<b>10,365</b>	-	-	-	-	-	-	-	-	-
<b>T O T A L</b>	<b>74,038</b>	-	<b>74,038</b>	<b>42,724</b>	-	<b>42,724</b>	-	-	-	-	-	-	-	-	-

WIB YEAR 15 ANNUAL PLAN PY 201

EWDD Budget: By Funding Source

Items of Costs	WORKFORCE-RELATED GRANTS														
	LA CITY GF YOM			CAREER PATHWAYS TRUST FUND			YOUTH CAREER CONNECT			DISNEY SYEP			EWDD PHONE BANK		
	Prog & Admin			Prog & Admin			Prog & Admin			Prog & Admin			Prog & Admin		
	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal
<b>Direct Costs:</b>															
Salaries-Regular Employees	12,951	345,014	357,965	144,263		144,263	23,756	138,906	162,662	25,412		25,412	4,426		4,426
Salaries-As Needed Employees	232	8,644	8,876	673		673	111	648	759	119		119	21		21
Overtime	8	59	67	24		24	4	23	27	4		4	1		1
Printing & Binding	22	1,957	1,979	64		64	10	62	72	11		11	2		2
Travel	53	369	422	151		151	25	146	171	27		27	5		5
Contractual Services	-	-	-	3,245		3,245	535	3,124	3,659	572		572	100		100
Transportation Exp	38	265	303	109		109	18	105	123	19		19	3		3
Water & Electricity	-	-	-	-		-	-	-	-	-		-	-		-
Office & Admin	1,457	4,239	5,696	4,975		4,975	169	2,770	2,939	1,343		1,343	332		332
Operating Supplies	-	-	-	1		1	1	1	2	-		-	-		-
Rent	36,753	7,074	43,827	15,491		15,491	14,885	2,791	17,676	2,628		2,628	446		446
<b>Subtotal-Direct Costs</b>	<b>51,514</b>	<b>367,621</b>	<b>419,135</b>	<b>168,996</b>	<b>-</b>	<b>168,996</b>	<b>39,514</b>	<b>148,576</b>	<b>188,090</b>	<b>30,135</b>	<b>-</b>	<b>30,135</b>	<b>5,336</b>	<b>-</b>	<b>5,336</b>
<b>Related Costs:</b>															
Fringe Benefits			-	46,583	-	46,583	7,671	18,618	26,289	8,206	-	8,206	1,429	-	1,429
Central Services			-	9,420	-	9,420	1,551	9,071	10,622	1,659	-	1,659	289	-	289
<b>Subtotal-Related Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,004</b>	<b>-</b>	<b>56,004</b>	<b>9,222</b>	<b>27,688</b>	<b>36,910</b>	<b>9,865</b>	<b>-</b>	<b>9,865</b>	<b>1,718</b>	<b>-</b>	<b>1,718</b>
<b>T O T A L</b>	<b>51,514</b>	<b>367,621</b>	<b>419,135</b>	<b>225,000</b>	<b>-</b>	<b>225,000</b>	<b>48,736</b>	<b>176,264</b>	<b>225,000</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>7,054</b>	<b>-</b>	<b>7,054</b>

WIB YEAR 15 ANNUAL PLAN PY 201

EWDD Budget: By Funding Source

Items of Costs															
	BUREAU OF SANITATION			LEEF-LA ENGINEERING INTERNSHIP			25% DW ADDTL ASSISTANCE			LA COUNTY WIA			AT & T		
	Prog & Admin			Prog & Admin			Prog & Admin			Prog & Admin			Prog & Admin		
	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal	Support	YOM	Subtotal
<b>Direct Costs:</b>															
Salaries-Regular Employees	2,510		2,510	57,909		57,909	30,597		30,597			-	1,569		1,569
Salaries-As Needed Employees	12		12	267		267	286		286			-	7		7
Overtime	-		-	10		10	10		10			-	-		-
Printing & Binding	1		1	25		25	27		27			-	1		1
Travel	3		3	60		60	64		64			-	2		2
Contractual Services	56		56	1,287		1,287	1,377		1,377			-	35		35
Transportation Exp	2		2	43		43	46		46			-	1		1
Water & Electricity	-		-	-		-	-		-			-	-		-
Office & Admin	189		189	1,763		1,763	708		708			-	118		118
Operating Supplies	-		-	1		1	1		1			-	-		-
Rent	253		253	6,155		6,155	-		-			-	158		158
<b>Subtotal-Direct Costs</b>	<b>3,026</b>	<b>-</b>	<b>3,026</b>	<b>67,520</b>	<b>-</b>	<b>67,520</b>	<b>33,116</b>	<b>-</b>	<b>33,116</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,891</b>	<b>-</b>	<b>1,891</b>
<b>Related Costs:</b>															
Fringe Benefits	811	-	811	18,699	-	18,699	9,886	-	9,886	-	-	-	507	-	507
Central Services	164	-	164	3,781	-	3,781	1,998	-	1,998	-	-	-	102	-	102
<b>Subtotal-Related Costs</b>	<b>974</b>	<b>-</b>	<b>974</b>	<b>22,480</b>	<b>-</b>	<b>22,480</b>	<b>11,884</b>	<b>-</b>	<b>11,884</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>609</b>	<b>-</b>	<b>609</b>
<b>T O T A L</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>90,000</b>	<b>-</b>	<b>90,000</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>

WIB YEAR 15 ANNUAL PLAN PY 201

EWDD Budget: By Funding Source

Items of Costs	TESSORO CORP									ALL GRANTS			
	TESSORO CORP			AUDIT REPAYMENT FUND			TOTAL OTHERS			Program &	YOM	WIB	Grand
	Prog & Admin Support	YOM	Subtotal	Prog & Admin Support	YOM	Subtotal	Prog & Admin Support	YOM	Total Others	Admin Support			
<b>Direct Costs:</b>													
Salaries-Regular Employees	3,137		3,137	120,937	7,074	128,011	1,848,892	994,691	2,843,583	8,651,362	1,815,634	542,574	11,009,570
Salaries-As Needed Employees	15		15	21,721	174	21,895	66,119	11,643	77,762	192,159	55,675	37,433	285,267
Overtime	1		1		-	-	299	167	466	16,305	305	91	16,701
Printing & Binding	1		1		-	-	2,796	2,243	5,039	21,695	5,508	10,242	37,445
Travel	3		3		-	-	10,884	1,044	11,928	36,998	1,905	20,568	59,471
Contractual Services	71		71	1,118	17,796	18,914	40,366	79,249	119,615	304,690	154,097	57,203	515,990
Transportation Exp	2		2		-	-	1,352	750	2,102	16,350	1,369	409	18,128
Water & Electricity	-		-			-	-	-	-	1,384	-	-	1,384
Office & Admin	236		236	4,879	13,654	18,532	48,353	30,667	79,019	281,766	46,344	55,685	383,794
Operating Supplies	-		-	3	25,003	25,006	20	152,225	152,245	12,095	234,233	6,005	252,333
Rent	316		316	26,663	750	27,413	278,101	19,985	298,086	872,533	36,479	49,874	958,886
<b>Subtotal-Direct Costs</b>	<b>3,782</b>	<b>-</b>	<b>3,782</b>	<b>175,321</b>	<b>64,451</b>	<b>239,771</b>	<b>2,297,182</b>	<b>1,292,664</b>	<b>3,589,845</b>	<b>10,407,337</b>	<b>2,351,549</b>	<b>780,084</b>	<b>13,538,969</b>
<b>Related Costs:</b>													
Fringe Benefits	1,013	-	1,013	183,557	47,166	230,723	532,705	195,442	728,147	2,733,433	462,306	176,743	3,372,483
Central Services	205	-	205	29,088	418	29,506	107,400	39,523	146,924	551,602	93,131	35,430	680,163
<b>Subtotal-Related Costs</b>	<b>1,218</b>	<b>-</b>	<b>1,218</b>	<b>212,645</b>	<b>47,584</b>	<b>260,229</b>	<b>640,106</b>	<b>234,965</b>	<b>875,071</b>	<b>3,285,035</b>	<b>555,437</b>	<b>212,173</b>	<b>4,052,645</b>
<b>TOTAL</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>387,966</b>	<b>112,035</b>	<b>500,000</b>	<b>2,937,287</b>	<b>1,527,628</b>	<b>4,464,916</b>	<b>13,692,372</b>	<b>2,906,986</b>	<b>992,257</b>	<b>17,591,614</b>

**WIB YEAR 15 ANNUAL PLAN PY 2014-2015**  
**YOUTH OPPORTUNITY MOVEMENT (YOM) BUDGET**

	WIA YOUTH			LA CITY GF YOM			LARCA WIF			
	Direct	GASP	Total	Direct	GASP	Total	Direct	GASP	Total	
<b>FUND 100 &amp; REL COSTS:</b>										
<b>SALARIES &amp; EXPENSES:</b>										
1010	Regular Salaries	684,846	136,097	<b>820,943</b>	286,644	58,370	<b>345,014</b>	203,391	40,419	<b>243,810</b>
1070	As-Needed	40,200	3,832	<b>44,032</b>	7,000	1,644	<b>8,644</b>		1,138	<b>1,138</b>
1090	Overtime		138	<b>138</b>		59	<b>59</b>		41	<b>41</b>
2120	Printing & Binding	2,900	365	<b>3,265</b>	1,800	157	<b>1,957</b>		108	<b>108</b>
2130	Travel		861	<b>861</b>		369	<b>369</b>		256	<b>256</b>
3040	Contractual Services	56,384	18,464	<b>74,848</b>	-	-	-		5,484	<b>5,484</b>
3340	Transportation		619	<b>619</b>		265	<b>265</b>		184	<b>184</b>
6010	Office & Admin	5,563	10,114	<b>15,677</b>	2,309	1,930	<b>4,239</b>	2,226	3,004	<b>5,230</b>
6020	Operating Supplies	82,000	8	<b>82,008</b>	-	-	-	25,940	2	<b>25,942</b>
6030	Rent & Parking		16,494	<b>16,494</b>		7,074	<b>7,074</b>		4,899	<b>4,899</b>
	<b>Subtotal: Salaries &amp; Expenses</b>	<b>871,893</b>	<b>186,992</b>	<b>1,058,885</b>	<b>297,753</b>	<b>69,868</b>	<b>367,621</b>	<b>231,557</b>	<b>55,535</b>	<b>287,092</b>
<b>RELATED COSTS (CAP 35):</b>										
	Fringe Benefits	222,777	44,088	<b>266,865</b>			-	65,634	13,094	<b>78,728</b>
	Central Services	44,720	8,887	<b>53,608</b>			-	13,281	2,639	<b>15,921</b>
	<b>Subtotal: Related Costs</b>	<b>267,497</b>	<b>52,975</b>	<b>320,472</b>	-	-	-	<b>78,916</b>	<b>15,733</b>	<b>94,649</b>
<b>SUBTOTAL - FUND 100 &amp; REL COSTS</b>		<b>1,139,390</b>	<b>239,967</b>	<b>1,379,357</b>	<b>297,753</b>	<b>69,868</b>	<b>367,621</b>	<b>310,473</b>	<b>71,268</b>	<b>381,741</b>
<b>SPECIAL FUND:</b>										
	Contractors	205,963		<b>205,963</b>			-	669,581		<b>669,581</b>
	Participant Stipends	183,000		<b>183,000</b>	153,915		<b>153,915</b>	438,028		<b>438,028</b>
	General Services - Maintenance	15,000		<b>15,000</b>			-			<b>-</b>
<b>SUBTOTAL - SPECIAL FUND</b>		<b>403,963</b>	-	<b>403,963</b>	<b>153,915</b>	-	<b>153,915</b>	<b>1,107,609</b>	-	<b>1,107,609</b>
<b>T O T A L</b>		<b>1,543,353</b>	<b>239,967</b>	<b>1,783,320</b>	<b>451,668</b>	<b>69,868</b>	<b>521,536</b>	<b>1,418,082</b>	<b>71,268</b>	<b>1,489,350</b>
<b>ALLOCATION</b>				<b>1,783,320</b>			<b>521,536</b>			<b>1,489,350</b>
<b>Uncommitted</b>				<b>(0)</b>			<b>-</b>			<b>-</b>

**WIB YEAR 15 ANNUAL PLAN PY 2014-2**  
**YOUTH OPPORTUNITY MOVEMENT (YOM) BUDG**

	HIGH RISK HIGH NEEDS			LA CITY GF SYEP			YOUTH CAREER CONNECT			
	Direct	GASP	Total	Direct	GASP	Total	Direct	GASP	Total	
<b>FUND 100 &amp; REL COSTS:</b>										
<b>SALARIES &amp; EXPENSES:</b>										
1010	Regular Salaries	78,612	15,622	94,234	31,154	6,191	37,345	115,878	23,028	138,906
1070	As-Needed		440	440		-	-		648	648
1090	Overtime		16	16		6	6		23	23
2120	Printing & Binding		42	42		17	17		62	62
2130	Travel		99	99		39	39		146	146
3040	Contractual Services	47,000	2,119	49,119		840	840		3,124	3,124
3340	Transportation		71	71		28	28		105	105
6010	Office & Admin	862	1,161	2,023	-	-	-	1,059	1,711	2,770
6020	Operating Supplies	28,178	1	28,179		-	-		1	1
6030	Rent & Parking		1,893	1,893		-	-		2,791	2,791
	<b>Subtotal: Salaries &amp; Expenses</b>	<b>154,652</b>	<b>21,464</b>	<b>176,116</b>	<b>31,154</b>	<b>7,121</b>	<b>38,275</b>	<b>116,937</b>	<b>31,639</b>	<b>148,576</b>
<b>RELATED COSTS (CAP 35):</b>										
	Fringe Benefits	6,506	5,061	11,567			-	11,158	7,460	18,618
	Central Services	5,133	1,020	6,153			-	7,567	1,504	9,071
	<b>Subtotal: Related Costs</b>	<b>11,639</b>	<b>6,081</b>	<b>17,720</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,725</b>	<b>8,964</b>	<b>27,688</b>
<b>SUBTOTAL - FUND 100 &amp; REL COSTS</b>		<b>166,291</b>	<b>27,545</b>	<b>193,836</b>	<b>31,154</b>	<b>7,121</b>	<b>38,275</b>	<b>135,662</b>	<b>40,603</b>	<b>176,264</b>
<b>SPECIAL FUND:</b>										
	Contractors			-			-			-
	Participant Stipends			-			-			-
	General Services - Maintenance			-			-			-
<b>SUBTOTAL - SPECIAL FUND</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>T O T A L</b>		<b>166,291</b>	<b>27,545</b>	<b>193,836</b>	<b>31,154</b>	<b>7,121</b>	<b>38,275</b>	<b>135,662</b>	<b>40,603</b>	<b>176,264</b>
<b>ALLOCATION</b>				<b>193,836</b>			<b>38,275</b>			<b>176,264</b>
<b>Uncommitted</b>				<b>-</b>			<b>-</b>			<b>-</b>

**WIB YEAR 15 ANNUAL PLAN PY 2014-2**  
**YOUTH OPPORTUNITY MOVEMENT (YOM) BUDG**

	LA COUNTY YEP			TAACCCT			CITIBANK			
	Direct	GASP	Total	Direct	GASP	Total	Direct	GASP	Total	
<b>FUND 100 &amp; REL COSTS:</b>										
<b>SALARIES &amp; EXPENSES:</b>										
1010	Regular Salaries	5,341	1,061	6,402	67,797	13,473	81,270	33,899	6,737	40,636
1070	As-Needed		30	30		379	379		190	190
1090	Overtime		1	1		14	14		7	7
2120	Printing & Binding		3	3		36	36		18	18
2130	Travel		7	7		85	85		43	43
3040	Contractual Services		144	144		1,828	1,828		914	914
3340	Transportation		5	5		61	61		31	31
6010	Office & Admin	58	79	137	142	1,001	1,143	970	501	1,471
6020	Operating Supplies		-	-		1	1	73,099	-	73,099
6030	Rent & Parking		129	129		1,633	1,633		816	816
	<b>Subtotal: Salaries &amp; Expenses</b>	<b>5,399</b>	<b>1,459</b>	<b>6,858</b>	<b>67,939</b>	<b>18,511</b>	<b>86,450</b>	<b>107,968</b>	<b>9,257</b>	<b>117,225</b>
<b>RELATED COSTS (CAP 35):</b>										
	Fringe Benefits	(0)	(0)	(1)	21,878	4,364	26,243	10,939	2,182	13,122
	Central Services	(0)	0	0	4,427	880	5,307	2,214	440	2,654
	<b>Subtotal: Related Costs</b>	<b>(1)</b>	<b>(0)</b>	<b>(1)</b>	<b>26,305</b>	<b>5,244</b>	<b>31,550</b>	<b>13,153</b>	<b>2,622</b>	<b>15,775</b>
<b>SUBTOTAL - FUND 100 &amp; REL COSTS</b>		<b>5,398</b>	<b>1,459</b>	<b>6,857</b>	<b>94,244</b>	<b>23,755</b>	<b>118,000</b>	<b>121,121</b>	<b>11,879</b>	<b>133,000</b>
<b>SPECIAL FUND:</b>										
	Contractors			-			-			-
	Participant Stipends	24,632		24,632			-	297,450		297,450
	General Services - Maintenance			-			-			-
<b>SUBTOTAL - SPECIAL FUND</b>		<b>24,632</b>	<b>-</b>	<b>24,632</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>297,450</b>	<b>-</b>	<b>297,450</b>
<b>T O T A L</b>		<b>30,030</b>	<b>1,459</b>	<b>31,489</b>	<b>94,244</b>	<b>23,755</b>	<b>118,000</b>	<b>418,571</b>	<b>11,879</b>	<b>430,450</b>
<b>ALLOCATION</b>				<b>31,489</b>			<b>118,000</b>			<b>430,450</b>
<b>Uncommitted</b>				-			-			-

**WIB YEAR 15 ANNUAL PLAN PY 2014-2**  
**YOUTH OPPORTUNITY MOVEMENT (YOM) BUDG**

		Audit Repayment			T O T A L		
		Direct	GASP	Total	Direct	GASP	Total
<b>FUND 100 &amp; REL COSTS:</b>							
<b>SALARIES &amp; EXPENSES:</b>							
1010	Regular Salaries	7,074		7,074	1,514,636	300,998	1,815,634
1070	As-Needed		174	174	47,200	8,475	55,675
1090	Overtime			-	-	305	305
2120	Printing & Binding			-	4,700	808	5,508
2130	Travel			-	-	1,905	1,905
3040	Contractual Services	9,877	7,919	17,796	113,261	40,836	154,097
3340	Transportation			-	-	1,369	1,369
6010	Office & Admin	10,785	2,869	13,654	23,974	22,370	46,344
6020	Operating Supplies	25,000	3	25,003	234,217	16	234,233
6030	Rent & Parking		750	750	-	36,479	36,479
	<b>Subtotal: Salaries &amp; Expenses</b>	<b>52,736</b>	<b>11,715</b>	<b>64,451</b>	<b>1,937,988</b>	<b>413,561</b>	<b>2,351,549</b>
<b>RELATED COSTS (CAP 35):</b>							
	Fringe Benefits	46,822	344	47,166	385,714	76,592	462,306
	Central Services	349	69	418	77,692	15,439	93,131
	<b>Subtotal: Related Costs</b>			<b>47,584</b>	<b>463,405</b>	<b>92,032</b>	<b>555,437</b>
<b>SUBTOTAL - FUND 100 &amp; REL COSTS</b>		<b>52,736</b>	<b>11,715</b>	<b>112,035</b>	<b>2,401,393</b>	<b>505,593</b>	<b>2,906,986</b>
<b>SPECIAL FUND:</b>							
	Contractors			-	875,544	-	875,544
	Participant Stipends			-	1,097,025	-	1,097,025
	General Services - Maintenance			-	15,000	-	15,000
<b>SUBTOTAL - SPECIAL FUND</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,987,569</b>	<b>-</b>	<b>1,987,569</b>
<b>T O T A L</b>		<b>52,736</b>	<b>11,715</b>	<b>112,035</b>	<b>4,388,962</b>	<b>505,593</b>	<b>4,894,555</b>
<b>ALLOCATION</b>				<b>112,035</b>			<b>4,894,554</b>
<b>Uncommitted</b>				<b>-</b>			<b>(0)</b>

WIB YEAR 15 ANNUAL PLAN PY 2014-2015  
 Schedule of EWDD Personnel

Classification	Total	WIA					LA City GF YOM	CA DEI	LARCA (WIF)	LA County High Risk High Needs	NELA	NEG - Multi Sector	EWDD Phone Bank/ Tessoro Corp/ Sanitation/ AT&T	Citibank Summer Youth	Disney SYEP	25% DW Addtl Assistance	LA City SYEP	Career Pathways Trust Fund	Youth Career Connect	LA County YEP	TAACCCT	LEEFLA Engineering Internship
		Adult	Dislocated Worker	Youth	Rapid Response	Admin																
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
<b>Executive Management Division</b>																						
General Manager	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Executive Administrative Assistant III	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Assistant General Manager	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Senior Project Coordinator	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Senior Management Analyst I	0.58	0.10	0.10	0.08	0.05	0.10	0.02	0.00	0.04	0.01	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Project Coordinator in lieu of Sr MA I	0.58	0.10	0.10	0.08	0.05	0.10	0.02	0.00	0.04	0.01	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Senior Management Analyst I	0.44	0.08	0.07	0.06	0.03	0.08	0.02	0.00	0.03	0.00	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.00	
Senior Management Analyst I	0.30	0.13	0.12	0.05																		
Senior Project Coordinator	0.44	0.08	0.07	0.06	0.03	0.08	0.02	0.00	0.03	0.00	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.00	
Senior Project Coordinator	0.30	0.13	0.12	0.05																		
<b>Subtotal:</b>	<b>5.55</b>	<b>1.11</b>	<b>1.09</b>	<b>0.81</b>	<b>0.39</b>	<b>0.88</b>	<b>0.18</b>	<b>0.01</b>	<b>0.33</b>	<b>0.05</b>	<b>0.02</b>	<b>0.11</b>	<b>0.01</b>	<b>0.03</b>	<b>0.01</b>	<b>0.03</b>	<b>0.09</b>	<b>0.07</b>	<b>0.07</b>	<b>0.16</b>	<b>0.07</b>	
<b>Administrative Services Division</b>																						
Assistant General Manager	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Chief Management Analyst	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Secretary	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Management Analyst II	0.70					0.70																
Management Analyst I	0.70					0.65			0.05													
Senior Management Analyst II	0.70					0.70																
Management Analyst II	0.70					0.70																
Management Analyst II	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Clerk	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Management Aide	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00	
Clerk Typist	1.00	0.54	0.33			0.10																
Management Analyst II	1.00	0.54	0.33	0.04		0.10																
Management Analyst II	1.00	0.54	0.33	0.04		0.10																
<b>Subtotal:</b>	<b>10.17</b>	<b>2.37</b>	<b>1.72</b>	<b>0.73</b>	<b>0.35</b>	<b>3.82</b>	<b>0.16</b>	<b>0.01</b>	<b>0.34</b>	<b>0.05</b>	<b>0.02</b>	<b>0.10</b>	<b>0.00</b>	<b>0.03</b>	<b>0.01</b>	<b>0.02</b>	<b>0.08</b>	<b>0.06</b>	<b>0.07</b>	<b>0.14</b>	<b>0.06</b>	
<b>Financial Management Division</b>																						
Departmental Chief Accountant IV	0.74	0.01	0.01			0.46	0.00	0.01	0.05	0.00	0.01	0.07	0.00	0.01	0.01	0.01	0.03	0.01	0.00	0.03	0.01	
Departmental Chief Accountant IV	0.10	0.04	0.04																			
Clerk Typist	0.74	0.01	0.01			0.46	0.00	0.01	0.05	0.00	0.01	0.07	0.00	0.01	0.01	0.01	0.03	0.01	0.00	0.03	0.01	
Clerk Typist	0.10	0.04	0.04																			
Accounting Clerk I	0.90					0.88															0.02	
Accounting Clerk II	0.90					0.67	0.05		0.05				0.01				0.03	0.02		0.05	0.02	
Accounting Clerk II	0.90					0.33	0.03		0.24			0.05	0.03	0.07	0.03		0.03	0.02		0.05	0.02	
Senior Accountant I	0.93					0.58	0.05		0.10	0.05			0.03				0.03	0.02		0.05	0.02	
Senior Accountant II	0.93					0.65						0.05	0.02			0.03	0.05	0.03		0.08	0.02	
Principal Accountant II	0.90					0.58	0.02		0.05			0.05	0.02	0.04	0.02		0.03	0.02		0.05	0.02	
Auditor II	0.94					0.62			0.05			0.20					0.03	0.02		0.02	0.02	
Auditor II	0.93					0.54	0.02		0.05		0.05	0.20					0.03	0.02		0.02	0.02	
Auditor II	0.93					0.91														0.02	0.02	
Senior Auditor	0.93					0.71			0.05			0.10					0.03	0.02		0.02	0.02	
Senior Auditor	0.93					0.66			0.05		0.05	0.10					0.03	0.02		0.02	0.02	
Principal Accountant I	0.93					0.76			0.05			0.05					0.03	0.02		0.02	0.02	
Accountant II	0.90					0.77							0.02	0.02			0.02	0.02			0.05	
Accountant II	0.93					0.93																
Fiscal Systems Specialist II	0.93					0.93																
Sr Management Analyst (in lieu)	0.84	0.10	0.11			0.06			0.20		0.15	0.10					0.05	0.02	0.05	0.05	0.02	
Accountant II	1.00					0.18		0.03				0.25					0.20	0.02	0.05	0.20	0.15	
Senior Accountant II	1.00					0.28			0.07	0.05		0.20					0.10	0.05	0.05	0.15	0.15	
Accountant II	1.00					0.49		0.05	0.05			0.10		0.03	0.03	0.05	0.10			0.10	0.10	
Accountant II	1.00					0.40			0.45			0.10				0.05						

WIB YEAR 15 ANNUAL PLAN PY 2014-2015  
 Schedule of EWDD Personnel

Classification	Total	WIA					LA City GF YOM	CA DEI	LARCA (WIF)	LA County High Risk High Needs	NELA	NEG - Multi Sector	EWDD Phone Bank/ Tessoro Corp/ Sanitation/ AT&T	Citibank Summer Youth	Disney SYEP	25% DW Addtl Assistance	LA City SYEP	Career Pathways Trust Fund	Youth Career Connect	LA County YEP	TAACCCT	LEEFLA Engineering Internship
		Adult	Dislocated Worker	Youth	Rapid Response	Admin																
		FTE	FTE	FTE	FTE	FTE																
Senior Accountant II	0.30					0.12					0.05	0.10				0.03						
Management Assistant	1.00					0.50		0.02	0.05			0.20				0.03				0.10		
Senior Clerk Typist	0.45	0.20	0.20			-																
Payroll Supervisor I	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02		0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00
Accounting Clerk II	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02		0.00	0.00	0.00	0.01	0.01	0.01	0.02	0.01	0.00
<b>Subtotal:</b>	<b>23.53</b>	<b>0.66</b>	<b>0.67</b>	<b>0.30</b>	<b>0.12</b>	<b>13.72</b>	<b>0.16</b>	<b>0.18</b>	<b>1.71</b>	<b>0.12</b>	<b>0.33</b>	<b>2.01</b>	<b>0.12</b>	<b>0.22</b>	<b>0.20</b>	<b>0.21</b>	<b>0.96</b>	<b>0.34</b>	<b>0.15</b>	<b>1.11</b>	<b>0.22</b>	<b>0.01</b>
<b>Workforce Development Division</b>																						
Assistant General Manager	1.00	0.21	0.20	0.20	0.11	0.03	0.05	0.00	0.07	0.01	0.00	0.01		0.01	0.00	0.01	0.01	0.01	0.02	0.03	0.02	0.01
Executive Administrative Assistant III	1.00	0.21	0.20	0.20	0.11	0.03	0.05	0.00	0.07	0.01	0.00	0.01		0.01	0.00	0.01	0.01	0.01	0.02	0.03	0.02	0.01
Senior Clerk Typist	1.00	0.21	0.20	0.20	0.11	0.03	0.05	0.00	0.07	0.01	0.00	0.01		0.01	0.00	0.01	0.01	0.01	0.02	0.03	0.02	0.01
Senior Management Analyst II	0.97	0.50	0.20		0.27							-										
Management Analyst II	1.00	0.50	0.20		0.20				0.10			-										
Senior Clerk Typist	1.00	0.50	0.37		0.10							0.03										
Clerk Typist	1.00	0.50	0.45	0.05																		
Commission Executive Assistant II	1.00	0.50	0.45	0.05																		
Management Analyst II (in lieu)	1.00	0.50	0.45	0.05																		
Senior Clerk Typist	1.00	0.50	0.45	0.05																		
Senior Management Analyst I	1.00	0.50	0.45	0.05																		
Senior Project Coordinator	1.00	0.30	0.32	0.05																0.33		
Senior Management Analyst II	0.95	0.30	0.14	0.03	0.22	0.20					0.06											
Senior Clerk Typist	0.95	0.50	0.45	0.05					0.36					0.05	-					0.03		
Clerk Typist	1.00	0.50	0.45	0.05																		
Senior Clerk Typist	0.95	0.40	0.20	0.05	0.20	0.10																-
Management Analyst II (in lieu)	0.89	-	-	-		0.31	0.04		0.11	0.02		0.09				0.07	0.13		0.01	0.12		
Management Analyst II	0.89	-	-	-		0.31	0.04		0.11	0.02		0.09				0.07	0.13		0.01	0.12		
Senior Management Analyst II	0.89	-	-	-		0.31	0.04		0.11	0.02		0.09				0.07	0.13		0.01	0.12		
Senior Project Coordinator	0.89	-	-	-		0.31	0.04		0.11	0.02		0.09				0.07	0.13		0.01	0.12		
Community Program Director	0.95	0.40	0.15	0.05	0.25	0.10																
Management Analyst II	1.00	0.45	0.40	0.05		0.10																
Senior Project Assistant	1.00	0.45	0.20	0.05	0.20	0.10																
Senior Project Coordinator	0.95	0.40	0.20	0.05	0.20	0.10																
Senior Project Coordinator	1.00		0.19	0.12		-												0.59		0.10		
Assistant Chief Grants Administrator	1.00	0.45	0.30		0.25							-										
Clerk Typist	1.00	0.50	0.50									-										
Clerk Typist	1.00	0.55	0.45																			
Management Analyst II	1.00	0.55	0.45																			
Project Coordinator	1.00	0.55	0.45																			
Senior Management Analyst I	1.00	0.60	0.40																			
Management Analyst II	1.00				1.00																	
Management Analyst II (in lieu)	1.00				1.00																	
Management Analyst II (in lieu)	1.00				1.00																	
Senior Project Assistant	1.00				1.00																	
Senior Project Coordinator	1.00				1.00																	
Community Program Assistant I	1.00				1.00																	
Project Assistant	1.00	0.20	0.56									0.03				0.03		0.10				0.08
Management Analyst II (in lieu)	1.00	0.45	0.45					0.10														
Senior Project Assistant	1.00	0.55	0.45									-										
Senior Project Coordinator	1.00	0.60	0.40																			
Community Program Director	1.00	0.30	0.64									0.03				0.03						
Management Assistant	1.00	-	0.22	0.15					0.35											0.28		
Senior Management Analyst I	1.00											-										
Senior Project Coordinator	1.00	0.20	0.80									-										
Project Coordinator	1.00	0.55	0.45																			

WIB YEAR 15 ANNUAL PLAN PY 2014-2015  
 Schedule of EWDD Personnel

Classification	Total	WIA					LA City GF YOM	CA DEI	LARCA (WIF)	LA County High Risk High Needs	NELA	NEG - Multi Sector	EWDD Phone Bank/ Tessoro Corp/ Sanitation/ AT&T	Citibank Summer Youth	Disney SYEP	25% DW Addtl Assistance	LA City SYEP	Career Pathways Trust Fund	Youth Career Connect	LA County YEP	TAACCCT	LEEFLA Engineering Internship
		Adult	Dislocated Worker	Youth	Rapid Response	Admin																
		FTE	FTE	FTE	FTE	FTE																
Management Analyst II (in lieu)	1.00	0.20	0.77												0.03							
Assistant Chief Grants Administrator	0.90			0.62		-	-	0.13												0.05		0.10
Management Analyst II	1.00	0.50	0.30		0.20																	
Community Program Assistant III	1.00			0.62				0.20												0.18		
Management Analyst I	1.00			0.73				0.12												0.15		
Management Analyst II	1.00			0.63				0.19												0.18		
Management Analyst II	0.85			0.36				0.19										0.10		0.20		
Management Analyst II (in lieu)	1.00	0.15	0.82								0.03											
Management Analyst II	1.00			0.20									0.04	0.07				0.15		0.24		0.30
Senior Project Assistant	1.00							0.90												0.10		
Senior Management Analyst I	1.00			1.00																		
Senior Project Assistant	1.00							0.50					0.50									
Senior Project Coordinator	0.90			0.52			0.15		0.10							0.10				0.03		
Senior Project Assistant	1.00			0.40			0.20		0.40													
Senior Project Assistant	1.00																			1.00		
Senior Project Assistant	1.00							1.00														
Senior Project Assistant	1.00			1.00																		
Senior Project Assistant	1.00							1.00														
Senior Project Assistant	1.00			0.51			0.35													0.14		
Senior Project Assistant	1.00			0.75			0.15									0.10						
Senior Clerk Typist	1.00			1.00																		
Project Assistant	1.00			0.50			0.50															
Senior Project Coordinator	1.00	-	-																			
Community Program Assistant I	1.00			0.80			0.20														1.00	
Project Coordinator	1.00			0.62			0.15		0.10							0.10				0.03		
Senior Project Assistant	1.00						1.00															
Senior Project Assistant	1.00			0.50			0.36														0.14	
Senior Project Assistant	1.00			0.80			0.20															
Senior Project Assistant	1.00			0.80			0.20															
Senior Project Assistant	1.00			0.50			0.50															
Senior Project Assistant	1.00			0.30			0.30		0.40													
Senior Clerk Typist	1.00			0.55			0.25		0.10							0.10						
Program Aide	1.00			0.55			0.45															
Management Assistant	0.90			0.42			0.22											0.05		0.21		
<b>Subtotal:</b>	<b>78.83</b>	<b>14.73</b>	<b>15.27</b>	<b>16.67</b>	<b>8.42</b>	<b>2.05</b>	<b>4.77</b>	<b>0.10</b>	<b>6.42</b>	<b>1.21</b>	<b>0.06</b>	<b>0.48</b>	<b>-</b>	<b>0.61</b>	<b>0.07</b>	<b>0.38</b>	<b>0.95</b>	<b>1.03</b>	<b>1.37</b>	<b>2.35</b>	<b>1.38</b>	<b>0.50</b>
<b>Information Technology Division</b>																						
Director of Systems	0.44	0.08	0.07	0.06	0.03	0.08	0.02	0.00	0.03	0.00	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.01	0.00
Director of Systems	0.40	0.20	0.20																			
Clerk Typist	0.43	0.08	0.07	0.06	0.03	0.08	0.02	0.00	0.03	0.00	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.01	
Clerk Typist	0.40	0.20	0.20																			
Data Base Architect	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.02	0.01	0.00
Senior Systems Analyst II	0.44	0.08	0.07	0.06	0.03	0.08	0.02	0.00	0.03	0.00	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.01	0.00
Senior Systems Analyst II	0.40	0.20	0.20																			
Senior Systems Analyst II (in lieu)	0.44	0.08	0.07	0.06	0.03	0.08	0.02	0.00	0.03	0.00	0.00	0.01	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.01	0.01	0.00
Senior Systems Analyst II (in lieu)	0.40	0.20	0.20																			
Systems Analyst II	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.02	0.01	0.00
Senior Systems Analyst II	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.02	0.01	0.00
Systems Analyst II	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.02	0.01	0.00
Systems Analyst II	0.73	0.13	0.12	0.10	0.06	0.13	0.03	0.00	0.05	0.01	0.00	0.02	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.02	0.01	0.00
Systems Analyst II	1.00	0.50	0.50																			
<b>Subtotal:</b>	<b>7.99</b>	<b>2.23</b>	<b>2.22</b>	<b>1</b>	<b>0.43</b>	<b>0.95</b>	<b>0.20</b>	<b>0.01</b>	<b>0.36</b>	<b>0.06</b>	<b>0.02</b>	<b>0.12</b>	<b>0.01</b>	<b>0.04</b>	<b>0.01</b>	<b>0.03</b>	<b>0.09</b>	<b>0.07</b>	<b>0.08</b>	<b>0.17</b>	<b>0.07</b>	<b>0.03</b>
<b>EWDD GRAND TOTAL:</b>	<b>126.07</b>	<b>21.11</b>	<b>20.97</b>	<b>19.29</b>	<b>9.71</b>	<b>21.43</b>	<b>5.47</b>	<b>0.32</b>	<b>9.17</b>	<b>1.49</b>	<b>0.46</b>	<b>2.83</b>	<b>0.14</b>	<b>0.93</b>	<b>0.30</b>	<b>0.67</b>	<b>2.16</b>	<b>1.57</b>	<b>1.74</b>	<b>3.93</b>	<b>1.80</b>	<b>0.59</b>

**Year 15 Annual Plan PY 2014-15**  
**Policies**

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## **Alternative Training Programs Policy**

### **Policy Statement**

In order to open sector and other training to a wider and more diverse participant base, the Workforce Investment Board (WIB) has developed an alternative training policy for special populations with multiple barriers to employment, to provide Vocational English as a Second Language (VESL), academic preparation, transitional work, and bridge programs for participants unable to qualify initially for Individual Training Accounts (ITA) and sector-based training.

### **Priority for Intensive and Training Services**

WIA states that in the event that funds allocated to a local area for Adult employment and training activities are limited, priority for intensive and training services funded with Title I Adult Funds must be given to recipients of public assistance and other low-income individuals in the local area.

WIA includes in its definition of low-income individuals an individual who:

- Is eligible for Food Stamps;
- Receives public assistance including foster children;
- Has a household income below Federal Poverty Line or 70% of the lower living standard;
- Qualifies as homeless;
- Is an individual with a disability, whose own income meets the requirements of the program, but is a member of a family whose income does not meet such requirements.

### **Alternatives to Traditional ITA Training Programs**

In order to meet these priorities and provide to special populations with multiple barriers to employment maximum opportunities to benefit from WIA programs, alternatives to traditional ITA training programs may be employed.

For example, short-term pre-vocational services, including development of learning and communication skills, may be provided as "Intensive Services" and do not require the establishment of an ITA.

Further, in lieu of traditional ITA training, contracts for training may be authorized when:

- A. Such services are on-the-job training provided by an employer, or customized training.
- B. The Local WIB (LWIB) determines that there are an insufficient number of eligible providers of training services in the local area involved to accomplish the purposes of a system of individual training accounts.
  1. The Local Plan must describe the process to be used in selecting the providers under a contract for services.
  2. This process must include a public comment period for interested providers of

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at least 30 days.

C. The LWIB determines that there is a training services program of demonstrated effectiveness offered in the local area to serve targeted low-income special participant populations that face multiple barriers to employment.

1. Special participant populations that face multiple barriers to employment include:
  - a. Low-income individuals with substantial language or cultural barriers;
  - b. Low-income individuals who are offenders;
  - c. Low-income individuals who are homeless;
  - d. Low-income individuals who are disabled; or
  - e. Other low-income hard-to-serve populations with special needs as defined by the LWIB.
2. An eligible provider is:
  - a. A community-based organization
  - b. Another private organization.
3. The WIB has developed the following criteria to determine demonstrated effectiveness of training service programs:
  - a. Financial stability of the organization;
  - b. Demonstrated performance for the program organization and/or key staff;
  - c. How the specific program relates to the workforce investment needs identified in the local plan; and
  - d. How the use of the program supports WIB priorities.
4. Those training providers operating under the ITA exceptions still must qualify as eligible providers. To qualify:
  - a. Appropriate service providers may be selected as long as the Local Workforce Investment Area takes into consideration the specific geographic and demographic factors where the program operates and the characteristics of the special population being served.
  - b. The Local Workforce Investment Board must require performance data for all WIA Title I funded participants participating in any program of contracted training services.

(Adopted PY 06-07)

## **Assignment of WorkSource and YouthSource Center Agreements Policy**

### **Policy Statement**

Contractors must provide the City sixty days advance written notice of any facts that may materially affect the performance of their agreements or impact the City's decision to continue an agreement with the Contractor. Among the items to be disclosed are negotiations leading to the sale, merger or acquisition of the Contractor. Contractor may not assign, delegate, or transfer their agreements, nor assign or transfer any right, interest or obligation in their agreements, including the right to payment, without prior written consent of the City.

When any City WIA YouthSource or WorkSource Center operator proposes to assign their agreement to another organization due to sale, acquisition or merger, the Department shall submit to the WIB a recommendation as to whether or not to accept said assignment.

If the Department and/or WIB do not concur with the contractors request to assign their agreement; or when any City WIA YouthSource or WorkSource Center operator:

- Proposes to assign their agreement to another organization for reasons not stated above,
- Fails to meet certification requirements, or
- Proposes termination of their agreement for any other reason,

The Department shall submit to the WIB a recommendation as to whether or not to continue WorkSource Center or YouthSource operations at the specified location.

If the WIB agrees to continue operations at the specified location, the selection of the replacement operator shall be made by the Department and shall be submitted to the WIB, City Council and Mayor for approval. The identified replacement operator will be selected from a list of qualified organizations established through a formal competitive bid process.

### **Procedures**

The Department shall, at all times, maintain a list of qualified replacement operators. Proposers to the WorkSource and YouthSource Request for Proposals (RFP) who attain a passing score shall be placed on the qualified operator replacement list for that proposal. The list shall be established for the same term as the underlying RFP.

(Adopted PY 11-12)

## **Customer Flow Policy**

### **Background**

The Workforce Investment Act provides three levels of services: core, intensive, and training, with service at one level a prerequisite for moving to the next level. This policy identifies activities that lead or act as gateways from participation in core to intensive and training services.

### **Policy**

A. As requested by the California Employment Department and the United States Department of Labor, the WorkSource Centers will inquire about the Selective Service Registration status of all males, who are between the ages of 18 and 26 at point of participation, and will provide assistance and/or guidance on ensuring that these individuals are in compliance with Section 3 of the Military Selective Service Act requirements. In addition, each YouthSource Center will ensure that enrolled and registered WIA participants who turn 18 years of age during participation in the YouthSource program will come into compliance with Section 3 of the Military Selective Service Act requirements within thirty days of turning 18 years old.

B. When and how a customer moves through the three levels of service can vary by customer, and is based on needs, informed choice, availability of funds and resources, and the regulations that determine when registration can occur. The Integrated Service Delivery Team shall look at the entire array of core, intensive, and training services to ensure that the appropriate services are provided. Which core services precede intensive services and which intensive services precede training shall be determined on a case-by-case basis.

C. There must be demonstrable value added as the job seeker moves through self-service and informational core services, staff-intensive core services, intensive services, and training services. Each new level must build on the past level. The WorkSource Centers shall develop a method for documenting services received by a customer.

D. Self-service and informational activities generally fall within core services that do not require registration. Such services will be universally available.

E. When there is significant staff time required to provide WIA-funded core services, the individuals receiving the staff-intensive services must be registered. Although WIA distinguishes self-service and informational activities as separate from the other activities within the WIA service categories (core, intensive, and training), there are informational activities within the core services category described in the Act that require registration. There are two main factors to consider when determining which core services require adults and dislocated workers to be registered and counted in the measures:

- a. Level of staff involvement with the customer. When there is significant staff involvement in terms of resources or time, individuals receiving the staff-intensive core services are required to be registered for the adult and dislocated worker programs (all youth customers are required to register).

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- b. Purpose of the service. The Act specifically excludes those individuals who participate in self-service activities only (such as browsing the Internet). For staff-assisted activities, the purpose of the service should be examined to determine if registration is required for the service. Services that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situations should be considered informational in nature. Staff-assisted services that are designed to impart job seeking and/or occupational skills should require registration.

F. Both mandatory and voluntary partners shall participate at the WorkSource Centers to provide the services that are required as mandated by law. The core services to be provided by each partner shall be outlined in a memorandum of understanding, which will include cost and resource sharing.

G. Access to core services shall be seamless as a result of a well-designed integrated service strategy, and includes all the partners of a WorkSource Centers.

H. To move to intensive services, the job seeker must have received at least one core service and been determined unable to obtain employment the leads to self-sufficiency through core services. Jobs seekers receiving intensive services must be unemployed, a qualified dislocated worker, or an individual who is employed and determined by the Integrated Service Delivery Team to be in need of such intensive services in order to obtain or retain employment that allows for self-sufficiency as determined by the Workforce Investment Boards Self-Sufficiency Policy.

I. If appropriate, WorkSource Centers' staff can also accelerate a customer through core, intensive and training services in one day using only one service in each tier, if it is apparent that the customer needs to be moved quickly through the process in order to get a job.

J. To advance to training services, the job seeker must have received at least one core service and one intensive service and have a demonstrated need for such service.

K. WorkSource Centers shall determine that the customer has the skills and qualifications to successfully complete the training selected by the customer (in consultation with the WorkSource Centers), and that the training is linked to employment opportunities in the local area, or in another area to which the individual is willing to relocate, and that other sources of grant assistance are not available.

L. Priority of Service applies to the full array of services provided including Universal Access, Core, Intensive, and Training. It means the right of eligible covered persons to take precedence over eligible non-covered persons in obtaining services. An individual must first qualify for WIA before a priority of service is applied. If funds and resources are limited, priority of service will be given first to WIA qualified job seekers who are Veterans and/or their eligible spouses (EDD Directive WSD08-10), then to recipients of public assistance or those whose income falls below the higher of either the Lower Living Standard Income Level (LLSIL) or the Poverty Guidelines.

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Below is a list of core, intensive and training services for reference.

Core Services- Self Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Determination of Eligibility to receive Assistance under Title IB	Staff assisted job search & placement assistance, career counseling	Comprehensive & specialized assessment, e.g. diagnostic testing, interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to One Stop Center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan	On the Job Training
Initial assessment of skill levels, aptitudes, abilities & need for additional assistance	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics: Information, job listings, job skill requirements for job listings, & info on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs
Performance info on Eligible training provider	Staff assisted workshops and job clubs	Case Management	Skill upgrading & retraining
Performance info on the local One-Stop System		Short-term pre-vocational services	Entrepreneurial training
Info on filing for Unemployment Ins. Self- determined eligibility			Adult Education in combination w/training
Information on, referral to, supportive services		Follow-up services after employment	Job readiness training
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs			Customized training
Resource room			
Internet browsing (job info and training search)			
Internet accounts			
Initial development of employment plan			
Talent referrals (informational, e.g. talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

(Adopted PY 11-12)

## **Definition of Demand Occupations**

### **Background**

Individual Training Account (ITA) training services made available to eligible adults and dislocated workers must be directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate (20 CFR Part 652 et al. Workforce Investment Act; Final Rules § 663.310). Local Workforce Investment Areas therefore need to identify “demand occupations.” The demand occupations are subsequently used in determining programs of training services that lead to these employment opportunities. This policy provides guidance to local board staff, WorkSource Provider staff and One Stop Partners in selecting appropriate training programs for customers of the WIA system.

### **Policy**

A demand occupation is an occupation with current employment opportunities or that has potential for future growth in the local area that provides a self-sufficient wage and/or benefits - as defined in the Annual Plan. A job placement with a wage below the defined self-sufficiency level may be deemed satisfactory if the WorkSource Centers can demonstrate that such placement provides a career track that allows the job seeker to attain self-sufficiency. This may be necessary in a challenging economic climate when many industries are static or show contraction.

The WorkSource Centers are responsible for monitoring jobseeker customers’ progress and ensuring that those customers are on career paths that lead to self-sufficiency. The WorkSource Centers are required to make readily available to their customers, information and options in regard to demand occupations and industry clusters.

To the fullest extent possible, the labor market information system of the Employment Development Department (EDD) must be utilized to determine demand occupations (Ref WIA EDD Directive WIAD06-17). This information is available online at: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

The following are additional sources defining Demand Occupations within the Los Angeles labor market:

1. Los Angeles Economic Development Corporation’s (LAEDC) economic research at [www.laedc.org](http://www.laedc.org)<http://www.laedc.org/>
2. The U.S. Bureau of Labor Statistics website at [www.bls.gov](http://www.bls.gov) has available information on occupations, annual and hourly wages, career tracks, etc., as does [www.i-train.org](http://www.i-train.org).
3. The WIB may define targeted sectors as demand sectors. Contact WIB staff or the EWDD’s Program Operations staff.
4. Other additional labor market resources may be used as long as the following information is presented: a) justification of any determination that a particular job is in a demand occupation, b) documentation of any steps taken in reaching that determination, and c) documentation in the file of the particular customer for whom such determination is made.

(Adopted PY 11-12)

## **Definition of Underemployment for Youth**

### **Background**

Under WIA, at least 30 percent of available youth funds are to be used for out-of-school youth. An out-of-school youth is defined as an individual who is a) an eligible youth (WIA Final Rules 20 CFR Part 664.200) who is a school dropout; or b) an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed [WIA Sec. 101(33)].

Underemployment, however, is not specifically defined anywhere in the WIA regulations. Any term that is not specifically defined in the WIA Final Regulations is left to the discretion of the local Workforce Investment Board.

### **Underemployment**

An adult is termed underemployed if an individual is employed, but not earning enough to maintain self-sufficiency. The youth definition allows a working youth access to WIA services, which may lead to higher earnings and increased financial responsibilities, thus helping prevent future underemployment as an adult.

The WIB has defined underemployment for a youth as:

1. A youth (age 14-21) who is employed but not earning a self-sufficient wage as defined in the Annual Plan's Self-Sufficiency Policy.
2. A youth who has never held a full-time job for more than 13 consecutive weeks.
3. A youth who has been terminated from a job within the 12 months prior to application.

(Adopted PY 11-12)

### **Definition of Youth Barriers to Employment**

The Workforce Investment Act [§101 (25)] directs the majority of Youth funds to be spent on low-income youth. However, the regulations (WIA Final Rules 20 CFR Part 664.200) do allow for exceptions.

Up to five percent of youth served by youth programs in a local area may be other than low-income individuals, provided that they meet one or more of the following eligibility categories:

1. School dropout;
2. Basic skills deficient, as defined in WIA section 101(4);
3. Are one or more grade levels below the grade level appropriate to the individual's age;
4. Pregnant or parenting;
5. Possess one or more disabilities, including learning disabilities;
6. Homeless or runaway;
7. Offender; or
8. Face serious barriers to employment, as identified below by the Local WIB [WIA Sec. 129(c) (5)]. The local Workforce Investment Board (WIB) defines a youth as having barriers to employment if he or she requires additional assistance to complete an educational program or to secure and hold employment, due to barriers such as:
  - a. Emancipated youth
  - b. Youth with a disability, as defined by the LAUSD or the Department of Rehabilitation
  - c. Youth with limited English proficiency, as defined by LAUSD
  - d. Youth with a family history of chronic unemployment, including long-term public assistance
9. Youth whose parent or guardian met or meets one of the following barriers of the eligibility for youth services:
  - a. Deficient in basic literacy skills
  - b. School dropout
  - c. Homeless, runaway
  - d. Pregnant or parenting
  - e. Offender
  - f. Limited English Proficient (LEP)

(Adopted PY 07-08)

### **Industry Certified Training Policy**

All classroom vocational training provided to enrolled WIA participants shall lead to an industry recognized certificate. EWDD may withhold payment for any classroom vocational trainings that do not comply with this requirement.

For the purpose of this policy, EWDD shall apply the definition of 'Certificate' provided in the Department of Labor, Employment and Training Administration (DOL/ETA) Training and Employment Guidance Letter (TEGL) 17-05 below:

(<http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>):

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education that is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

(Adopted PY 11-12)

### **Individual Training Accounts (ITA) Policy**

Per the Workforce Investment Act (WIA) Regulations, Individual Training Accounts (ITA) may be established on behalf of customers to purchase classroom-training services from the State approved, Eligible Training Providers List (ETPL). A One-Stop center may issue an Individual Training Account (ITA) to an adult to fund training after it has determined that core and intensive services are insufficient for that customer's needs. The individual can then compare the offerings on the ETPL, and, with the advice of One-Stop staff, select the most appropriate training program. In this way, the ETPL helps to provide customer choice, while also supporting quality training programs. (EDD RWIAD06-15)

With the exception of certain types of customized and On-the-Job training, and the alternatives to traditional ITA training programs described in the Alternative Training Programs Policy, only training providers through their training programs listed on the ETPL are eligible to receive WIA funds to train adults and dislocated workers. This list is available on the Internet at: <http://etpl.edd.ca.gov/wiaetplind.htm> (ref. EDD Directive Number WIAD06-15 [[http://www.edd.ca.gov/jobs\\_and\\_Training/pubs/wiad06-15.pdf](http://www.edd.ca.gov/jobs_and_Training/pubs/wiad06-15.pdf)]).

The State has been granted an extension to the waiver that extends the period of "initial eligibility of training providers." Additionally, the State has been granted an extension to the waiver on the prohibition for use of youth WIA dollars to fund ITAs for older and out-of-school youth (Ref. WIA EDD Directive WSD07-9 [replaced with WSD 12-13, [http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd12-13.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd12-13.pdf)]). Therefore, older and out-of-school youth who are determined not to follow an academic track, and are instead focused on employment shall have the same access as adults and dislocated workers to the advantages of ITAs.

ITAs may be established for City of Los Angeles WIA customers only if the conditions set herein are met:

1. The customer is unemployed or employed at a wage that is below the level of self-sufficiency consistent with the adopted policy of self-sufficiency approved by the Workforce Investment Board (WIB).
2. The customer received core and intensive services but was determined unable to obtain or retain employment at a level of self-sufficiency through such services.
3. The customer has been assessed and provided case management services through which a determination has been made that the customer is in need of training services other than an OJT or a customized training activity.
4. The customer has been unable to secure other financial assistance to cover the cost of training. In this case, utilization of Pell Grants for eligible customers is required. Registered participants ineligible for Pell Grant assistance will not be denied access to training. A participant may enroll in a WIA-subsidized training while his/her application for a Pell Grant is pending as long as the WorkSource Centers operator has made arrangements with the training provider and the participant regarding allocation of the Pell Grant. The training provider must reimburse the WorkSource Centers operator for the amount the Pell Grant subsequently awarded to customer.

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Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIA participant for education-related expenses.

5. The customer has not participated in WIA funded ITA training for 24 months following their last date of attendance in, or completion of, a prior WIA funded training through the City of Los Angeles.
6. The customer has been unable to identify and/or enroll in a comparable course offered by local public educational institution.
7. The customer has selected a training course or combination of courses from the ETPL in consultation with a case manager and consistent with customer's Individual Employment Plan (IEP).
8. The training must lead to employment in a demand or growth occupation with a defined career ladder.<sup>1</sup> The determination of demand or growth occupations must be consistent with the Annual Plan's policy regarding the definition of demand occupations and utilize to the fullest extent possible the labor market information system of the EDD (Ref WIA EDD Directive WIAD06-17, [http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wiad06-17.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wiad06-17.pdf)).
9. The training must result in a wage at placement, which meets or exceeds the City's Living Wage standard, with the goal of attaining self-sufficiency.
10. The training must result in the attainment of an industry-recognized certificate, if available, or the attainment of skills of a generally accepted standard.

**Other Conditions**

- Any customer who has met the aforementioned conditions must be referred to the training provider of choice unless the program has exhausted training funds for the program year. The program year approved budget shall reflect the training funds available.
- Short-term prevocational services are considered intensive services. It is not required that intensive service providers be on the ETPL. (Ref: WIA Section 134(d)(3)(C)(vi))
- All classroom training providers are required to be on the ETPL regardless of whether or not they issue a certificate.
- Supportive services and needs based payments must be provided consistent with the WIB approved policy on Supportive Services and Needs Based Payments; unless, through a financial needs assessment, it has been determined that the customer is ineligible for such support or has sufficient resources to remain in training. The assessment should be documented and be part of the IEP and placed in individual participant folder.
- EDD Directive WIAD06-17 requires a policy on the amount and duration of an ITA, based on the market rate for local training programs. Therefore, this policy establishes that no customer shall be referred to a course

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<sup>1</sup> This is consistent with the WIB approved Customized Training Policy.

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offering with a total tuition of greater than \$7,500 or duration longer than twelve months without prior City approval. Customers may, however, use other sources of funds to cover those costs that exceed \$7,500. The customer's file should show the leveraging of funds for the customer covering either the full training or payment in excess of \$7,500 in training fees.

- Notwithstanding the leveraging of funds, in cases where there is a viable reason to subsidize a training costing in excess of \$7,500 and/or provide training longer than twelve months in duration the service provider shall obtain prior City approval.
- In such cases, this policy prohibits the issuance of a training voucher prior to the approval of the City; therefore, it is the sole responsibility of the service provider to submit its written request, indicating the reasons for the exemption(s), in a timely manner so as not to impede the registration of the WIA customer in the course of choice consistent with his/her employment plan (IEP).
- Given the limited funding, priority for ITAs funded through the Adult program must be given first to WIA qualified job seekers who are Veterans and/or their eligible spouses (EDD Directive WSD08-10m [http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd08-10.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd08-10.pdf)), then to recipients of public assistance or those whose income falls below the higher of either the Lower Living Standard Income Level (LLSIL) or the Poverty Guidelines.
- The City reserves the right to prohibit the referral of customers to schools that have poor performance records in serving City customers.
- Training institutions, not on the ETPL, may generally provide training under 15 percent statewide projects and with 25 percent dislocated worker funds, excluding rapid response funding. However, the training institution must meet state licensing requirements, such as those governed by the Bureau of Private Postsecondary and Vocational Education.
- Any revisions to the ITA policy after an Annual Plan has been released for the program year shall be issued through a City Directive. The City's WIB adopted policies and City Directives on ITA shall not be inconsistent with those requirements mandated by DOL and EDD.
- A copy of this approved policy, together with a complete explanation of the limited funds available, should be shared with potential ITA customers upon completion of core and intensive services but before training services are provided.

(Adopted PY 12-13)

## **Supportive Services/Needs Based and Incentives Payment Policy**

### **Background**

Workforce Investment Act (WIA) regulations allow WIBs to establish limits on the provision of supportive services or provide the WorkSource Centers and YouthSource Centers with the authority to establish such limits, including a maximum amount funding and maximum length of time for supportive services (including needs based payments) to be available to customers. Procedures may also be established to allow WorkSource Centers and YouthSource Centers to grant exceptions to the limits established under this provision.

Additionally, WIA regulations mandate that post-employment follow-up services must be made available for a minimum of 12 months after registered customers are placed into unsubsidized employment. Follow-up services may include supportive services, provided the services are clearly documented in a registered customer's case file.

### **I. Supportive Services**

Definition:

Supportive services are customer services that are necessary to enable WIA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIA activities. For Youth participants such activities must correspond to the Ten WIA Elements for Youth Programs. Examples of such services include but are not limited to:

- Child care and dependent care for dependents of customer
- Clothing - Adequate clothing to allow customer to wear appropriate work attire while participating in WIA activities and during job interviews
- Housing - Temporary shelter, housing assistance and referral services
- Linkages to community services - Alcohol/drug/gang intervention counseling, drop-out prevention, pregnancy prevention, money management, tutoring or other purposes
- Referrals to medical services - Referral services to appropriate medical service providers
- Transportation - Expenses for commuting to and from WIA activities such as public transportation fare, carpool arrangement or gas for personal auto
- Other - Services which are consistent with these policies and when justification is maintained in the customer's file. Examples include, but are not limited to, the following: uniforms or work-related tools, including such items as eye glasses and protective eye gear which may be needed for participating in WIA activities and/or employment, materials for individuals with disabilities, meals, and needs related payments.
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### **Supportive Services Policy**

1. Supportive services may be provided only when necessary for enabling an individual to participate in WIA activities and may be made available at any

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level of service.

2. Follow-up services, which may include supportive services, must be provided to all youth participants for a minimum duration of 12 months.
3. Supportive services may only be provided to customers who cannot obtain supportive services through other programs or partner agencies providing such services.
4. No funding limit is placed on supportive service costs with the exception of needs based payments (see below), however, the costs must be reasonable, necessary, and allowable under federal guidelines.
5. Supportive services may be received throughout the period that the customer is enrolled in WIA and up to a maximum of 12 months after exiting (excluding needs based payments).
6. Supportive services must be documented in a customer's file and include a needs assessment and justification for supportive services, amount of planned funding, and verification that services were received.
7. Documentation of supportive services must include a receipt in the customer's case file to validate that services were received and to ensure that payments are made for authorized WIA services. Gasoline receipts, for customers using a personal automobile to commute to and from WIA activities, must be obtained to verify that the expenses are necessary, reasonable and allowable.

## **II. Needs Based Payments**

Needs-based payments are supportive services in the form of monetary assistance necessary to enable individuals to participate in an eligible WIA activity. Needs-based payments are provided through cash assistance or arrangement with another human resource agency.

### **Needs Based Payments Policy**

1. Needs based payments may be provided to participants in the WIA Adult or Dislocated Worker programs during the entire length of time that a customer utilizes a WIA training program or unpaid work experience, but may not be continued after the customer exits the program. Needs based payments may be provided to WIA Youth participants at any level of the provision of WIA Youth services during the entire length of time that a Youth participant remains in the WIA Youth program. Needs-based payments are not an allowable post-employment/post-exit follow-up service.
2. Needs based payments must be documented in a customer's file and include justification for services, amount of planned funding, and verification that services were received.
3. Eligibility for needs based payments:
  - a. Adults must be unemployed, not qualify for UI or have ceased to qualify for UI, and be enrolled in a program of training services under WIA.
  - b. Dislocated workers must be unemployed and not be qualified, or have

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ceased to qualify, for UI or trade readjustment allowance, and be enrolled in a program of training services under WIA.

- c. All WIA Youth participants may receive need-based payments. An urgent need for such payments must be demonstrated and documented in the participant's file.
4. Limits on payments
- a. For adults, establish that the maximum is the current minimum wage for every hour of documented participation in WIA classroom training. Payment may not exceed the applicable weekly level of the UI.
  - b. For dislocated workers, payments must not exceed the greater of the following two levels:
    - i. For customers who were eligible for UI as a result of a qualifying dislocation, payment may not exceed the applicable weekly level of the UI. Payment is based on every hour of documented participation in WIA classroom training.
    - ii. For customers who did not qualify for UI as a result of a qualifying layoff, the weekly payment may not exceed the poverty level for an equivalent period. Payment is based on every hour of documented participant in WIA classroom training.
  - c. For Youth, the maximum needs-based payment is \$1,200 per participant per year.
5. A participant may not receive needs-based payments for either post-employment or post exit follow-up services as he/she is no longer participating in an eligible WIA activity, but may still receive all other support services for up to 12 months after exiting the program.

**III. Incentive payments (Youth Only)**

Incentive payments are funds paid to WIA Youth participants in the form of cash based on attendance, successful performance, or completion of a WIA activity that leads to attainment of a goal as identified in the participant's Individual Service Strategy. Such payments are intended to provide participants with an incentive to remain in the activity or be a reward for good performance.

(Adopted PY 04-05)

### **Training Expenditure Requirement Policy**

State Senate Bill SB 734 imposed new training expenditure requirements on local boards carrying out WIA funded programs. Beginning Program Year (PY) 2012-13, local boards were required to spend at least 25 percent of their adult and dislocated worker WIA formula fund allocations on workforce training services (this minimum training expenditure requirement does not apply to the youth WIA formula fund allocations). A portion of the minimum training expenditure requirement (an amount of up to 10 percent of the adult and dislocated worker formula fund allocation) may be met by applying designated leveraged resources (as defined in this policy) used for training services.

In order to apply toward the minimum training expenditure requirement, formula funds and leveraged resources must be expended on enrolled participants. Additionally, these funds must be spent on training services as defined in Title 20 CFR Section 663.508:

A program of training services is one or more courses or classes, or a structured regimen, that upon successful completion, leads to: (1) a certificate, associate degree, or baccalaureate degree; or (2) the skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

For this expenditure requirement, training services may include:

- Occupational skills training, including training for nontraditional employment
- On-the-job training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training

Job readiness training includes services that teach skills needed to be successful in the workplace, rather than skills needed to get into the workplace. For example, job readiness training teaches skills such as office communication, punctuality, and how to conduct oneself with supervisors and co-workers; however, it does not teach skills such as job searching, interviewing, or resume writing.

- Adult education and literacy activities provided in conjunction with one or more of the other training services listed above
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

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With the exception of certain types of customized and On-the-Job training, and the alternatives to traditional ITA training programs described in the Alternative Training Programs Policy, only training providers through their training programs listed on the ETPL are eligible to receive WIA funds to train adults and dislocated workers.

Formula funds and leveraged resources spent on WIA core and WIA intensive services may not be applied toward the minimum training expenditure requirement. Only resources spent to provide “training services” as defined above to WIA participants may be applied.

### **Leveraged Resources**

Local boards and contractors may apply leveraged resources used for training services toward meeting a portion of their minimum training expenditure requirement (an amount of up to 10 percent of their adult and dislocated worker formula fund allocation). Local boards and contractors may apply only the following leveraged funds as part of the 10 percent credit:

- Federal Pell Grants established under Title IV of the Higher Education Act of 1965
- Public programs authorized by the Workforce Investment Act of 1998 (e.g., Job Corps, Migrant Seasonal Farm Worker, Rapid Response, WIA Title II Adult Education and Literacy, national and state WIA discretionary grants, etc.)
- Trade adjustment assistance
- Department of Labor National Emergency Grants
- Match funds from employers, industry, and industry associations (including the employer paid portion of on-the-job training)
- Match funds from joint labor-management trusts
- Employment training panel grants

### **Adult WorkSource Requirements**

Training services are primarily provided through the Adult WorkSource Centers. As such, certain requirements must be imposed upon the centers to ensure the local area meets its goals for training expenditures. Specifically, Adult WorkSource Centers must expend an amount equal to or greater than 32 percent of their adult and dislocated worker WIA formula fund allocations on workforce training services as defined in this policy. A portion of the minimum training expenditure requirement (an amount of up to 10 percent of the adult and dislocated worker formula fund allocation) may be met by applying designated leveraged resources (as defined in this policy) used for training services. Only the training services included in the State’s requirements will be counted towards each Adult WorkSource Center’s goal. It should be noted that the State does not include supportive services as a training expense for this requirement.

(Adopted PY 12-13)

## **Workforce Investment Board (WIB) Self-Sufficiency Policy**

### **Background**

Adults and dislocated workers who are employed, have received at least one core service, and are determined by a One-Stop operator to be in need of intensive services to obtain or retain employment that leads to self-sufficiency, as described below, may receive such services (20CFR Part 652, 663.220). A determination that an employed adult or dislocated worker is in need of intensive services to obtain or retain employment that allows for self-sufficiency serves as a “limiter” in determining service eligibility for such employed workers, which helps ensure that intensive services are provided to those employed adults or dislocated workers most-in-need of such services, such as individuals employed in low skill/low wage jobs and dislocated workers who may be working but who have not achieved the wage replacement rate for self-sufficiency. (20CFR Part 652, Preamble)

Training services may be made available to employed adults and dislocated workers who have met the eligibility requirements above for intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment that leads to self-sufficiency through such services. (20CFR Part 652, 663.310).

Since there are different local conditions that should be considered in the determination of self-sufficiency levels, the federal regulations provide maximum flexibility to states and local areas, requiring only that self-sufficiency means employment that pays at least the lower living standard income level (LLSIL).

### **Establishing Self-Sufficiency Income Bases**

In previous years, the WIB had set its self-sufficiency income bases (SSIB) at different levels for adults versus dislocated workers, and employed a formula that included the Federal Poverty Line. This method had been found not to be an accurate measure of working families' actual income needs.

Starting in Program Year 2005-2006 the WIB had set the SSIB at the same levels for adults and dislocated workers and had employed the SSIB set forth in the Self-Sufficiency Standard for Los Angeles County, CA 2003 by Dr. Diana Pearce, University of Washington, Wider Opportunities for Women and the National Economic Development and Law Center. The data provided by the above report was extensive, but unwieldy; providing some 156 different self-sufficient wages based on various family sizes and children's ages.

Beginning July 1, 2011, the SSIB has been based on the “Basic Family Wage” income levels for Los Angeles County enumerated in the report from the California Budget Project, *Making Ends Meet: How Much Does It Cost to Raise a Family in California*. This report estimates typical costs of housing and utilities, child care, transportation, food, health coverage, payroll and income taxes, and miscellaneous expenses for four hypothetical families: a single adult, a single working parent with children, a two parent family with children and one working parent, and two working parents with children.

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As of December 2013 the Basic Family Wage levels for Los Angeles County were:

	<u>Monthly</u>	<u>Annual</u>
Single Adult	\$2,737	\$32,844
Single Parent Family	\$6,462	\$77,546
Two Parent Family (One Working)	\$5,198	\$62,382
Two Working Parent Family (combined income)	\$6,963	\$83,561

By limiting the SSIB to four scenarios, the eligibility determination process is simplified, providing better customer service to employed customers.

**Distribution of Self-Sufficiency Income Bases**

Updates to the self-sufficiency income bases for the City of Los Angeles WorkSource System will be distributed via Directive.

(Revised PY 14-15)

## **Certification Policy & Procedures**

### **Introduction**

Certification of WorkSource and YouthSource general contractors (henceforth known as contractors) by the Workforce Investment Board (WIB) requires they be successful in meeting annual contract performance goals. Contractors shall also incorporate Malcolm Baldrige National Quality Award Criteria into their management practices to ensure success in the certification process.

### **Certification Guidelines**

1. Contractors shall be certified by the WIB, on an annual basis, through a formal performance evaluation.
2. The WIB shall not fund any organization as a contractor that is not certified.
3. If a contractor has its certification revoked, their agreement with the City will be allowed to expire at the end of the program year (typically June 30), unless extenuating circumstances, as identified by the Department, support an earlier termination date. The intent of this guideline is to allow for the uninterrupted provision of services to customers that are actively participating in the program.
4. Extenuating circumstances that could result in the immediate termination of an agreement may include, but are not limited to, poor performance or confirmed organizational findings of fraud and abuse.
5. In the event a contractor fails to meet certification standards, Department staff shall prepare a report to the WIB regarding the impact of contract termination on the community, together with recommendations to either terminate services or identify a replacement center operator.
6. A contractor may appeal the denial of certification. An Appeals Board shall be established in accordance with the Workforce Investment Board-Local Elected Official (WIB-LEO) agreement to hear such appeals.
7. The Department shall present certification recommendations to the WIB Policy and Oversight and Executive Committees, prior to convening an appeals hearing.
8. Replacement center operators shall be selected from a list of qualified organizations identified through a formal bid process or Department staff may assume center operations.
9. A de-funded contractor will be removed from any existing list of qualified replacement center operators and may only be reinstated through a future competitive bid process.

### **Performance Evaluation (SOFA III)**

1. Frequency - Evaluations will be conducted annually at the completion of the program year, evaluating results for the entire twelve months. Additionally, a Six Month progress report will be prepared.

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2. Evaluation Categories – Contractors will be evaluated in four categories:
  - Satisfaction
  - Outcomes (Products and Services)
  - Flow (Customers Served)
  - Administrative Capability (Financial, Human Resources & Organizational Effectiveness)
  
3. Success Rates – Success rates for performance measures compare actual performance with performance goals. Generally, success rates are expressed as a percentage and are computed by dividing actual performance by the performance goal. In the past, success rates have been used to determine contractor performance for all measures except Customer Satisfaction measures and the Administrative Capability measure (for these measures a certain minimum score—a STAR level—was used to determine whether a Star could be earned.) The Department shall develop a methodology to compute success rates for the Customer Satisfaction and Administrative Capability measures.
  
4. Award Levels:
  - **Qualified Center:** Minimum levels of performance shall be established for all measures within the Performance Evaluation. A contractor whose performance meets or exceeds these minimums for all measures shall be deemed a Qualified Contractor.
  - **Star Performer:** Provided all of a contractor's success rates within the performance evaluation are at minimum 90% of goal, a contractor whose average success rate for all measures within the performance evaluation meets or exceeds a certain level shall be deemed a Star Performer.
  - **Best in Category:** A contractor with the highest overall success rate for any of the four evaluation categories shall be recognized as follows (separate awards for adult and youth contractors):
    - Best in Customer Satisfaction
    - Best in Exceeding Customer Outcome Goals
    - Best in Exceeding Number of Customers Served Goals (Flow)
    - Best in Administrative Capability
  
5. Evaluation Results

The Star level(s) of performance shall be established to recognize exceptional performance. Evaluation results and certification recommendations will be compiled by the Department and presented to the appropriate WIB Committee(s) following the end of the program year.
  
6. Recognition of Performance
  - Certificates of Recognition – Qualified Contractors shall receive an annual certificate designating them a Qualified City of Los Angeles WorkSource

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or YouthSource Center.

- Star Performers and Best in Category performers will be formally recognized.<sup>2</sup>
  - Incentive Awards - Star Performers may be eligible for incentive awards. An incentive award fund will be established by the WIB through the Annual Plan, contingent upon fund availability.
  - Contractors not meeting the Additional Requirement for Certification below will not be eligible for incentives.
7. Corrective Action – A Contractor not deemed a Qualified Contractor shall provide a corrective action plan.
  8. Revocation of Certification – A Contractor that fails to earn the Qualified Contractor designation for two consecutive annual evaluations or does not meet the Additional Requirement for Certification for two consecutive years may have its certification revoked.

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<sup>2</sup> If multiple Star Levels are established, formal recognition and incentive awards may be restricted to the highest Star Level.

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**Performance Measures - Measures include, but are not limited to:**

**1. Satisfaction**

Measure	WorkSource	YouthSource
a. Customer Satisfaction (intercept/telephone)	X	X
b. Exiter Satisfaction (telephone)	X	

**2. Outcomes (Products & Services)**

a. Entered/Placed into Employment/Education	X	X
b. Average Earnings/Average Wage at Placement	X	
c. Retention	X	
d. Attainment of a High School or College Diploma, GED, or Certificate.		X
e. Literacy & Numeracy Gains		X

**3. Flow (Customers Served)**

a. Number of Unduplicated Universal Access Customers Served	X	
b. Number of Enrolled and/or Exited Customers (including Hard to Serve Adults for WorkSource)	X	X
c. Percentage of Out-of-School Youth Served		X
d. Number of Employer Customers	X	
e. Total number of youth entering the YouthSource Center		X
f. Total number of youth receiving educational assessments from the PSA Counselor		X
g. As implemented by the LAUSD PSA Counselors, a system goal for the number of out-of-school youth meeting with PSA Counselors who return to school		X

**4. Administrative Capability/Annual Plan Priorities**

a. Assessment of contractor administrative practices related to work performance, timeliness, fiscal, communication, human resources and ethics.	X	X
b. Expenditure of a minimum 32% of funding on training (may include up to an amount equal to 10%of funding in approved leveraged resources)	X	
c. Minimum number of enrollments by December 31 (WorkSource: New Enrollments, YouthSource: Total Enrollments).	X	X

**5. Additional Requirement**

Contractor incorporation of Malcolm Baldrige National Quality Award criteria into their management practices	X	X
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This additional requirement within the Certification Policy is to ensure a focus on

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strategic planning, goals, and providing quality service.

STARS are not awarded for contractor performance in this category. Rather, contractors are required to achieve a California Awards for Performance Excellence (CAPE) award from the California Council for Excellence. A deadline for WorkSource and YouthSource contractors to submit a CAPE application will be issued using a schedule and award threshold as defined through WIA Directive. New CAPE applicants must submit a Prospector application, while prior Prospector award recipients must submit a Eureka application.

Contractors not receiving the required CAPE award will be placed on probation and must achieve said award by the end of the following program year.

(Revised PY 14-15)

## **Customized Training Policy**

### **Background**

The Workforce Investment Act identifies Customized Training as an allowable training activity that is designed to meet the special requirements of an employer, group of employers, or industry group with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual after successful completion of training; and for which the employer pays for not less than 50 percent of the cost of training.<sup>3</sup>

### **Evaluation**

Certified WorkSource Center contractors or Sector Intermediary Organizations may submit proposals. Evaluation for Customized Trainings will be determined by the Community Development Department and will be evaluated based on the criteria outlined in the Sector Initiative Policy.

### **Policy**

To be considered for customized training, proposals should include the following:

- Identify employer or industry group and obtain a written commitment by the participating employer(s) to hire a minimum of 80% of those participants that successfully complete the training
- Include Vocational English as a Second Language (VESL) component, when appropriate
- Include both a classroom and worksite training component (classroom training does not have to appear on the State ETPL).
- Include subsidies and/or needs based payments for time spent in classroom training.
- Be in a demand occupation and within a target training sector defined and/or allowed by the Workforce Investment Board (WIB), and identify a career ladder.
- Result in a wage at placement that meets or exceeds the City's Self-Sufficiency Standard and which includes medical benefits.
- Result in the attainment of an industry recognized certificate.
- Identify Placement and Retention Rates and Average Earnings (2nd & 3rd quarters after exit) that will assist the City in meeting its Department of Labor performance standards.
- Include a detailed line-item budget that identifies a minimum 50 percent cash match or in-kind contribution by the participating employer(s) or industry group<sup>3</sup>.
- Demonstrate a regional approach by detailing the participation of other WorkSource Centers and their job seekers.

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<sup>3</sup>The 50% employer contribution requirement for training costs may be modified in alignment with current State waivers found at: [www.edd.ca.gov](http://www.edd.ca.gov). **(Adopted PY 11-12)**

## **Guidelines for the Procurement of Services for EWDD**

### **Introduction**

The purpose of these procedures is to ensure that all Economic and Workforce Development Department (EWDD) administered program services are procured in accordance with established federal, state, and local guidelines, and that all procurement is conducted in an ethical, legal, consistent, and timely manner. These procedures shall serve as guidelines both for EWDD and for EWDD-funded contractors.

Procurement provides EWDD with the mechanism to identify organizations that have the integrity, business ethics, financial, personnel and physical plant resources, demonstrated ability and the overall potential ability to deliver the services solicited by EWDD in a timely manner and at a reasonable price.

### **Management of Procurement**

Procurement shall be managed by EWDD's Strategic Planning and Research (SPR) staff. If procurement is conducted by other staff in EWDD, documents that are identified in the "Maintenance of Records" section of these Guidelines shall be submitted to SPR to be maintained in the Procurement Central Files.

### **Authority to Procure**

City Council and Mayor approvals are required to conduct any procurement (with the exception of transactions of less than \$25,000 for which the EWDD General Manager has the authority to execute, and Workforce Investment Act (WIA) transactions of less than \$250,000 for which only Workforce Investment Board (WIB) approval is required.)

A request to the City Council and the Mayor for approval to conduct procurement shall be prepared in the form of a Committee Transmittal Report.

The draft procurement document shall not be included with the transmittal.

### **Method of Procurement**

Within the context of open competition, there are four methods by which agencies may procure goods and services (small purchase, sealed bids, competitive proposals, and non-competitive proposals). For a transaction of less than \$50,000, the small purchase method may be used. However, the sealed bid and competitive proposal may also be selected. For transactions of \$50,000 or more, the sealed bid or competitive proposal must be used.

1. Small Purchase Procurement – This method shall be used for the purchase of goods or services up to \$49,999:

Anticipated Price	Required Action
\$1 to \$9,999	Two documented quotations
\$10,000 to \$49,999	Three or more written quotations

Quotations must be solicited from vendors that can reasonably be expected to

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provide the goods or services needed. Such quotations should include vendor contact information, and a description of the goods or services being offered.

For small purchases between \$1 and \$9,999, two or more documented quotes must be obtained. A memorandum to file, signed by EWDD staff, that identifies the quotations by date, source, quantity, time of performance, and all other requirements of the goods and/or services sought shall serve as sufficient documentation.

For small purchases between \$10,000 and \$49,999, a Request for Quote (RFQ) must be used. The RFQ shall be provided in writing (including fax or e-mail) to the vendors and should specify the quantity, time frames, and all the requirements of the product or services being sought. Three or more written quotes must be obtained with this method. All responses shall be in writing. A memorandum to file that identifies the selection process, the written solicitation, and all written responses shall serve as sufficient documentation.

For all quotations, the lowest price estimate shall serve as the primary criteria for selection. If the selected proposers did not offer the lowest price, justification must be incorporated into the memorandum to file documenting the criteria for selection and the relevance of the criteria to the need and benefit.

Proper documentation for a small purchase includes:

- The reason for selecting the small purchase method.
  - An estimate of the potential purchase price.
  - A description of the goods or services being purchased, including the quantity and any additional criteria used to determine the procurement decision. A copy of the RFQ would suffice.
  - All providers contacted/considered and the prices offered using current catalogs, price lists, prior sales receipts, or formal quotes depending on the amount of the purchase.
  - Why the provider was selected, including how the provider met any additional criteria, and the price analysis.
  - Copy of the purchase document (sales receipt, contract).
2. Sealed Bids – This method shall be used when the nature of the good or service to be purchased will be more than \$50,000 and can be precisely defined. Sealed bids shall be solicited publicly for a fixed-price contract through an Invitation for Bids (IFB). The IFB will be publicly solicited or advertised through newspapers, local advertising and trade papers. The IFB defines the quantity, timeframes, and product requirements. Vendors are notified of the purchase requirements and submit a sealed bid to a specified location by a specified date and time. The bids are then opened at a specific date and time. A diligent effort should be made to secure at least three competitive bids. The responsible bidder (a bidder that can meet the technical requirements of the procurements), that submits the lowest bid is usually

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awarded the contract. Any bidder that falls outside of the parameters will normally have their bid rejected. Award of a firm fixed-price or fixed unit price contract by written notice is sent to the lowest responsible bidder. If only one bid is obtained and that bidder is deemed to be responsible, then the noncompetitive or sole source process may be used. Contract offers shall be made to the most responsible bidder whose bid conforms to all of the material terms and conditions of the IFB and is the lowest price.

Proper documentation for a sealed bid purchase includes:

- The reason for selecting the sealed bid method.
- An estimate of the potential purchase price.
- A copy of the IFB.
- Bids received.
- Determination of the responsibility of the bidder.
- Why the provider was selected.
- Copy of the award document.

IFB versus RFP

The IFB is used when there is a clear understanding of the project requirements, scope of work and technical specifications. The RFP is used in cases where the specific requirements and technical specifications of a project are of a functional nature or unclear. The RFP then provides a guideline for potential offers' to use in preparing a bid/proposal.

3. Competitive Proposals – This method shall be used when the nature of the goods or services to be acquired cannot be defined as required by the sealed bid method; and specifically, when factors other than price are important in the selection decision; however procurements must be in excess of \$50,000. Competitive Proposals shall be managed through a Request for Proposals (RFP) process with the objective to offer a fixed-price or cost-reimbursement type of contract.
4. The RFP must indicate the scope of work, the method for scoring the proposals, the deadline for receipt of proposals and the dispute process. A public notification of the RFP is normally given through an announcement in a local newspaper that covers the entire service area. A copy of the RFP is sent to anyone who requests it and to any prior bidders. A bidders' conference is usually held to allow interested parties to have any questions answered. Bidders' conferences also allow attendees to receive the same information. Bidders are required to submit their proposals to a specified location by a specified date and time. Each RFP is reviewed and evaluated as to the merits of the proposal. This review includes a cost analysis. There should be a documented methodology for technical evaluation of each proposal. The review committee then makes a final recommendation as to which proposal(s) best meets the stated requirements. Careful documentation of the successful bidder selection should be maintained for reference. A public notice of intent

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to award is issued, and followed by the award, and the execution of the contract. If only one proposal is obtained and that proposal is deemed to be responsible, then the noncompetitive or sole source process may be used. This method is the most commonly used by EWDD.

Proper documentation for a competitive proposal purchase includes:

- The reason for selecting the competitive proposal method.
  - An estimate of the potential purchase price.
  - A copy of the RFP.
  - Bidders' conference questions and answers.
  - Bids received.
  - The scoring criteria and the evaluation/scoring sheets for each proposal, including determination of the responsibility of the bidder and the cost analysis.
  - Why the provider was selected.
  - The public notice of intent to award.
  - Copy of the award document.
5. Non-Competitive Proposals (sole source) – This method of procurement may be used only when the award of a contract is not feasible under Small Purchase Procedures, Sealed Bids or Competitive Proposals, and one of the following circumstances applies:
- a. The goods and/or services are available only from a single source; or
  - b. The public exigency or emergency need for the goods and/or services is too immediate to undergo the competitive solicitation process, and the procurement is for a limited time only; or
  - c. The awarding agency (e.g., State of California, U.S. Department of Housing and Urban Development, U.S. Department of Labor) authorizes the specific non-competitive procurement (upon a formal request for approval); or
  - d. After the solicitation from a number of sources, the competition is determined inadequate.

This method of procurement requires written justification for provider selection, a cost analysis and City Attorney approval. All of which must be carefully documented and maintained.

Proper documentation for a sole source purchase includes:

- The reason for selecting the sole source method, including why the procurement was infeasible under one of the other procurement methods and which of the additional sole source conditions the procurement met.
- An estimate of the potential purchase price.

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- A copy of the RFQ/IFB/RFP.
- A determination of the responsibility of the bidder and the cost analysis.
- Why the provider was selected.
- Copy of the award document.

To the greatest extent possible, this method of procurement shall be avoided.

6. Piggyback Method – This method of procurement may be used when an organization has been procured by another federal, state, local agency, or City department within the past two years and EWDD seeks to contract with that organization for comparable services. In this instance, EWDD shall secure and retain copies of the other agency's procurement document, a detailed summary of the procurement process, elected official approval of the procurement process and selection. EWDD shall prepare written justification for such action and secure City Attorney approval.

EWDD may authorize a funded contractor to use a vendor that has been procured by the City without requiring a further procurement process.

7. Request for Qualifications – This method of procurement may be used when EWDD is seeking to establish a list of qualified organizations that provide highly specialized or technical services. Examples include grant writers or trainers. By establishing the list of qualified organizations, EWDD or its contractors may select to contract with one (1) or more of the organizations on an "as needed" basis.

### **Cost Analysis versus Price Analysis**

A cost or price analysis must be performed with the method and degree of analysis dependent on the facts surrounding the particular procurement situation. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.

As a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of their estimated cost (e.g. under professional, consulting, and architectural engineering services contracts). A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders. A cost analysis may not be necessary if one can establish price reasonableness on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other circumstances to determine the reasonableness of the proposed contract price. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts.

### **Competition**

To the greatest extent possible, procurement shall be conducted in a manner that provides full and open competition. The following are examples of requirements that are restrictive of competition and must be avoided:

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1. Placing unreasonable requirements on firms or organizations as conditions to qualify to do business.
2. Requiring unnecessary experience or excessive bonding.
3. Imposing non-competitive pricing practices between firms or organizations, or between affiliated companies or organizations.
4. Granting non-competitive awards to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only "brand name" products.
7. Imposing overly restrictive specifications.
8. Imposing any arbitrary action in the procurement process.

**Procurement Cycle**

Funding of an organization through any one (1) of the procurement methods shall be for a period of three (3) years, with an option to renew for up to two additional years.

**Development and Release of Procurement Document**

SPR shall designate a Procurement Coordinator for each procurement process. It shall be the responsibility of the Procurement Coordinator to ensure compliance with the procedures set forth herein, and to ensure that all procurement is conducted in a confidential manner.

1. A written justification shall be prepared for the file that justifies the procurement method to be utilized.
2. A determination shall be made and concurred with by the City Administrative Officer (CAO) and the Personnel Department that the services to be procured cannot be performed by City staff, in accordance with Charter Section 1022.
3. The Procurement Coordinator shall ensure that no conflict of interest exists for any individual, firm, or organization participating in the procurement process.
4. Guiding principles and a procurement schedule shall be presented to the appropriate Commission or Board for comment. Comment provided by the Community Action Board (CAB) where the Community Service Block Grant (CSBG) is the source of funds, or the Commission for Community and Family Services (CCFS) where the Community Development Block Grant (CDBG) is the source of funds is advisory only.
5. EWDD shall prepare estimates of the cost of services to be procured. This shall include, but not be limited to, conducting a survey of the cost of comparable services, and preparing a budget with an accompanying narrative that reflects EWDD's best estimate of the cost of services to be procured.
6. Clear evaluation criteria and a standard proposal evaluation instrument shall be developed. At a minimum, all proposals shall be evaluated for Demonstrated Ability requiring two years of experience in providing comparable services to those solicited, Program Design, and Cost

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Reasonableness.

7. The criteria for Demonstrated Ability shall neither favor nor discriminate against existing City contractors or entities that have not contracted with the City.
8. Develop a worksheet or checklist for determining the eligibility and responsiveness of each proposal.
9. Identify all expected outcomes and the database by which all planned participant activity and outcomes shall be documented and from which reports shall be generated.
10. EWDD shall make every effort to create a procurement document that can be completed and submitted electronically.
11. Submit the procurement document to the City Attorney for review and approval as to form and legality.
12. Brief the EWDD General Manager on the procurement document and associated schedule at the regularly scheduled department transmittal meeting.
13. Work with the EWDD Information and Technology Division to issue public notification through an announcement in a local public medium, the EWDD webpage, the City's Early Notification System, LA Business Assistance Virtual Network (BAVN), and other customary and reasonable means of notifying the public, advising of the release of the procurement document.
14. Email addresses of all parties that have downloaded the procurement document shall be retained and incorporated into a department services provider database maintained by SPR.
15. EWDD may request a Letter of Intent to Propose from potential proposers.
16. Advise all EWDD staff of the release of the procurement document together with instructions that staff is prohibited from assisting any proposer in the preparation of a proposal; from discussing the process and/or the merits of any potential proposer with any third party; and to forward any unattended procurement documents left in common areas to the Procurement Coordinator.
17. All procurement documents shall remain open for a minimum of four (4) weeks and for no longer than eight (8) weeks from the date of release.
18. Any modifications and amendments to a procurement process must be publically noticed and incorporated into the procurement document through a formal addendum.
19. A minimum of one (1) technical assistance session shall be conducted per procurement. The date, time and location of the technical assistance session shall be included in the procurement document.

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20. All technical assistance questions from potential proposers shall be posed either at the technical assistance session or through e-mail communication, and all responses provided by EWDD shall be shared with all potential proposers.

**Acceptance of Proposals**

1. One (1) week prior to the deadline for submission, all EWDD staff shall be advised of the proposal deadline and instructed to direct any proposers, attempting to submit proposals, immediately to the EWDD Front Desk staff (on the Sixth Floor) for formal receipt and to be date and time stamped.
2. Beginning one (1) hour prior to the deadline for the submission of proposals, as set forth in the procurement document, SPR staff shall be stationed in the First Floor Lobby of the Garland Building to receive proposals. Such proposals shall immediately be stamped with the date and time of the receipt of each proposal.
3. Following the deadline for proposal submission, the Front Desk staff shall immediately deliver all date and time stamped proposals to the SPR Assistant General Manager or designated Procurement Coordinator.
4. Proposals not received by the deadline, as set forth in the procurement document, shall not be accepted.

**Review of Proposals**

1. The Procurement Coordinator shall coordinate the review and evaluation of proposals, and assign staff responsibilities.
2. SPR staff shall prepare and maintain a log that identifies all proposers, funds requested, collaborators, services to be provided, area to be served, number of individuals to be served, proposed outcomes, and any other elements of the proposal that shall serve as the executive summary of all proposals received.
3. SPR staff shall conduct an eligibility and responsiveness review to determine if each proposer is eligible to apply, including whether the proposer has been debarred by the State of California and whether all sections of the proposal have been completed as identified on the proposal checklist.
4. SPR staff shall ensure that each proposer has complied with the City's BAVN and Business Inclusion Program (BIP) requirements.
5. SPR staff shall review the documentation that all subcontractors identified in a proposal have been competitively procured by the proposer prior to submission of the proposal.
6. SPR staff shall be responsible for the review and evaluation of the non-narrative sections of the "Demonstrated Ability" and "Cost Reasonableness" categories of the proposals, and for the coordination of training sessions for all reviewers.
7. To the greatest extent possible, the review and evaluation of all narrative sections of proposals shall be conducted by individuals, outside and independent of EWDD, who are experts in the subject matter of the

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- procurement. All reviewers must be briefed on and agree to the Conflict of Interest requirements described in the Code of Conduct section of this policy.
8. Formal training sessions shall be conducted for all individuals who are to review proposals by the Procurement Coordinator in consultation with the City Attorney. Training materials shall include the procurement document, the evaluation instrument, and the conflict of interest declaration.
  9. Reviewers shall be allowed up to two (2) weeks in which to review proposals assigned to them.
  10. Review teams shall be comprised of at least two (2) reviewers with each to score proposals independent of one another.
  11. Reviewers shall provide written comments that support their scores in each scoring category.
  12. Each review team shall be assigned to review and evaluate multiple proposals that focus on specific communities, populations, or services. For example, a team would be assigned to review proposals submitted to serve the East Region while another team would review proposals submitted to serve the North Valley Region.
  13. Consensus meetings for the review and evaluation of proposals shall be convened and facilitated by EWDD staff.
  14. EWDD staff shall review all scores provided by the outside independent reviewers to ensure that there is consistency in the review of proposals and that consensus has truly been reached by the reviewers.
  15. Copies of individual reviewer sheets shall be considered working documents.
  16. The names of proposal reviewers shall be confidential as a means to protect reviewers from outside influence or retaliation in their review and evaluation of proposals. Under no circumstances are the names of proposal reviewers to be shared with the general public. EWDD is ultimately responsible for the final results.
  17. To the greatest extent possible, and for existing EWDD contractors only, Demonstrated Ability shall be evaluated on the basis of past performance, as documented in records on file with EWDD.
  18. To promote open competition, a performance exhibit shall be included in every procurement that allows non-City contractors to self-certify their Demonstrated Ability on performance measures that mirror those against which City contractors are evaluated. The self-certification shall include contact information of third parties that can verify the self-certified performance.
  19. To the greatest extent possible, Cost Reasonableness shall be an objective, quantitative evaluation.
  20. All proposed costs shall also be reviewed to determine that they are allowable, allocable and necessary in keeping with federal program procurement guidelines.

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21. In conjunction of the Cost Reasonableness evaluation, reviewers shall conduct an analysis of the proposed contract price. This analysis shall include a comparison of each proposed contract price to: 1) all other proposals received; 2) current contract prices; 3) published market prices; 4) to EWDD's own cost estimate; and 5) various metrics such as the cost per individual served.
22. Proposed costs that cannot be accurately determined, as a result of errors and/or omissions in preparation of the proposed budget, shall not be considered reasonable and shall not be scored
23. All proposed indirect costs shall be supported by a letter from the cognizant federal agency.
24. All proposed profit must be reviewed to determine that it is in accordance with Directives that are current for the proposed contract period.
25. To maintain the integrity of the process, a minimum of two (2) staff members shall review sections of proposals that cannot be reviewed by outside reviewers.
26. In the event that the EWDD Operations (OPS) notifies SPR of its intent to respond to a procurement issued by SPR, a clearly defined boundary must be established between SPR as the administrator of the procurement and OPS as the proposer.

The following actions shall be taken:

- a. The EWDD General Manager and the Assistant General Managers of Workforce Development and Finance and Administrative Services shall be notified in writing of such intent;
  - b. OPS staff shall be prohibited from participating, discussing, or inquiring of SPR staff in any way, regarding the development, review, and/or scoring of such proposal, with the exception of any publicly-held meeting of which the procurement and proposal are the subject; and
  - c. SPR staff and OPS staff, including the respective Assistant General Managers, are prohibited from engaging in any discussions regarding the procurement until the procurement review has been concluded and the scores have been formally released to the proposers and to the CCFS, CAB and/or the WIB.
27. In the event that a City Department notifies SPR of its intent to respond to a procurement issued by SPR, a clearly defined boundary must be established between PRE as the administrator of the procurement and the City Department as the proposer.

The following actions shall be taken:

- a. The EWDD General Manager and the Assistant General Managers of Workforce Development and Finance and Administrative Services shall be notified in writing of such intent;
- b. City Department staff shall be prohibited from participating, discussing, or

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inquiring of SPR staff in any way, regarding the development, review, and/or scoring of such proposal, with the exception of any publicly-held meeting of which the procurement and proposal are the subject.

- c. SPR staff and City Department staff, including the respective Assistant General Managers, are prohibited from engaging in any discussions regarding the procurement until the procurement review has been concluded and the scores have been formally released to the proposers and to the CCFS, CAB and/or the WIB.
28. To be considered for funding, a proposal must receive a score of at least 70 points. However, a score of 70 points, or more, shall not be a guarantee of funding. In addition, a high score does not necessarily guarantee funding.
29. EWDD shall reserve the right to determine that a procurement process has failed. The basis for failure may include: a lack of sufficient responses;-and/or a lack of responses that meet the requirements of the procurement document.
30. In the event that EWDD determines that procurement has failed, EWDD shall notify all proposers of such determination in writing.

**Release of Results and Funding Recommendations**

1. All proposers shall be notified in writing signed by the Assistant General Manager of Workforce Development of the outcome of the procurement.
2. Funding Recommendation Letters shall include: 1) the score awarded; 2) the amount of funds being recommended to the proposer; 3) the right to appeal the procurement process, and 4) a caveat that the recommendations remain subject to approval by the appropriate Commission or Board, City Council and Mayor, and are contingent upon the availability of funds.
3. The results of the procurement may be concurrently released to the appropriate Commission or Board.

**Presentation of Scores and Funding Recommendations to Board**

1. SPR shall present the results of the procurement, including the scoring, to the appropriate committee on the WIB in a Funding Recommendation Report addressed to the relevant Board president.
2. A Funding Recommendation Report shall be prepared and submitted to the Executive Committee of the WIB for its consideration. The Funding Recommendation Report shall provide:
  - a. the summary of the facts pertaining to the procurement;
  - b. the purpose of the procurement;
  - c. when the procurement was conducted;
  - d. the number of proposals received;
  - e. the method of evaluating the proposals;
  - f. the meetings conducted with proposers; and

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- g. The results of any Appeals Hearing(s).
- 3. The results of the procurement may be concurrently released to the proposers.
- 4. The relevant committee shall meet within a reasonable time following conclusion of the review process, and consider EWDD's recommendations.

**Appeals Procedures**

- 1. Appeals shall be limited to issues arising from the procurement process.
- 2. All proposers shall be advised of their right to appeal the procurement process.
- 3. For all WIA-funded procurements, the Appeals Board shall be established in accordance with the WIB/LEO (Local Elected Official) agreement.
- 4. For all CDBG-funded procurements, the Appeals Board shall be comprised of three (3) to five (5) members of the CCFS appointed by the CCFS Chair.
- 5. For all CSBG-funded procurements, the Appeals Board shall be comprised of three (3) to five (5) members of the CAB appointed by the CAB Chair.
- 6. For all jointly-funded procurements, the Appeals Board shall be comprised of a minimum of two (2) commissioners or board members from each body, as appointed by each Chair.
- 7. All Appeals Board members shall be provided with a copy of the procurement document, a copy of this document (Procurement Guidelines), a summary of facts regarding the specific procurement that includes a written summary of the procurement process, and each written appeal together with a departmental response.
- 8. In the Appeals Hearing, appellants shall have five (5) minutes to make their oral presentation that shall be followed by a question and answer period not to exceed fifteen (15) minutes at the discretion of the Board.
- 9. At the conclusion of the Appeals Hearing, the Board shall take one (1) of the following actions:
  - a. Uphold the score awarded by EWDD; or
  - b. Sustain the appeal and remand the proposal to EWDD with direction.
- 10. For WIA funded programs, the Appeal's Board decision shall be considered final.
- 11. For CDBG and CSBG programs, the Appeal's Board decision is subject to City Council and Mayoral approval.
- 12. The results of the Appeals Hearing shall be compiled into a report and submitted to the executive committee of the appropriate commission or board.

**Approval of Funding Recommendations by Commission and/or Board**

- 1. Upon approval of the funding recommendations by the Executive Committee of the appropriate Commission or Board, EWDD shall prepare a Council Committee transmittal that outlines the procurement process and results.

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2. In accordance with EWDD policy, all transmittals shall be executed by EWDD executive staff and the General Manager at the regularly scheduled transmittal meeting.
3. Transmittals that pertain to the use of WIA funds shall be jointly addressed to the Mayor and City Council and signed by both the EWDD General Manager and the WIB Chair.
4. EWDD's Contracts Section shall be provided a copy of the transmittal so that they can immediately identify the appropriate contract boiler plate to be used and assign temporary contract numbers.
5. Upon release of the Committee transmittal, SPR shall convene a meeting with EWDD OPS staff to determine how participant activity will be reported by contractors and tracked; how contractor performance is to be evaluated; and whether the SOFA Annual Evaluation Model shall be applied to the proposed contractor agreements.
6. At this meeting SPR shall also present to OPS a draft "Offer Sheet" to be issued to successful proposers. The Offer Sheet contains a summary of the services to be provided, the cost of such services, performance goals and the term of the agreement.
7. PRE shall also advise OPS of any elements of a proposal that are in need of negotiation.
8. PRE and OPS shall agree upon the content of the Offer Sheet prior to its release.
9. No proposer shall be recommended for funding if the State of California or the City of Los Angeles has established that there is a debt against a proposer that has not been repaid, or for which a repayment agreement has not been executed.
10. No proposer shall be recommended for funding that has been debarred, suspended or otherwise excluded from participation in federal assistance programs. All contracts shall include a self-certification by the contractor that it is not a debarred party. The federal government compiles a list of debarred parties. The federal list is published by the General Services Administration (GSA); and a copy of such information may be obtained by reviewing an online list of excluded parties at the Excluded Parties List System (EPLS) website ([www.epls.gov](http://www.epls.gov)).
11. Notwithstanding a designation of being "high risk," a proposer may be recommended for funding where there is documentation of the proposer's demonstrated ability to perform under the agreement.
12. High Risk is defined as having a demonstrated history of unsatisfactory performance, financial instability, poor administrative practices, or failure to comply with the terms and conditions of previously awarded agreements.
13. In the event a high-risk proposer is recommended for funding, special conditions shall be imposed and set forth in the agreement with the City. Such special conditions shall include:

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- a. Compensation to the contractor solely on a cost-reimbursement basis with no opportunity for the receipt of advance payments for services performed.
- b. Requiring the contractor to subcontract with a third party to perform those duties and responsibilities that the contractor has a demonstrated inability to perform, or to secure technical assistance.
- c. Increased monitoring by the City and/or increased reporting by the contractor.
- d. Requiring prior approvals of personnel and other actions.
- e. The contractors shall be advised of any special conditions included in the agreement prior to the execution of the agreement with the City, and the reasons for the imposition of such special conditions. The process for requesting the reconsideration or termination of such special conditions shall be set forth in the agreement.

**City Council and Mayor Approval**

1. Upon approval by the City Council and Mayor of EWDD's funding recommendations under the procurement, SPR shall notify all proposers in writing of the final results of the procurement.
2. The letter shall include an offer to contract, a.k.a. the Offer Sheet, to the successful proposers.
3. The letter shall include a request that the successful proposer accept, in writing, the terms set forth in the Offer Sheet within five (5) days of receipt. If the successful proposer does not accept the terms, the proposer may request a meeting to negotiate the outstanding terms.

**Contract Negotiations and Execution**

OPS is responsible for all contract negotiations and contract execution, in accordance with EWDD's Contracting Procedures.

**Maintenance of Records**

EWDD shall maintain records documenting each procurement, including:

1. A copy of the procurement document.
2. The rationale for the method of procurement.
3. The cost analysis.
4. The guiding principles for the procurement as approved by the CCFS, CAB or WIB.
5. Research materials, meeting notes and other materials that were part of the development of the procurement.
6. The Committee transmittal and Council Action authorizing the release of the procurement document.
7. The scoring instrument.

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8. A description of the scoring methodology.
9. The public notice of release of the procurement.
10. Technical assistance questions and answers.
11. Copies of proposals.
12. Copies of the letters notifying the proposers of their scores.
13. A copy of the report to the CCFS, CAB or WIB seeking approval of the scores awarded.
14. A copy of the material provided to the Appeals Board.
15. Copies of the letters notifying the proposers of the Appeals Boards' action(s) and their funding recommendations.
16. A copy of the report to the CCFS, CAB or WIB advising of the Appeals Boards' actions(s) and requesting approval of the funding recommendations.
17. A copy of the transmittal to the Mayor documenting the procurement process and requesting approval of the proposal results.
18. A copy of the final City Council and Mayor action.
19. Copies of letters with contract Offer Sheets to the proposers notifying them of the City Council and Mayor approved action.

Such records shall be documented and placed in a location that is accessible for monitoring and auditing purposes. While all procurement actions should be electronically filed, at least one (1) hard copy of the above listed procurement documents shall be retained.

Records shall be retained for a minimum of five (5) years following termination of the agreement and after final disposition of pending matters. Pending matters include audits, litigation, and other business associated with the procurement process. EWDD shall consult with the City Attorney prior to the destruction of any records.

**Public Records Requests**

1. Requests to review scoring instruments, the scores of other proposals, time and date stamp logs, or any other documents that are part of the procurement process must be submitted in writing in accordance with the California Public Records Act.
2. The Communications Group of EWDD shall be notified of this request.
3. EWDD shall seek City Attorney guidance prior to responding to any such requests.

**Code of Conduct**

No staff of the Economic and Workforce Development Department (EWDD) who works in a decision-making capacity shall engage in any activity, including the participation in the selection, award, or administration of a sub-grant or contract where there is a conflict of interest, either real or perceived. A conflict of interest would arise where the EWDD staff member, any member of that person's immediate family, domestic partner, or organization that employs, or is about to employ, a member of the staff member's

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immediate family has a financial or other interest in the firm or organization competing for an award under an EWDD procurement.

The term “immediate family” includes those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, son-in-law and daughter-in-law.

The term “financial or other interest” includes:

1. Any direct or indirect financial interest in a specific contract including a commission or fee, a share of the proceeds, the prospect of a promotion or of future employment, a profit, or any other form of financial gain.
2. Any of the following interests in the subcontractor ownership: a partnership interest or other beneficial interest of five (5) percent or more; the ownership of five (5) percent or more of stock; employment in a managerial capacity; or membership on the board of directors or governing body.

No EWDD staff member shall solicit or accept gratuities, favors, or anything of monetary value from proposers, contractors, potential contractors or parties to sub-agreements.

All Strategic Planning and Research section staff members that are assigned to participate in a procurement process shall participate in the City’s bi-annual ethics training.

**Request for Proposals Format**

The following shall serve as a general guideline for the content of a RFP document.

1. Cover Page – The cover page should identify the funding source, program, issuance date, submission deadline, anticipated term of contracts, submission address, and information on technical assistance.
2. Table of Contents
3. Background – The background shall include a discussion of EWDD as the administrative entity for the RFP, a brief overview of the solicitation and the purpose.
4. RFP Specifications and Information – This section shall include a discussion of the contract term, eligibility requirements, source of funds and funding request amounts, a preliminary schedule, the proposer’s conference, deadline for submission, proposal review process, proposal award, and appeals process.
5. Scope of Work – This section shall include a discussion of the scope of the work solicited.
6. Evaluation Criteria – This section shall include an overview of the major proposal evaluation categories and maximum points possible for award.
7. Proposal Package – This section shall include a description of the narrative responses to be prepared by the proposer, general proposal preparation guidelines, and the Proposal Contents Checklist. The Checklist is a form that identifies all documents that are to be submitted in order for a proposal to be

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considered responsive.

8. General RFP Information – This section shall include a discussion of general proposal conditions including but not limited to:
  - a. Standard Provisions for City contracts
  - b. Costs Incurred by Proposers
  - c. Best Offer
  - d. Alternatives
  - e. Proposal Errors
  - f. Waiver of Minor Administrative Irregularities
  - g. Optional Materials/Services
  - h. Accuracy and Completeness
  - i. Withdrawal of Proposals
  - j. Addendum
  - k. Multiple Proposals
  - l. General City Reservations
  - m. Pre-Award Negotiations
  - n. Contract Negotiations and Execution of Contracts
  - o. Standing of Proposer
  - p. Contractor Responsibility Ordinance
  - q. Proprietary Interests of the City
  - r. Equal Benefits Ordinance
  - s. Living Wage and Service Contractor Work Retention Ordinance
  - t. Slavery Disclosure Ordinance
  - u. Americans with Disabilities Act
  - v. Child Support Assignment Orders
  - w. Assurances
  - x. First Source Hiring Ordinance
  - y. Contractor Participation in Evaluating Future Proposals

This section shall also include a discussion of documents required to be submitted with the proposal including but not limited to:

- a. Articles of Incorporation and By-Laws
- b. Resolution of Executorial Authority
- c. Bidder Certification City Ethics Commission (CEC) Forms
- d. Certification Regarding American Disabilities Act

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- e. Business Inclusion Program Outreach
- f. Nonprofit Status Documentation from the Internal Revenue Service
- g. City Business Tax Registration Certificate
- h. Contractor Responsibility Ordinance (CRO) Questionnaire
- i. Equal Benefit Ordinance (EBO)
- j. Living Wage Ordinance (LWO)

This section shall also include a discussion of contract execution and other contracting requirements including but not limited to:

- a. Insurance Certificates
- b. Secretary of State Documentation
- c. Corporate Documents
- d. City Business License Number
- e. Proof of IRS Number
- f. Certifications
- g. Affirmative Action Plan
- h. Collaboration
- i. Contracting Method/Payment for Services
- j. Program Income
- k. Contract Cost
- l. Records Retention
- m. Security Clearance and TB Testing
- n. Governing Law
- o. Commitment to Carry Out all Contractor Responsibilities.
- p. Incorporation of Proposal into Contract
- q. Inability to Provide Services
- r. Breach of Contract
- s. Amendments/Modifications/Change Orders
- t. Prime Contractor
- u. Subcontractors/Joint Ventures
- v. Copies of Subcontractor Agreements
- w. Supplier Performance Feedback Meeting
- x. Periodic Independent Audit
- y. Financial Audit
- z. Contractor Evaluation Ordinance

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- aa. Independent Audit
- bb. Conflict of Interest
- cc. Business Inclusion Program (BIP) Requirements
- dd. On-line Document Submission
- ee. Proposer Signature Declaration
- ff. Contractor Evaluation

In drafting a Request for Proposals EWDD staff shall use the most recently released RFP as an exemplar. Given that City contracting requirements are subject to revision, the exemplar is to be reviewed by the City Attorney to ensure that it is current and accurate.

(Revised PY 14-15)

## **High Demand Industry Sectors Policy**

### **Policy Statement**

The goal of this strategy is to develop industry sector expertise within the WorkSource Centers (WSC) in order to fully utilize sector based employment strategies that lead to career pathways for program participants. A sector strategy is a dual customer approach because it meets the needs of employers while taking into consideration the needs of job-seekers. This strategy offers effective ways to create pathways to sustainable careers through job placements linked to post-secondary education and career ladders with opportunities for growth.

The Workforce Investment Board (WIB) identifies and prioritizes several industry sectors regionally in Los Angeles based on economic trends and indicators of growth industries that have the ability to create opportunities to meet the employment needs of businesses to help produce better employment outcomes. These sectors have included: Advanced/Clean Manufacturing, Construction, Financial Services, Green Technology, Healthcare, Hospitality/Entertainment, Logistics, Security, Utilities.

As part of the WSC redesign, individual WSCs are required to formally incorporate the High Demand Industry Occupation strategies adopted by the WIB into the WSC program design. Individual WSCs are required to specialize in a specific sector as approved by the Economic and Workforce Development Department (EWDD). WorkSource Centers specializing in a specific sector are expected to implement program designs that are inclusive of all city residents and businesses representing the specific sector. WSCs will collaborate with regional and system WSCs in the implementation of Sector Strategies.

WorkSource Centers must submit a developed sector strategy that includes formal partnerships with employers and training partners. This strategy should include flow charts illustrating the proposed partnership and demonstrating living wage career pathways for participants.

The WIB may prioritize additional sectors as long as it can be demonstrated through current labor market data that new initiatives meet the criteria for sector initiatives.

(Revised PY 14-15)

## **On-the-Job Training (OJT) Policy**

### **Definition:**

The Workforce Investment Act defines on-the-job training (OJT) as:

Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs or providing the training and additional supervision related to training; \*
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate, for the agreed upon training period; and

In considering this definition, four key concepts should be noted:

- OJT is a training program;
- The trainee is referred to and hired by an employer;
- Productive work is defined by the employer and performed by the individual; and
- The work and required training are related to knowledge or skills that are essential to performing the job.

Subject to the approval of EWDD oversight, OJT length of training may vary based on the complexity of job, participant barriers to employment, funding allowances, etc. Length of training must be appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy of the participant.\*\*

### **OJT Participants**

An appropriate OJT participant:

- Has received core and intensive services and has been determined to be in need of training services.
- Has received an objective assessment and has completed the Individual Employment Plan (IEP) documents supporting the need for OJT as the best option for obtaining secure employment; and
- Is not already been hired in the same or similar job (except for skills upgrades); and
- Will not work for their previous employer unless the OJT is for the purpose of skills upgrade.

Before developing an IEP for each OJT enrollee, the participating WorkSource center

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will work with the participating employer to identify needed, job-specific skills:

**Employer Requirements**

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prescreening will be conducted prior to an agreement to ascertain the employer meets the standards set forth in the OJT Agreement, and the employer can provide both training and long-term employment to the OJT participant.

**Regulations**

OJT will be in compliance with 20 CFR 664.700(c), WIA section 101 (31(c), City WIA Directives 03-15 and 06-14, all applicable state labor laws and city ordinances, including the City's living wage regulations.

(Revised PY 13-14)

\*In alignment with current State waivers, the City may adopt a sliding scale for employer reimbursement based on the size of the employers' workforce. Special grants, i.e. National Emergency Grants (NEG), non-formula WIA funding, may allow a sliding scale for employer reimbursement based on employer size and/or a participant's skills gap.

\*\* Special grants, i.e. NEGs (non-formula WIA) may limit OJT training to six months.

## **Limited English Proficient (LEP) Policy**

### **Background**

The Workforce Investment Act (WIA) requires nondiscrimination on the basis of national origin in programs receiving Federal financial assistance. Denial of equal access to federally funded programs and activities based on national origin, including Limited English Proficient (LEP) is strictly prohibited. This policy is pursuant to Section 188 of WIA; Title VI of the Civil Rights Act of 1964; Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency;” the Dymally-Alatorre Bilingual Services Act; and the U.S. Department of Labor (DOL) Training and Employment Guidance Letter 26-02.

### **Purpose/Definition**

This policy provides guidance and sets standards for the City of Los Angeles Workforce Development System<sup>4</sup> and other agencies serving LEP individuals to ensure meaningful and timely access to WIA-funded programs and services.

For this purpose, no one will be denied access to information, services, or resources throughout the Workforce Development System because of their limited proficiency in the English language, or be subjected to unreasonable delays in the receipt of such services. A person can qualify as LEP if they are an adult or out of school youth, who has a limited ability to read, write, speak, or understand English, and a) whose native language is a language other than English; or b) who lives in a family or community environment where a language other than English is the dominant language.<sup>5</sup>

### **Policy**

#### **1. Language Assistance Plan**

The Workforce Development System through its WorkSource and YouthSource Centers must develop a language assistance plan that is annually updated and submitted to the City as part of the Request for Contract Renewal (RFCR). The contents of the Language Assistance Plan must at a minimum consist of the following elements;

- Limited English Proficiency Language Assessment Survey
- LEP client policy
- Current demographics showing the number of LEP individuals requiring language assistance during the prior program year
- Description of language assistance tools (e.g. “I Speak” Identification Cards)
- List of vital documents available for dissemination to LEP persons
- Updated information identifying staff who are bi-lingual or multi-lingual

The Centers have two primary ways to provide language services: Oral

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<sup>4</sup> Workforce Development System includes the WorkSource Centers and the YouthSource Youth Opportunity System

<sup>5</sup> Workforce Investment Act of 1998

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interpretation, either in person or via a telephone interpretation service, and written translation. The correct mix of language assistance services should be based demographic data reflected in the LEP Assessment and on what is both necessary and reasonable.

**2. LEP Assessment**

As the first key to ensuring meaningful access, each agency in the Workforce Development System will conduct a thorough annual assessment of the languages spoken by customers and potential customers in the communities it serves. In addition to identifying the current LEP makeup of the service areas, the Workforce Development System will also examine a) whether existing LEP resources and tools are adequate and, b) what improvements are needed to outreach to LEP populations that might be underserved relative to their proportion in the service area. This analysis and review of services will be made part of the annual Request for Contract Renewal (RFCR) package.

For the Workforce Development System to properly assess the significant LEP population, the Workforce Investment Board (WIB) promotes the use of the DOL's four factors to determine the language needs of an area<sup>6</sup>:

- a. The number or proportion of LEP persons served or encountered in the eligible service population--the greater the number or proportion of LEP persons in a language group, the more language services needed;
- b. The frequency with which LEP individuals come in contact with the program-- higher frequency requires more services;
- c. The nature and importance of the program, activity, or service provided by the recipient; and
- d. The resources available to the recipient and costs--larger recipients with larger budgets must provide a higher level of language services

In assessing the first factor, consider any temporary but significant changes in the community's demographics. For example, in some communities, the population swells during peak vacation periods or seasonal influx for agricultural or manufacturing employment purposes.

The second factor, frequency of contact, should be considered in the light of areas or neighborhoods that may have concentration of LEP individuals. In such cases, even if the overall number of LEP persons in the area is low, the frequency of contact may be higher.

The third factor should be taken in the light of how the services available in the area impact the lives of its target population. The more important the program, or the greater the possible consequences of the contact for LEP individuals, the more likely the language assistance services will be necessary.

The fourth factor should be considered in promoting service quality and service

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<sup>6</sup> Department of Labor, Civil Rights Center, Federal Register, issued May 29, 2003, p.32294-32295.

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integration that provide a seamless system with a responsive and comprehensive array of services.

### 3. Translation of Vital Documents

The language assistance plan should incorporate a plan to translate “vital” written materials into the languages that were identified through the LEP assessment. DOL has acknowledged the difficulty in identifying vital documents. However, the federal register states that “meaningful access” must be granted to all individuals. Thus, vital documents could include:

- Applications to participate in a Workforce Investment Act (WIA) program, activity, or services
- Written tests that do not assess English language competency, but test the competency for a particular license, job, or skill for which English language proficiency is not required
- Consent and compliance forms
- List of partners at a Center and services provided
- Letter containing important information regarding participation in a program or activity
- Notices pertaining to the reduction, denial, or termination of services or benefits and of the right to appeal such actions
- Notices that require a response from beneficiaries
- Information on the right to file complaints of discrimination
- Information on the provision of services to individuals with disabilities
- State wage, hour, safety, health enforcement, and information materials
- Notices advising LEP persons of the availability of free language assistance
- Other marketing and outreach information

Additionally, all translated documents must be reviewed for accuracy. Even though certified translators are not required, the Workforce Development System should have mechanisms in place to verify the accuracy of the translated document.

### 4. Interpreter Requirements

At a minimum all interpreters used by the Workforce Development System must meet the following requirements:

- Demonstrated proficiency in both English and another language
- Fundamental knowledge in both languages of any specialized terms or concepts peculiar to the Center’s program or activity
- Sensitivity to the LEP person’s culture
- Demonstrated ability to convey information in both languages accurately;

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and if possible, use staff trained in the skills and ethics of interpreting

There may be cases where interpretation services are offered to the LEP person and these are declined. In such cases the LEP person may request the use of a family member or friend as an alternative. It is then appropriate for the Center to use this person to assist in the provision of services. However, the use of such a person should not compromise the effectiveness of services or breach confidentiality. In these cases, the Center should have a competent bilingual staff member observe the communication and interpretation to ensure the accuracy of the information being translated. The Center must also document in the LEP person's file: the offer of an interpreter, the refusal of free language assistance services, and the witnessing of the communication using "Interpreter Services Statement" form.

Consistent with U.S. DOL's federal register guidance, the WIB adopts the following hierarchy of methods to meet LEP needs as needed:

- a. Ensuring the Workforce Development System hire multilingual staff
- b. Paid interpreters that are on staff
- c. Paid outside interpreters
- d. Use telephone interpreter lines
- e. Community volunteers-trained in both interpretation and in WIA programs
- f. Not using children, family members, friends, and/or strangers as interpreters except in an emergency circumstances or when the LEP person decides to use them after being advised of free and competent interpreters being available.

5. LEP Customer Flow

After the Center identifies an LEP customer's primary language through a language needs assessment, this information should be documented in the case files preferably using a language identification form such as the Oral and Written Language Designation Form. The choice of whether to use the LEP individual's primary language for oral or written communication is the customer's choice.

The Workforce Development System will serve LEP individuals in their service delivery areas and ensure that LEP customers are offered meaningful and equal access to WIA services. Each Center must be able to describe and document how LEP customers receive services. This will be subject to review by the City's LEP Coordinator and reported to the WIB.

Furthermore, as the WIB develops new sector initiatives and other training programs, Vocational English as a Second Language (VESL) training should be incorporated in these programs to increase LEP customer participation. The WIB is committed to designing programs to ensure that limited English speakers are included in skills training as well as bridge programs as described in a WIB policy on Training and Supportive Services. Moreover, the Workforce Development System shall leverage resources to increase training opportunities in other languages where available.

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6. Monitoring and Oversight

Both Workforce Development System and City staffs will be responsible for monitoring the quality of services to LEP persons.

The Workforce Development System must annually evaluate its language assistance plan to keep information current on the LEP makeup of its service area, the communication needs of LEP customers, whether assistance offered is meeting the needs of such persons, whether staff is knowledgeable about policies and procedures and how to implement them, and whether sources of, and arrangements for, assistance are still current and viable. Oversight of the plan should include obtaining the LEP persons' feedback in these areas.

Monitoring and evaluation of the Workforce Development System for compliance with Civil Rights legislation will be incorporated in the regular monitoring processes.

The City's evaluation of the Workforce Development System's efforts in serving LEP customers will be measured through the DOL 4-factor analysis and through the following activities:

- Outreach and enrollment activities
- Surveys of customers, clients, and advocates to determine customer satisfaction
- Periodic assessment of current data and local demographics
- Review of the effectiveness of agency policies and practices describing services to LEP individuals
- Review staff capacity by determining in-house linguistic resources, recruiting and hiring bilingual or multi-lingual employees and promote continuing education to enhance staff ability to serve LEP clients
- Review of the agency's protocol in receiving and responding to complaints by customers.

**References**

1. Section 188 of the Workforce Investment Act of 1998
2. Federal Register Part IV (Volume 68, Number 103) Civil Rights Center; Enforcement of Title VI of the Civil Rights Act of 1964; Policy Guidance on the Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons; Notice (May 29, 2003)
3. Dymally-Alatorre Bilingual Services Act, California Government Code Section 7290-7299.8
4. Employment Development Department WIA Directive, Subject: Limited English Proficiency (May 12, 2005)
5. Department of Labor Training and Employment Guidance Letter 26-02
6. Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency" (Revised PY 13-14)

## **WIB Support of Grant Applications**

### **Background**

The City of Los Angeles Workforce Investment Board (WIB) receives requests for letters of support for various workforce-related grant applications. At times the City may be submitting competing applications or multiple organizations are seeking the same grant opportunities. This policy is intended to set parameters in determining under which circumstances WIB letters of support should be provided.

### **Policy**

A Requestor must request the support letter to WIB staff by written correspondence a minimum of five business days in advance for a signed support letter by the WIB Executive Director. The requestor must detail and demonstrate the intent to collaborate with the WIB and WIB supported organizations (i.e. Workforce Development System, YouthSource, BusinessSource), as appropriate. In addition, the request must include the following information:

- Nature of Grant
- Time period of Grant
- Intention for collaboration with WIB
- Funding amount
- Other partners
- Program Design, if applicable

Unless otherwise requested, the WIB staff will use a support letter template with minor modifications related to the specific grant.

The WIB will provide letters of support to organizations submitting workforce-related grant applications, (including occasions when the City may be submitting competing applications) under the following circumstances:

- If the City is included as a partner in the proposal with an intent to enter a formal MOU reflecting the partner roles/responsibilities
- The proposer is a current contractor within the City's Workforce Development System
- If the proposer is not a current contractor, then the proposed program design should reflect an integration with the City's Workforce Development System

As a supporter of and/or partner in the proposer's grant application, the WIB may request successful awardees to report back regarding the status of the grant and proposed program.

(Revised PY 13-14)

## **Work Experience Policy**

### **Background**

Work experience, the planned, structured learning experience that takes place in a workplace for a limited period of time, is defined as a WIA “intensive service. It is designed to provide specific behavioral and occupational skills appropriate for the workplace. It may be paid or unpaid, and located in the private, nonprofit, or public sectors. It primarily functions as a workplace-values activity, as opposed to a training activity, which is for the acquisition of specific occupational or job skills.

Work experience should be designed to promote the development of good work habits and basic work skills. When combined with other services, work experience should be provided concurrently or sequentially to these services to increase the basic education and/or occupational skills of the customer, as set out in the adult Individual Employment Plan (IEP) or youth Individual Service Strategy (ISS). Work experience may be combined with community service or conservation service corps programs.

Transitional Employment, designed to ensure that the people most in need of employment assistance transition to full participation in the labor market, is an allowable use of Work Experience. These individuals include, but are not limited to, the homeless, persons with a criminal record, long-term welfare recipient, disconnected youth, the long-term unemployed, and those with limited work experience.

### **Federal Regulations**

WIA regulations state that WIBs are responsible for developing policies on the use and duration of both paid and unpaid work experience and internships. The regulations also state that unpaid work experience should be limited in duration, combined with other activities, and based on a service strategy identified in the IEP or ISS.

Contractors and city staff will monitor and evaluate the effectiveness of intensive services, including work experience, in addressing the needs of customers and customer outcomes, including the needed experience to secure higher paying, higher-skilled employment.

Labor standards apply to any work experience where there is an employee-employer relationship, as defined by the Fair Labor Standards Act.

The City recommends that work experience be paid, and should be provided to individuals lacking a significant work history. Participation in work experience should be linked to achievement of a necessary skill level (skill competencies attained). Work experience shall be limited in duration, integrated in the individual’s employment plan, and combined with other intensive services. The goal of work experience is for an individual to gain employment, and if this intensive service does not assist a customer in obtaining a job, there should be further consideration of on-the-job or classroom training. The Workforce Development System operators (contractors) shall ensure that paid work experience does not result in the loss of public benefits.

### **POLICY**

Should a contractor decide to provide work experience to a participant, the following activities/processes/conditions must occur/exist:

**Orientation**

The contractor must conduct an Orientation to both the participant and the worksite training provider before the start of the Work Experience or Internship program. This should include a visit to the actual job site, a review of the tasks and/or skills to be gained during the training, a discussion of the wages and benefits to be paid to the participant, and a review of the other conditions within the Worksite Training Agreement, including reimbursement to the employer and the submission of progress reports by the employer.

**Work-Based Training Payments**

Individuals participating in work experience or limited internships may receive work-based training payments, which may be in the form of wages.

**Benefits and Working Conditions**

In the development and conduct of work experience and internships, contractors must ensure that participants are not assigned to work for employers that do not comply with applicable labor laws, including wage and hour provisions, occupational health and safety provisions, and child labor laws. To the extent applicable, worker's compensation benefits should be available with respect to injuries suffered by participants while on the job.

Participants shall not be required to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the participant's health and/or safety. A participant employed or trained for inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

**Worksite Training Agreement**

The City has developed a standard worksite training agreement, and this document is to be used by the contractors when providing Work experience to a participant.

**Monitoring Responsibilities**

Monthly on-site monitoring of the work experience and internships is the responsibility of the contractor and shall be done by a person other than the designated staff who developed the work experience/internship agreement. The contractor must ensure that the following requirements are met:

Participant receives the training/services/skills as specified in the training outline/plan of the Worksite Training Agreement.

Participant acknowledges training and services received as reported on the invoices submitted for training wages, if applicable.

Participant and employer receive copies of the executed worksite training agreement prior to the start of the work experience.

Worksite supervisor shall prepare and submit a progress report, which has been discussed and signed by the participant, at least once monthly, or as negotiated with the worksite supervisor by the contractor staff.

**Completion of Work Experience**

Worksite training provider certifies in writing that the participant has completed the work experience and has acquired the skills necessary for competency in the field they were trained for.

The contractor shall issue a certificate of completion to the participant upon completion. A copy of the certificate shall be placed in the client file together with all the paperwork connected with the training.

(Revised PY 13-14)

## **Resource Sharing Agreement Policy**

### **BACKGROUND**

The Workforce Investment Act (WIA) requires that an agreement(s) be executed between the One-Stop operators (WorkSource Centers) and the co-located partners at each site, with the objective to ensure that the costs of operating a One-Stop are shared between the partners. Examples of such costs are rent, utilities, security, telecommunications, supplies, and equipment.

At the inception of WIA, the City of Los Angeles executed a Memorandum of Understanding (MOU) with partners mandated by WIA. This original MOU did not address the issue of cost sharing. To ensure compliance, the original document, also known as the umbrella MOU, was amended to address resource sharing. The amended MOU provides guidance for determining the expected contribution of WorkSource Center (WSC) co-located partners through language that establishes the method, or formula, by which the WSCs and their partners can calculate the “fair share” that each partner should contribute. CFR Section 662.270 states that partners of the One-Stop system must contribute a fair share of the operating costs proportionate to the use of services at the One-Stop by individuals attributable to the partner’s program.

Contributions may be provided on a cash or in-kind basis and may include goods, services, personnel, and/or payment for space usage. Since most partners cannot bring actual cash to the table, the MOU uses an approach whereby the Full Time Equivalent (FTE) of partner staff (personnel) hours at each WSC is used as the basis for calculating a partner’s fair share contribution. The document being used to capture this information is the Resource Sharing Agreement (RSA).

### **POLICY**

The City conducted training on September 24, 2012, to inform the WSC operators on how to create a “shared costs budget” to be used in the creation and negotiation of each WSCs RSA. Each WSC will be required to have an RSA for each program year, which begins July 1, and ends June 30. Similar to the budget process, whereby each agency submits a preliminary budget in their RFCR but then can submit their first official budget for approval in July or August of each year once funding amounts are confirmed, each agency will need to submit their signed RSA when they submit their budget(s) for first approval.

The logic behind this is that once funding amounts are confirmed, agencies will be able to prepare their “shared costs budget” portion of the RSA as they do their WIA budget calculations, since partner contributions should be figured into each agency’s annual WIA budget. The partner contributions will be reflected in the RSA, and may be used as a comparison tool for analysts when approving the Formula WIA budgets.

(Adopted PY 13-14)

## **Rapid Response Services Policy**

### **BACKGROUND:**

The City's rapid response strategy is designed to provide assistance to employers and employees affected by industry declines, economic dislocations, and natural disasters by quickly maximizing public and private resources. Through linkages with the U.S. Department of Labor (DOL), various divisions of State of California Employment Development Department (EDD), City of Los Angeles WorkSource Center system, and other public and private partners, the City's deployment of its Rapid Response Coordinators (RRC) mitigate the disruption of layoffs by providing affected workers with early intervention, information on private resources and public assistance, and information on economic opportunities that can lead to them quickly reentering the job market. The RRC also provides assistance to employers by exploring human resource solutions that offer alternatives to layoffs, and referrals to other business service needs.

This strategy complies with the State's required activity which directs the LWIA to provide a "rapid response" to Worker Adjustment Retraining Notifications (WARNs) that are issued by employers whenever there are impending business closures and/or worker layoffs of fifty or more individuals. The RRC, however, responds to all layoffs, plant closures, and/or hour reductions regardless of the number of affected employees (Non-WARNs).

### **POLICY**

City of Los Angeles Rapid Response Coordinators (RRC) will contact affected employers within 48 hours of WARN or Non-WARN notification. RRCs will coordinate with EDD (Workforce Services & Unemployment Benefits), Department of Labor, City of Los Angeles WorkSource System, Labor Unions, and other relevant partners to schedule a planning meeting, orientations, and any other services requested by the affected employer and employees at times and dates convenient to them. In addition, Rapid Response Coordinators will:

1. Provide WSCs who attend a Rapid Response Orientation with copies of the Rapid Response Questionnaires (forms collecting basic contact, employment & education information, and service needs) completed by affected workers (within 48 hours), along with a copy of the sign-in sheet for verification of a "business service" rendered. If more than one WSC attends, the Questionnaires will be divided in equal numbers.
2. Provide a Rapid Response roster with contact information of all individuals completing a Questionnaire who live within their designated zip codes on a quarterly basis (City & County zip codes have been pre-assigned to each WSC based on location).
3. Provide, on a quarterly basis, a list of the employers who may be experiencing layoffs to further identify potential Dislocated Workers (DWs) – individuals who have lost their job through no fault of their own - who have not attended a Rapid Response orientation.
4. As needed, provide talking points to the WSC representative participating in the RR Orientation to ensure the message is clear and consistent throughout the presentations, and provide any other technical assistance as requested

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by the WSC in support of services to DWs (provided resources are available to meet request).

5. Provide WSCs with “Rapid Response Re-employment Tool Kits” to give to every DW who attended a Rapid Response Orientation. The “Tool Kit” is a flash drive preloaded with information and resources and is intended to serve as an incentive for the DWs to stay focused on their job search while ensuring that they visit a WSC as soon as possible to start on “the road to reemployment.” The flash drive also gives each DW entering the WorkSource System the capacity to safely store all job search related information they will be using, and quickly and remotely modify files as needed.
6. Provide postage-paid WorkSource Center Visit Feedback cards to be given to each DW who attended a Rapid Response Orientation. Cards are intended to provide the Rapid Response Unit with successes and challenges encountered at each of the WSCs.
7. Partner with WSC to ensure the best available services are provided to the Dislocated Workers and promote each of the City’s WSCs cadre of services available to DWs and their families beyond the WIA required activities.
8. Attend WSC staff meetings when “Dislocated Workers” is a topic on the agenda and at intervals visit the WSC to observe client flow and WSC’s processes.

WORKSOURCE CENTERS (WSCs) form an integral partnership with the City and are key to the effectiveness of its rapid response strategy. The WSCs shall support rapid response activity by sharing pertinent information with the RRC, participating in rapid response activities, and by engaging workers who may potentially be laid-off or dislocated workers who have been recently separated from employment. WSCs are to notify their designated RRC of impending layoffs, plant closures, or hourly reductions for workers as this information becomes available. Further, the WSCs are required to:

1. Participate in Rapid Response Planning Meetings and/or Orientations to present the WorkSource System, upon confirmation with the employer, and as requested by the RRC. In addition, participate, as needed in other Dislocated Worker-related Rapid Response activities (such as Job Fairs, workshops, etc.).
2. Contact potential DWs within 48 hours of having received copies of the questionnaires collected during a Rapid Response Orientation by the RRC.
3. Contact the individuals appearing on the quarterly rosters (generated by zip codes) and report their status within 2 weeks of receipt (e.g. employed, unemployed, retired, name of WSC visited, etc.). Individuals who are contacted and express a need for dislocated worker services shall be assessed for eligibility and enrolled in the DW program.
4. Track the number of DWs visiting the City’s WorkSource System following a Rapid Response Orientation by disseminating and logging the issuance of “Rapid Response Reemployment Tool Kits” and postage-paid “WorkSource Center Visit Feedback Cards” provided to each WSC by the RRC. WSCs are to provide a copy of the log to the RRC on a monthly basis, and the original

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log when the sheet is complete.

5. Provide the RRC, WSC-specific promotional flyers, etc., they want to be made available at all Orientations regardless of the session location (RRCs can provide further outreach as participants in each Rapid Response Orientation come from the Greater L.A. area)
6. Designate a key staff member to act as their Rapid Response Liaison (RRL) who will be responsible for coordinating services and maintaining on-going communication with the RRC.

(Adopted PY 13-14)

**America's Job Center of California Branding Policy**

**Policy Statement**

All Workforce Investment Act (WIA) funded contractors must adhere to the WIB's branding policy including the WorkSource, YouthSource and co-branding with the U.S. Department of Labor's (USDOL) American Jobs Center brand.

More specifically, all Adult/Dislocated Worker and Youth contractors shall adhere to the co-branding of "A proud partner of America's Job Center of California" as directed by the USDOL Training and Employment Guidance Letter TEGL 36-11 issued on June 14, 2012 and the State of California Employment Development Department's Workforce Services Information Notice WSIN12-43 released on March 15, 2013.

All contractors shall ensure that logos, taglines and graphics of all collateral materials, websites, and signage utilized for WIA programs conform to the Branding Toolkit and Style Guide, issued by the California Workforce Investment Board effective July 1, 2013.

All Adult/Dislocated Worker operator contractors shall adhere to the guidelines and protocols of implementing the WorkSource Center brand, as directed through their contractual obligations and related directive(s).

All Youth operator contractors shall adhere to the guidelines and protocols of implementing the YouthSource Center brand, as directed through their contractual obligations and related directive(s).

In addition, all contractors shall adhere to the EEO requirements in terms of accessibility language on all websites, collateral materials and media outreach.

(Adopted PY 13-14)

## **Authorization to Work Verification to Work Policy**

### **BACKGROUND:**

Under California law, an individual must have authorization to work in the United States to be eligible to receive Wagner-Peyser Act (WPA) and/or WIA employment services. Section 9601.5 of the California Unemployment Insurance Code requires that “each state or local government agency or community action agency, or any private organization contracting with a state or local government agency, that provides employment services, including, but not limited to, job training, retraining, or placement, shall verify an individual's legal status or authorization to work prior to providing services to that individual in accordance with procedures established under federal law.”

The federal procedures for verifying an individual's authorization to work are included in Title 8 CFR, Section 274a.2. This section specifies that the requirements published in the USCIS Form I-9, Employment Eligibility Verification, are to be used in verifying and documenting that an individual is authorized to work in the United States.

### **POLICY AND PROCEDURES:**

WorkSource Centers Staff providing WPA and/or WIA employment services must verify an individual's authorization to work in accordance with the requirements of the USCIS [Form I-9](#), Employment Eligibility Verification. As specified in the Form I-9, staff must accept as evidence of employment authorization, any of the documents listed on the last page of Form I-9. Individuals may present any List A document or a combination of a List B and a List C document. To view frequently asked questions regarding acceptable Form I-9 documents, see the State of California Employment Development Department (EDD) Workforce Services Directive 13-1 (WSD 13-1), Attachment 1, *Questions and Answers – Authorization to Work Verification*. To view representative images of acceptable Form I-9 documents, see WSD 13-1, Attachment 2, *Samples of Acceptable Documents for Authorization to Work Verification*.

The differences between the WPA and WIA programs necessitate separate guidance for each program as provided below. However, whenever possible, EDD and partner agency management are encouraged to coordinate verification between the two programs to increase efficiency of the process and prevent participants from having to repeatedly present Form I-9 documents.

Staff must verify an individual's authorization to work prior to providing staff-assisted services. The three WPA service delivery modes are briefly described below.

- **Self-service**: An individual uses services in a WorkSource Center with minimal or no staff assistance (e.g., self-service labor market research, résumé preparation, job search, etc.). Self-service includes staff establishing access to New CalJOBS<sup>SM</sup> for an individual or looking up a password.
- **Facilitated self-help service**: An individual asks for, or indicates a need for, short term or specific program information that is provided either:
  - Individually by staff

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- In a group setting (e.g., orientation)
- Directed and guided by staff (e.g., provision of labor market information or information on training providers)
- Staff-assisted service: One-on-one assistance (e.g., counseling, bonding assistance, case managed services, etc.) that may be long term or a one time in depth service, and is usually given by a program specialist.

The three WPA service delivery modes correlate with the New CalJOBS<sup>SM</sup> service code categories as provided in the table below.

WPA Service Delivery Mode	New CalJOBS <sup>SM</sup> Service Code Category
Self-service	Housekeeping Informational Core A Core A – Self Service
Facilitated self-help	Core A – Staff Assisted
Staff-assisted	Core B Intensive
For definitions of the New CalJOBS <sup>SM</sup> service code categories, and a list of the New CalJOBS <sup>SM</sup> service codes, visit Workforce Services Information Notice	

WorkSource Center Staff must verify an individual's authorization to work no later than time of application for a WIA funded program. Verification is not required for self-service or informational activities.

(New PY 14-15)

## **Criminal Record Restrictions and Impact Based on Race and Nationality Policy**

### **BACKGROUND:**

In recent decades, the number of Americans who have had contact with the criminal justice system has drastically increased. In California, it is estimated that about one in four adults now has a criminal history record which often consists of an arrest that did not lead to conviction, a conviction without incarceration, or a conviction for a non-violent crime. Because of this increase, racial and ethnic disparities have arisen, which may be reflected in incarceration rates, as well as in other criminal history records. Federal and state programs have devoted significant resources to reducing barriers to employment of people with criminal records in an effort to also increase public safety.

### **POLICY AND PROCEDURES:**

Employers and agencies within the City of Los Angeles Workforce Development System should be aware of federal antidiscrimination laws if they choose to rely on job applicants' criminal history records to help assess potential risk to employees, customers, and business assets. Hiring policies and practices that exclude individuals with criminal records may conflict with laws which prohibit intentional discrimination on the basis of race, national origin, or other protected groups, and policies or practices that have a disparate impact on these protected groups and cannot be justified as job related and consistent with business necessity.

Policies that exclude individuals from employment or other services based on the existence of a criminal history record, and do not take into account the age and nature of an offense, or the relationship of the record to the specific job duties, are likely to unjustifiably restrict the employment opportunities of individuals with conviction histories and, due to racial and ethnic disparities in the criminal justice system, are likely to violate federal antidiscrimination law.

Accordingly, employers and agencies should carefully consider their legal obligations before adopting such policies. Covered entities may also wish to direct employers to the Equal Employment Opportunity Commission (EEOC) Reentry Myth Buster (Attachment 1) which clarifies that an arrest or conviction record will not automatically bar individuals from employment.

The nondiscrimination provisions that apply to the federally-assisted workforce system prohibit:

- Disparate treatment - intentionally treating members of protected groups differently based on their protected status.
- Disparate impact - the use of policies or practices that are neutral on their face, but have a disproportionate impact on members of protected groups, and are not job related and consistent with business necessity.

Title VII of the Civil Rights Act of 1964, as amended applies to employers with 15 or more employees, and prohibits employment discrimination based on race, color, religion, sex, or national origin. Title VII also contains provisions that specifically address employment agency activities. Entities within the public workforce system like

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One-Stop Career Centers may be regarded as “employment agencies” under the law and are not permitted to:

- Print, publish, or cause to be printed, any job announcement that discriminates based on race, color, religion, sex, or national origin unless there is a bona fide occupational qualification for a preference based on religion, sex, or national origin.
- Refuse to refer an individual for employment or otherwise to discriminate against any individual based on race, color, religion, sex, or national origin.
- The EEOC, the federal agency that administers and enforces Title VII, has issued guidance on the use of arrest and conviction records in employment decisions (Attachment 2). Based on this guidance:
- An employer’s neutral policy (e.g., excluding applicants from employment based on certain criminal conduct) may disproportionately impact some individuals protected

(New PY 14-15)

## **Definition of High School Dropout**

### **Background**

Under WIA, at least 30 percent of available youth funds are to be used for out-of-school youth. An out-of-school youth is defined as an individual who is a) an eligible youth (WIA Final Rules 20 CFR Part 664.200) who is a school dropout; or b) an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed [WIA Sec. 101(33)]. The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent [WIA Sec. 101(39)].

The WIA regulations allow the local WIBs to further define “no longer attending school”. The WIB will use the following criteria to determine whether a youth is *no longer attending school*, and therefore is considered a High School Dropout.

### **High School Dropout:**

1. A youth who is chronically absent (as defined by LAUSD or other school district), meaning a youth who has missed 25 or more days of school year and who is at least 110 credits behind. Refer to CDE Bulletin 3720.0 & LAUSD Attendance Manual and Policy & Procedures for Elementary, Secondary & Options Schools.
2. A youth in the twelfth grade, who lacks sufficient amount of credits to graduate with in the cohort year (as defined by LAUSD or other school district). Refer to CDE Bulletin No. 2-74 and LAUSD Attendance Manual and Policy & Procedures for Elementary, Secondary & Options Schools.
3. A youth attending an Adult Education program, who is not enrolled in an adult education program leading to a High School diploma or equivalent. Refer to CDE Bulletin No. 2-74, Bulletin No. 4926.2 and LAUSD Attendance Manual and Policy & Procedures for Elementary, Secondary & Options Schools

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(New PY 14-15)

## **Incident Reporting Policy**

### **Policy Statement**

The City of Los Angeles, Economic and Workforce Development Department (EWDD) has developed a procedure whereby upon being notified or finding any suspected incidents of WIA related fraud, abuse, or other criminal activity, EWDD notifies the Compliance Review Division (CRD) of the Employment Development Department (EDD) and the Department of Labor's (DOL) Office of Inspector General (OIG).

### **Background**

#### **First Tier Reporting**

As per EDD Directive number WSD12-18, all subrecipients that receive WIA funds shall promptly report to the CRO and OIG, all allegations of WIA-related fraud, abuse, and other criminal activity.

"Each subrecipient shall establish appropriate internal procedures to prevent and detect fraud, abuse, and criminal activity. These procedures must include a reporting process to ensure that the CRO and OIG are notified immediately of any allegations of WIA-related fraud, abuse, or criminal activity. Internal procedures must be in writing and include the designation of a person on the subrecipients' staff who will be responsible for such notifications."

The City of Los Angeles, Economic and Workforce Development Department (EWDD) is a subrecipient referenced in EDD Directive WSD12-18 and maintains internal procedures in writing, to gather, respond/report and resolve complaints and/or any allegations of WIA-related fraud, abuse, or criminal activity. EWDD enforces EDD Directive number WSD12-18 by requiring subrecipient contractors to comply with required reporting.

#### **Second Tier Reporting**

EWDD issued WDS Directive No. 11-13; Incident Reporting, dated March 15, 2011, which provides procedures for reporting incidents, including but not limited to criminal fraud, criminal abuse or other criminal activity, and noncriminal complaints, such as waste of WIA funds, to the Compliance Review Division (CRD) of the Employment Development Department (EDD) and the Department of Labor's (DOL) Office of Inspector General (OIG).

The City's Contractors are advised by EWDD that all recipients of Workforce Investment Act (WIA) funds have the responsibility to be alert for, and report, any suspected fraud, abuse, or other criminal activity, or non-criminal activity, including gross waste of funds, mismanagement, and dangers to the public health or safety. In addition, all "lower tier subrecipients", i.e. Contractors have the responsibility to the Office of Inspector General (OIG), the Employment Development Department (EDD) and Compliance Resolution Unit, and their funding agency, e.g., City of Los Angeles LWIA, to report all suspected incidents of WIA related fraud, abuse, or other criminal activity immediately or within one workday of detection or discovery of information alleging fraud, abuse or criminal activity involving WIA funds.

Additionally, Contractors are required to bring WDS Directive No. 11-13 to the attention

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of all WorkSource/OneSource Center staff by providing a copy of the directive to all staff funded by WIA and for them to also acknowledge receipt of the Directive by signing an acknowledgement receipt (Attached).

**Procedure**

Upon receiving information reporting suspected incidents of WIA related fraud, abuse or other criminal activity, report the finding(s) as follows to:

**Report submission information:**

To the State of California Employment Development Department:

Compliance Review Unit  
Program Review Branch  
Employment Development Department (EDD)  
722 Capitol Mall, MIC-22  
P.O. Box 826880  
Sacramento, CA 94280-001

ATTENTION: Jessie Mar, Chief  
Compliance Review Office

And, to the OIG at its Web Site: [www.oig.dol.gov/hotnet.htm](http://www.oig.dol.gov/hotnet.htm)

Or by mail to:  
Office of Inspector General  
United States Department of Labor  
200 Constitution Avenue, N.W., Room S-5506  
Washington, D.C. 20210

And, to the Economic and Workforce Development Department

Equal Employment Opportunity Section  
1200 W. 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017  
Attn: Maureen Brown, EO Compliance Officer

(New PY 14-15)

## **Selective Service Registration**

### **BACKGROUND:**

Only those males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act are eligible for participation in WIA funded programs and services. Section 189(h) of the WIA requires the Secretary of Labor to ensure that each individual participating in any WIA program, or receiving any assistance under the Act, has not violated the requirements of Section 3 of the Military Selective Service Act. This section requires that every male citizen and every other male residing in the United States must register with Selective Service between their 18th and 26th birthday. This section also requires the Director of the Selective Service System and the Secretary of Labor to cooperate in carrying out these provisions.

### **POLICY AND PROCEDURES:**

All programs and services established or receiving assistance under WIA Title I must comply with the Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the Employment and Training Administration under WIA. They do not apply to programs funded or solely authorized by the Wagner-Peyser Act.

### **Selective Service Registration Requirements**

Males born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday and up to, but not including their 26th birthday.

This includes males who are:

- Citizens of the U.S.;
- Veterans discharged before their 26th birthday;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. prior to their 26th birthday; and/or
- Dual nationals regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the male falls within one of the following categories:

- Males who are serving in the military on full-time active duty;
- Males attending the service academies;
- Disabled males who were continually confined to a residence, hospital or institution;
- Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday; and/or

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- Veterans discharged after their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the male falls within one of the following categories:

- Non-U.S. male who entered the U.S. for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
  1. Date of entry stamp in his passport;
  2. I-94 with date of entry stamp on it; or
  3. Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. (shown along with documentation establishing the male's age).
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

NOTE: The requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. If an individual is recorded as a male, that individual would need to register for the Selective Service regardless of their present sexual identity (e.g. sex change from male to female). However, if that individual's birth certificate is later changed to reflect a female identity, that individual would not be required to register.

This list of Selective Service registration requirements is not exhaustive; however, additional information regarding these requirements can be found on the Selective Service website at [www.sss.gov](http://www.sss.gov). This website also provides a quick reference chart listing who must register at [www.sss.gov/PDFs/WhoMustRegisterChart.pdf](http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf).

**Acceptable Documentation**

In order to be eligible to receive WIA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's eligibility for WIA Title 1 programs include:

- Selective Service Acknowledgement letter
- Form DD-214 "Report of Separation," (use only if veteran was discharged after his 26th birthday)
- Screen printout of the Selective Service Verification site:

[www.sss.gov/RegVer/wfVerification.aspx](http://www.sss.gov/RegVer/wfVerification.aspx).

For males who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.

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- Selective Service Registration Card
- Selective Service Verification Form (Form 3A) and/or
- Stamped Post Office Receipt of Registration
- 

Registration Requirements for Males Under 26

Before being enrolled in WIA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). If a male turns 18 while participating in WIA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIA-funded services. If a male under the age of 26 refuses to register with Selective Service, WIA-funded services must be suspended until he registers.

Non-Registration by Males 26 and Older

Grantees, subgrantees or contractors, funded or authorized by WIA Title I, must establish a policy for those potential participants who are 26 or older that failed to register with the Selective Service. This policy may request either a Status Information Letter from a potential participant before making a determination of knowing and willful failure to register; or (2) initiate the process to determine if the potential participant's failure was knowing and willful without first requesting a Status Information Letter. The second option may be preferable for entities that have time limits for enrolling participants (e.g. individuals recently released from incarceration).

Before enrolling in WIA-funded services, all males 26 and older, must provide either:

- Documentation showing they were not required to register; or
- If they were required to register, documentation establishing that their failure to register was not knowing or willful.
- 

Individuals who did not register for the Selective Service or who cannot provide any of the documentation listed in the "Acceptable Documentation" section of this directive must obtain a Status Information Letter from the Selective Service indicating whether they are required to register. The Request for the Status Information Letter form can be accessed at [www.sss.gov/PDFs/infoform.pdf](http://www.sss.gov/PDFs/infoform.pdf) and the instructions can be accessed at [www.sss.gov/PDFs/instructions.pdf](http://www.sss.gov/PDFs/instructions.pdf). The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

Status Information Letter

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIA-funded service. If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIA-funded activities and services until it can be determined that his failure to register was not knowing and

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willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

An individual may obtain a Status Information Letter from the Selective Service if he:

- believes he was not required to register; or
- did register but cannot provide the appropriate documentation.

**How to Determine “Knowing and Willful” Failure to Register**

(Documentation and Model Questions)

If the individual was required but failed to register with the Selective Service, as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes by a preponderance of the evidence that the failure to register was not knowing and willful. The grantee, subgrantee or contractor that enrolls individuals in WIA-funded activities, and is thereby authorized to approve the use of WIA grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

Documentation

Evidence presented may include the individual’s written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

- Service in Armed Forces. Evidence that a male has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing and willful.
- Third Party Affidavits. Affidavits from parents, teachers, employers, doctors and others concerning reasons for not registering may help grantees in making determinations in cases regarding willful and knowing failure to register.

Model Questions

In order to establish consistency regarding the implementation of the requirement, local areas should consider the following questions as a model when determining whether a failure to register is knowing and willful.

In determining whether the failure was “knowing,” authorized organizations should ask:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g.

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veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?

- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?
- In determining whether the failure was “willful,” authorized organizations should ask:
  - Was the failure to register done deliberately and intentionally?
  - Did the individual have the mental capacity to choose whether or not to register and decided not to register?
  - What actions, if any, did the individual take when he learned of the requirement to register?

Finally, a participant’s claim of ignorance (e.g. “I did not know...”) regarding Selective Service registration requirements should not suffice as enough evidence to make a determination if his failure was knowing and willful. Ask him for more evidence to support his claim.

**Results of Findings**

If an authorized organization determines that an individual’s failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual’s failure to register was knowing and willful, WIA services must be denied. Individuals denied services must be advised of available WIA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations on Selective Service.

(New PY 14-15)

## **Services and Referrals to Victims of Human Trafficking Policy**

### **BACKGROUND:**

Trafficking in persons affects millions of individuals worldwide. Individuals may be lured into trafficking networks through false promises of good working conditions and high pay as domestic, factory and farm workers, childcare workers, wait staff, sales clerks, models, or other occupations. Others are kidnapped. Many victims of trafficking may remain undetected because strategies used by the perpetrators isolate victims and prevent them from coming forward. Additionally, many victims of trafficking do not self-identify and may be unaware of resources and services that are available to assist them. The DOL plays a role in the U.S. Government's efforts to combat human trafficking. These methods include:

- Identifying and seeking restitution for unpaid labor performed by victims of trafficking;
- Providing training and employment services to victims of trafficking who qualify for those services, and helping them to become self-sufficient;
- Funding research and technical assistance to combat the worst forms of child labor overseas; and
- Maintaining lists of goods, including their countries of origin that are made using forced labor or forced child labor.

Local areas are being asked to review this directive in order to be able to recognize the characteristics of human trafficking, and refer those individuals to the proper authorities and resources, provide employment and training services, and offer information and referral to other wraparound services or law enforcement.

### **POLICY AND PROCEDURES:**

#### **Definitions:**

Section 103(8) of the TVPA defines the term 'severe forms of trafficking in persons' as:

1. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
2. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Employment is an essential step in integrating victims of trafficking into society, and therefore, WorkSource Center Staff is reminded that they can assist trafficking victims in the following ways, as applicable:

#### **Recognize the characteristics of victims of trafficking and refer individuals to proper authorities and resources:**

Many victims of trafficking do not self-identify. It is important for WorkSource Center staff to recognize the characteristics of potential victims of trafficking and refer them to the proper authorities and resources. For information on how to identify potential victims

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of trafficking, see “Characteristics of Potential Victims of Trafficking” (Attachment 1). For information about hotlines that frontline staff can call to get help for potential victims, see “Trafficking Hotlines” (Attachment 2). If an individual is under immediate threat or states that they are in danger, staff should call 911.

**Provide employment and training services:**

United States citizens or lawful residents who are victims of trafficking can receive the same WorkSource Center services that are provided to the general public under WIA. Specifically, Section 188(a)(5) of the WIA further prohibits discrimination against certain non-citizens and indicates that participation in programs, activities, and receiving funds shall be available to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, refugees, and parolees, and other immigrants authorized by the Attorney General to work in the U.S. Also, this is discussed under Section 107(b) of the TVPA where it is indicated that certain foreign nationals are also eligible for WIA Title I services. This includes:

- Victims of a severe form of trafficking in persons, or
- Individuals granted a nonimmigrant “T” visa.

The T nonimmigrant Status (T visa) is available to individuals who are, or have been victims of human trafficking, and protects these victims of human trafficking by allowing them to remain in the U.S. to assist in an investigation or prosecution of human trafficking. Additional information about T visas and the Department of Health and Human Services (HHS) certification process can be found in TEGL 19-01 Change 1. Individuals who are granted T visas from the Department of Homeland Security are also eligible for WIA Title I services.

For purposes of being eligible for WIA Title I services, as a victim of a severe form of trafficking:

- Individuals 18 years of age or older must have been subjected to an act or practice described in the definition of “severe forms of trafficking in persons” and have received a letter of certification issued by the HHS 22 U.S.C. § 7105(b)(1).
- Children under 18 years old who have been subjected to a severe form of trafficking need not be certified by HHS to be eligible for services; instead, HHS issues Letters of Eligibility to victimized children of trafficking. As with any participant, they must meet all applicable program eligibility requirements to receive WIA Title I services.

Employment and training services for victims of trafficking should follow the same procedures and case management processes as given to other WorkSource Center customers. However, in the case of victims of trafficking, services may need to be tailored and adapted to match the particular needs of this population. For instance, victims of trafficking may have Limited English Proficiency (LEP), criminal records (e.g. prostitution), or limited resumes.

Victims of trafficking who have LEP will likely require referrals to courses in English as a Second Language (ESL) in order to enhance job readiness. WorkSource Center staff should work with local training providers and community colleges to find ESL course

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offerings, as needed. The TEGL 26-02 (“Publication of Revised Guidance Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons”) and TEN 14-05 (“Release of On-Line Training Resources and Census Data on Limited English Proficiency Individuals in Local Workforce Areas and a translatable Glossary of Workforce Terms”) provide some resources and guidance on working with LEP persons.

**Offer information and referral to other wraparound services and/or law enforcement:**

In most cases, victims of trafficking will approach WorkSource Centers toward the end of their rehabilitation process and will have already been working with other nonprofit organizations and governmental agencies.

In the event that the victim has not yet received services, it is important for WorkSource Center staff to be aware and utilize local resources and service providers, particularly non-profit organizations that provide services to trafficking victims. Service providers for trafficking victims can also refer or accompany their clients to the nearest WorkSource Center when they are ready for employment and training services.

A description of available services for victims of trafficking offered either directly by federal agencies or provided by local service providers with funding from the U.S. Government can be found in the “Services Available to Victims of Human Trafficking” (Attachment 3).

If no local service providers are known, the National Human Trafficking Resource Center (NHTRC) at 1-888-3737-888 can help determine best steps for assisting the individual. See Attachment 2, “Trafficking Hotlines,” for additional information. One-Stop Career Center staff may also call the NHTRC to inquire about local service providers and familiarize themselves with what is available for victims in the local community.

Attachments are available on the Internet:

1. Characteristics of Potential Victims of Trafficking
2. Trafficking Hotlines
3. Services Available to Victims of Human Trafficking

(New PY 14-15)

### **Veterans Gold Card Participation**

On August 5, 2011 the President directed the Department of Labor to launch a new initiative called the Veterans Gold Card Initiative. This initiative enables post 9/11 Veterans to receive customized priority job search services through One Stop Career Centers. Veterans are provided Gold Card Certificates through the Transition Assistance Program and through the E-benefits portal administered by the Department of Veterans Affairs and Department of Defense (a central access point to online benefits and related services). Veterans are also able to download the Gold Card by visiting [www.whitehouse.gov/vets](http://www.whitehouse.gov/vets). The Gold Card will entitle post 9/11 veterans to a range of priority services at their local One Stop Career Centers. Including;

- Six months of personalized case-management services provided by Disabled veterans Outreach Specialist, Local Veterans Employment Representatives and other One Stop Staff.
- Career guidance through group and Individual counseling to help veterans make training and career decisions.
- Provision of labor market, occupational, and skills transferability information to inform education and training decision.
- Explanation of GI Bill benefits.
- Referral to job banks, job portals, and job openings.
- Referrals to employers and registered apprenticeship sponsors.
- Referrals to training opportunities.
- Assessment, including interviews, testing, employment preparation, and direct placement.

(New PY 14-15)

**PY 12-13 Annual Performance Evaluation  
Adult STAR Tally**

A	B	C	D	E	F	G	
WorkSource Center	Operator Name	MINIMUM STANDARDS MET*	S	O	F	A	TOTAL STARS EARNED
			Customer Satisfaction	Outcomes and Flow	Administrative Capability		
Canoga Park-West Hills	Arbor/Rescare	STAR	STAR			STAR	3
Northeast Los Angeles	Arbor/Rescare						0
Van Nuys-Sherman Oaks	Arbor/Rescare	STAR	STAR			STAR	3
Chatsworth-Northridge	Build Rehabilitation Industries	STAR	STAR	STAR		STAR	4
Downtown	Chicana Service Action Center						0
Chinatown	Chinatown Service Center	STAR	STAR			STAR	3
Harbor	City of Long Beach/Pacific Gateway WIN	STAR	STAR	STAR		STAR	4
Wilshire-Metro	Community Career Development, Inc.	STAR	STAR	STAR		STAR	4
South Los Angeles	Community Centers, Inc.	STAR	STAR				2
Sun Valley	El Proyecto del Barrio, Inc.	STAR	STAR	STAR		STAR	4
Metro North	Goodwill Industries of Southern California	STAR	STAR			STAR	3
Housing Authority WorkSource Portal	Housing Authority of the City of Los Angeles	STAR	STAR	STAR			3
Marina del Rey-Mar Vista	Jewish Vocational Service	STAR	STAR	STAR			3
West Adams-Baldwin Hills	Los Angeles Urban League, Inc.	STAR	STAR				2
Hollywood	Managed Career Solutions, Inc.	STAR	STAR	STAR		STAR	4
Westlake	Pacific Asian Consortium in Employment	STAR	STAR	STAR			3
Southeast Los Angeles- Crenshaw	UAW-Labor Employment Training Corporation	STAR	STAR	STAR		STAR	4
Southeast Los Angeles- Watts	Watts Labor Community Action Committee	STAR	STAR	STAR			3
<b>TOTAL STARS</b>		<b>16</b>	<b>16</b>	<b>10</b>		<b>10</b>	

\*This Star is earned by meeting 80% of all Outcome/Flow contract goals.

**PY 12-13 Annual Performance Evaluation  
Adult Outcomes and Flow**

WorkSource Center	Operator Name	MEASURES																											PERFORMANCE							
		Enrollments of Individuals w/ Disabilities (Hold Harmless PY 12-13)			EXITS - New and Carryover						PLACEMENT RATE / PLACEMENT GOAL						AVERAGE HOURLY WAGE						RETENTION RATE						NUMBER OF UNIVERSAL ACCESS CUSTOMERS			NUMBER OF BUSINESSES SERVED			MINIMUM CONTRACT GOALS MET	STAR**
		Plan	Actual	% of Goal	Adult			Dislocated Worker			Based on Exitters			At Exit			Based on Exitters 4/1/11-3/31/12			Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal		
					Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal	Plan	Actual	% of Goal																	
Canoga Park-West Hills Northeast	Arbor/Rescare	16	23	144%	95	96	102%	68	73	108%	83%	87%	105%	82%	81%	99%	\$12.00	\$20.78	174%	\$14.30	\$24.21	170%	76.5%	86.6%	114%	82%	94.7%	116%	15,700	16,712	107%	65	67	103%		
Los Angeles	Arbor/Rescare	18	16	89%	107	64	60%	68	28	42%	85%	86%	102%	85%	86%	102%	\$11.50	\$13.29	116%	\$12.00	\$37.00	309%	76.5%	89.5%	117%	82%	83.6%	102%	5,100	18,083	355%	65	65	100%	NO	
Van Nuys-Sherman Oaks	Arbor/Rescare	19	33	174%	116	144	125%	72	80	112%	82%	82%	100%	82%	80%	98%	\$12.00	\$16.76	140%	\$14.30	\$21.66	152%	76.5%	75.3%	99%	82%	82.8%	101%	7,000	7,769	111%	65	67	103%	YES	
Chatsworth-Northridge	Build Rehabilitation Industries	21	25	120%	125	129	104%	85	88	104%	82%	90%	110%	81%	88%	109%	\$11.50	\$17.62	154%	\$14.30	\$21.69	152%	76.5%	84.4%	111%	82%	91.5%	112%	4,600	5,488	120%	65	71	109%	YES	STAR
Downtown Chinatown	Chicana Service Action Center	14	4	29%	82	96	118%	54	54	100%	85%	98%	116%	85%	93%	110%	\$11.50	\$13.80	120%	\$11.70	\$15.18	130%	76.5%	87.1%	114%	82%	87.5%	107%	15,900	10,821	69%	65	65	100%	NO	
Harbor	Chinatown Service Center	10	11	110%	60	97	162%	43	42	98%	81%	90%	111%	80%	103%	129%	\$11.50	\$12.36	108%	\$12.70	\$14.78	117%	76.5%	86.3%	113%	82%	82.4%	101%	2,500	4,191	168%	65	65	100%	YES	
Wilshire-Metro South Los Angeles	City of Long Beach Pacific Gateway WIN	14	11	79%	71	100	141%	64	86	135%	83%	87%	106%	82%	92%	113%	\$12.90	\$17.76	138%	\$15.00	\$22.22	149%	76.5%	96.2%	126%	82%	97.3%	119%	6,700	8,009	120%	65	65	100%	YES	STAR
Sun Valley	Community Career Development	20	25	125%	121	155	129%	76	101	133%	80%	90%	113%	84%	95%	114%	\$11.50	\$13.85	121%	\$13.80	\$17.39	127%	76.5%	80.8%	106%	82%	86.9%	106%	4,800	4,930	103%	65	80	123%	YES	STAR
Metro North	Community Centers, Inc.	20	12	60%	119	139	117%	79	90	114%	83%	87%	106%	85%	89%	105%	\$11.10	\$13.84	125%	\$11.70	\$16.79	144%	76.5%	77.1%	101%	82%	83.1%	102%	9,800	7,797	80%	65	75	115%	YES	
Housing Authority WorkSourcePortal	El Proyecto del Barrio	22	30	137%	128	138	108%	87	109	126%	85%	87%	103%	85%	85%	100%	\$12.00	\$18.06	151%	\$14.50	\$21.08	146%	76.5%	76.9%	101%	82%	94.2%	115%	5,800	9,854	170%	65	68	105%	YES	STAR
Marina del Rey-West Adams-Baldwin Hills	Goodwill Industries of Southern California	18	24	134%	109	114	105%	70	66	95%	80%	89%	112%	84%	88%	105%	\$11.50	\$15.12	132%	\$13.50	\$23.35	173%	76.5%	86.4%	113%	82%	85.7%	105%	7,900	12,410	158%	65	65	100%	YES	
Hollywood	Housing Authority of the City of Los Angeles	11	19	173%	65	73	113%	49	52	107%	84%	92%	110%	85%	98%	116%	\$11.50	\$13.03	114%	\$13.20	\$14.21	108%	76.5%	83.9%	110%	82%	93.0%	114%	1,500	1,623	109%	30	56	187%	YES	STAR
Westlake	Jewish Vocational Service	17	42	248%	99	117	119%	75	95	127%	79%	83%	105%	84%	86%	103%	\$12.50	\$17.53	141%	\$15.00	\$21.59	144%	76.5%	91.8%	120%	82%	90.4%	111%	4,700	5,485	117%	65	73	112%	YES	STAR
Southeast LA-Crenshaw	Los Angeles Urban League, Inc.	23	8	35%	140	238	170%	88	92	105%	82%	82%	101%	85%	81%	96%	\$12.60	\$14.30	114%	\$12.70	\$15.46	122%	76.5%	76.5%	100%	82%	78.0%	96%	3,300	2,729	83%	65	67	103%	YES	
Southeast LA-Watts	Managed Career Solutions, Inc.	20	96	480%	121	209	173%	77	96	125%	82%	82%	100%	84%	84%	101%	\$11.50	\$20.74	181%	\$14.00	\$21.85	157%	76.5%	84.4%	111%	82%	90.4%	111%	7,200	17,806	248%	65	81	125%	YES	STAR
Watts	Pacific Asian Consortium in Employment	19	24	127%	113	128	114%	75	76	102%	83%	87%	105%	83%	86%	104%	\$11.50	\$13.47	118%	\$12.70	\$17.66	140%	76.5%	87.7%	115%	82%	86.0%	105%	3,800	3,875	102%	65	65	100%	YES	STAR
WSC TOTAL	UAW-Labor Employment Training Corporation	21	64	305%	134	254	190%	80	184	230%	85%	97%	115%	85%	90%	106%	\$11.50	\$14.98	131%	\$12.75	\$16.11	127%	76.5%	90.4%	119%	82%	88.5%	108%	6,700	7,595	114%	65	65	100%	YES	STAR
	Watts Labor Community Action Committee	17	17	100%	115	152	133%	57	77	136%	82%	83%	101%	85%	87%	103%	\$11.50	\$15.85	138%	\$11.70	\$15.60	134%	76.5%	77.8%	102%	82%	86.4%	106%	6,900	10,090	147%	65	68	105%	YES	STAR
		320			1920	2443	127%	1267	1489	118%	75.0%	88.4%	118%	74.0%	89.4%	121%	\$11,100	\$12,886	116%	\$14,400	\$15,215	106%	76.5%	84.4%	110%	82%	86.8%	106%	119,900	155,267	130%	1,135	1228	108%	YES	STAR
MINIMUM CONTRACT GOALS Benchmark					80%			80%			80%			80%			80%			80%			80%			80%			80%			80%			Must Meet ALL MIN. Goals	
STAR Benchmark					100%			100%			100%			100%			100%			100%			100%			100%			100%			100%			Must Meet ALL STAR Benchmarks	
=STAR Level		*If a Contractor meets or exceeds 80% of all of their Adult and Dislocated Worker Outcome and Flow goals, a "MINIMUM CONTRACT GOALS MET" STAR is earned.																																		
=Below Minimum Benchmark		**If a contractor meets or exceeds the STAR Benchmark for all measures in this category, An "Exemplary Performance STAR is earned for the category.																																		

**PY 12-13 Annual Performance Evaluation  
Adult Administrative Capability**

A WorkSource Center	B Operator Name	C MONITORING MEASURES	D E F G H I MEASURES New Enrollments by 12/31/12						J TOTAL WIA EXPENDITURES	K WIA TRAINING EXPENDITURES	L MINIMUM WIA SET-ASIDE GOAL (20%)	M OF Min. WIA GOAL (K/L)	N O P Q R Expenditure of Training Funds					S PERFORMANCE STAR
			ADULT			DISLOCATED							TOTAL TRAINING (WIA + LEVERAGED)	TRAINING (WIA + LEVERAGED) GOAL (30%)	TOTAL TRAINING EXPENDITURE GOAL (N/O)			
			Plan	Actual	% of Goal	Plan	Actual	% of Goal										
Canoga Park-West Hills	Arbor/Rescare	Very Good	48	66	138%	33	47	142%	\$1,185,728	\$259,516	\$237,146	109%	\$126,540	\$118,573	\$378,089	\$355,718	106%	STAR
Northeast Los Angeles	Arbor/Rescare	Satisfactory	54	57	106%	33	42	127%	\$886,784	\$119,985	\$177,357	68%	\$38,662	\$88,678	\$158,647	\$266,035	60%	
Van Nuys-Sherman Oaks	Arbor/Rescare	Very Good	58	112	193%	35	61	174%	\$1,064,907	\$266,903	\$212,981	125%	\$71,411	\$106,491	\$338,314	\$319,472	106%	STAR
Chatsworth-Northridge	Build Rehabilitation Industries	Very Good	63	93	148%	41	61	149%	\$1,366,642	\$276,863	\$273,328	101%	\$209,313	\$136,664	\$413,527	\$409,993	101%	STAR
Downtown	Chicana Service Action Center	Satisfactory	41	49	120%	26	27	104%	\$828,786	\$101,031	\$165,757	61%	\$12,306	\$82,879	\$113,337	\$248,636	46%	
Chinatown	Chinatown Service Center	Very Good	30	78	260%	20	23	115%	\$671,950	\$212,046	\$134,390	158%	\$47,409	\$67,195	\$259,455	\$201,585	129%	STAR
Harbor	City of Long Beach/Pacific Gateway WIN	Very Good	36	75	208%	31	55	177%	\$837,539	\$183,694	\$167,508	110%	\$68,611	\$83,754	\$252,305	\$251,262	100%	STAR
Wilshire-Metro	Community Career Development, Inc	Very Good	61	87	143%	37	46	124%	\$1,133,168	\$246,002	\$226,634	109%	\$138,575	\$113,317	\$359,319	\$339,950	106%	STAR
South Los Angeles	Community Centers, Inc.	Very Good	60	90	150%	38	60	158%	\$1,149,986	\$238,886	\$229,997	104%	\$92,798	\$114,999	\$331,684	\$344,996	96%	
Sun Valley	El Proyecto del Barrio, Inc.	Very Good	64	82	128%	42	58	138%	\$1,166,569	\$240,849	\$233,314	103%	\$175,138	\$116,657	\$357,506	\$349,971	102%	STAR
Metro North	Goodwill Industries of Southern California	Very Good	55	86	156%	34	55	162%	\$895,176	\$206,357	\$179,035	115%	\$111,013	\$89,518	\$295,875	\$268,553	110%	STAR
Housing Authority	Housing Authority of the City of Los Angeles	Satisfactory	33	38	115%	23	24	104%	\$499,019	\$99,653	\$99,804	100%	\$54,736	\$49,902	\$149,555	\$149,706	100%	
WorkSource Portal	Jewish Vocational Service	Very Good	50	82	164%	36	71	197%	\$923,347	\$228,418	\$184,669	124%	\$29,504	\$92,335	\$257,922	\$277,004	93%	
Marina del Rey-Mar vista	Los Angeles Urban League, Inc.	Satisfactory	70	144	206%	43	48	112%	\$1,126,472	\$249,144	\$225,294	111%	\$121,224	\$112,647	\$361,791	\$337,942	107%	
West Adams-Baldwin Hills	Managed Career Solutions, Inc.	Very Good	61	148	243%	37	68	184%	\$1,216,104	\$247,435	\$243,221	102%	\$291,760	\$121,610	\$369,046	\$364,831	101%	STAR
Hollywood	Pacific Asian Consortium in Employment	Very Good	57	70	123%	36	45	125%	\$1,094,574	\$228,760	\$218,915	104%	\$90,407	\$109,457	\$319,167	\$328,372	97%	
Westlake																		
Southeast Los Angeles-Crenshaw	UAW-Labor Employment Training Corporation	Very Good	67	231	345%	39	63	162%	\$1,169,640	\$314,196	\$233,928	134%	\$869,329	\$116,964	\$431,160	\$350,892	123%	STAR
Southeast Los Angeles-Watts	Watts Labor Community Action Committee	Satisfactory	58	71	122%	27	20	74%	\$943,526	\$187,110	\$188,705	99%	\$129,149	\$94,353	\$281,463	\$283,058	99%	
<b>WORKSOURCE TOTAL</b>									\$18,159,917	\$3,906,848			\$2,677,883		\$5,428,160	\$5,447,975	100%	
<b>Must Earn First STAR and Meet ALL STAR Benchmarks</b>																		
<b>STAR Benchmark</b>		<b>Very Good</b>	<b>100%</b>			<b>100%</b>			<b>100%</b>			<b>100%</b>						

**PY 12-13 Annual Performance Evaluation  
Adult Customer Satisfaction**

A	B	C	D
WorkSource Center	Operator Name	MEASURE	
		Customer Satisfaction (Intercept)	STAR
Canoga Park-West Hills	Arbor/Rescare	8.7	STAR
Northeast Los Angeles	Arbor/Rescare	9.2	
Van Nuys-Sherman Oaks	Arbor/Rescare	9.6	STAR
Chatsworth-Northridge	Build Rehabilitation Industries	9.6	STAR
Downtown	Chicana Service Action Center	9.2	
Chinatown	Chinatown Service Center	9.7	STAR
Harbor	City of Long Beach/Pacific Gateway WIN	9.5	STAR
Wilshire-Metro	Community Career Development, Inc	9.7	STAR
South Los Angeles	Community Centers, Inc.	9.7	STAR
Sun Valley	El Proyecto del Barrio, Inc.	9.8	STAR
Metro North	Goodwill Industries of Southern California	9.4	STAR
Housing Authority WorkSource Portal	Housing Authority of the City of Los Angeles	9.7	STAR
Marina del Rey-Mar vista	Jewish Vocational Service	9.2	STAR
West Adams-Baldwin Hills	Los Angeles Urban League, Inc.	8.6	STAR
Hollywood	MCS Rehabilitation, Inc.	9.8	STAR
Westlake	Pacific Asian Consortium in Employment	9.3	STAR
Southeast Los Angeles-Crenshaw	UAW-Labor Employment Training Corporation	9.6	STAR
Southeast Los Angeles-Watts	Watts Labor Community Action Committee	9.6	STAR
			<b>Must Earn First STAR and Meet ALL STAR Benchmarks</b>
<b>STAR benchmarks</b>		<b>8.6</b>	
=STAR Level			

**PY 12-13 Annual Performance Evaluation  
Youth STAR Tally**

A	B	C	D	E	F	G	
Planning Area	Service Provider	MINIMUM STANDARDS MET*	S	O	F	A	TOTAL STARS EARNED
			Customer Satisfaction	Outcomes and Flow	Administrative Capability		
South Valley	El Proyecto del Barrio	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>4</u>
North Valley	El Proyecto del Barrio	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>4</u>
	Youth Policy Institute	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>			<u>3</u>
East Los Angeles	Para Los Ninos	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>			<u>3</u>
	Youth Opportunity Movement (YOM)-BH	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>		<u>4</u>
Central Los Angeles	Archdiocesan Youth Employment Services						
	Catholic Charities of Los Angeles	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>		<u>4</u>
	Regents of the University of CA (UCLA)	<u>STAR</u>	<u>STAR</u>		<u>STAR</u>		<u>3</u>
South Los Angeles	Archdiocesan Youth Employment Services						
	Catholic Charities of Los Angeles	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>		<u>4</u>
	Brotherhood Crusade						<u>0</u>
	Watts Labor Community Action Center	<u>STAR</u>	<u>STAR</u>		<u>STAR</u>		<u>3</u>
	Youth Opportunity Movement (YOM)	<u>STAR</u>	<u>STAR</u>	<u>STAR</u>			<u>3</u>
Harbor	Los Angeles Harbor College						<u>0</u>
West Los Angeles	Regents of the University of CA (UCLA)	<u>STAR</u>	<u>STAR</u>		<u>STAR</u>		<u>3</u>
<b>TOTAL STARS</b>		<b><u>11</u></b>	<b><u>11</u></b>	<b><u>8</u></b>	<b><u>8</u></b>		

\*This Star is earned by meeting 80% of Outcome/Flow contract goals.

**PY 12-13 Annual Performance Evaluation  
Youth Outcomes Flow**

A	B	C			E			F			G			H			I			J			K			L			M			N			O			P			Q			R		S	
		Total Youth Exits			PERCENTAGE OUT-OF-SCHOOL (Total Enrollments)			PLACED IN EMPLOYMENT OR EDUCATION Based on Exitors 10/1/11 to 9/30/12			ATTAINMENT OF DEGREE OR CERTIFICATE Based on Exitors 10/1/11 to 9/30/12			LITERACY AND NUMERACY GAINS (Anniversary Date Within 7/1/12-6/30/13)			PERFORMANCE																														
Planning Area	Service Provider	Plan	Total Exits	Total Served (Information Only)	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	Plan	Actual	Percentage of Plan	MINIMUM OUTCOME/ FLOW GOALS MET*	STAR																
		South Valley	El Proyecto del Barrio	205	233	266	114%	70%	76%	108%	65%	98%	151%	61%	91%	149%	40%	85%	214%	STAR	STAR																										
North Valley	El Proyecto del Barrio	205	246	283	120%	70%	78%	111%	65%	97%	150%	61%	83%	136%	40%	76%	190%	STAR	STAR																												
	Youth Policy Institute	205	236	310	116%	70%	73%	105%	65%	N/A	N/A	61%	N/A	N/A	40%	N/A	N/A	STAR	STAR																												
East Los Angeles	Para Los Ninos	205	210	218	103%	70%	71%	102%	65%	88%	136%	61%	86%	141%	40%	67%	168%	STAR	STAR																												
	Youth Opportunity Movement (YOM)-BH	205	239	277	117%	70%	100%	143%	65%	89%	137%	61%	65%	107%	40%	57%	142%	STAR	STAR																												
Central Los Angeles	Archdiocesan Youth Employment Services	205	232	278	114%	70%	72%	103%	65%	97%	149%	61%	65%	107%	40%	82%	204%	STAR	STAR																												
	Catholic Charities of Los Angeles	205	168	204	82%	70%	67%	96%	65%	98%	151%	61%	62%	102%	40%	89%	222%	STAR																													
South Los Angeles	Regents of the University of CA (UCLA)	205	168	204	82%	70%	67%	96%	65%	98%	151%	61%	62%	102%	40%	89%	222%	STAR																													
	Archdiocesan Youth Employment Services	205	264	285	129%	70%	70%	100%	65%	82%	127%	61%	63%	104%	40%	83%	208%	STAR	STAR																												
	Catholic Charities of Los Angeles	205	109	139	54%	70%	72%	103%	65%	N/A	N/A	61%	N/A	N/A	40%	N/A	N/A																														
	Brotherhood Crusade	205	210	239	102%	70%	76%	108%	65%	90%	139%	61%	55%	90%	40%	52%	130%	STAR																													
	Watts Labor Community Action Center	205	208	227	102%	70%	98%	140%	65%	100%	154%	61%	80%	132%	40%	56%	139%	STAR	STAR																												
	Youth Opportunity Movement (YOM)	205	208	227	102%	70%	98%	140%	65%	100%	154%	61%	80%	132%	40%	56%	139%	STAR	STAR																												
Harbor	Los Angeles Harbor College	205	2	85	1%	70%	54%	77%	65%	N/A	N/A	61%	N/A	N/A	40%	N/A	N/A																														
West Los Angeles	Regents of the University of CA (UCLA)	205	208	221	102%	70%	67%	96%	65%	94%	145%	61%	91%	150%	40%	90%	225%	STAR																													
ONESOURCE TOTAL		2665	2565	3032	97%	70%			72%			60%			54%																																

**MINIMUM CONTRACT GOAL BENCHMARK** 80% 80% 80% 80% 80%

**STAR BENCHMARK** 100% 100% 100% 100% 100%

=STAR Level  
=Below Goal

**PY 12-13 Annual Performance Evaluation  
Youth Administrative Capability**

A	B	C	D	E	F	G
Planning Area	Service Provider	MEASURES				PERFORMANCE
		MONITORING MEASURES	Total Enrollments by 1/31/13 (Hold Harmless PY12-13)			STAR
			Plan	Actual	% of Goal	
South Valley	El Proyecto del Barrio	Very Good	154	249	162%	STAR
North Valley	El Proyecto del Barrio	Very Good	154	278	181%	STAR
	Youth Policy Institute	Satisfactory	154	152	99%	
East Los Angeles	Para Los Ninos	Satisfactory	154	190	123%	
	Youth Opportunity Movement (YOM)-BH	Very Good	154	187	121%	STAR
Central Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	Very Good	154	193	125%	STAR
	Regents of the University of CA (UCLA)	Very Good	154	106	69%	STAR
South Los Angeles	Archdiocesan Youth Employment Services Catholic Charities of Los Angeles	Very Good	154	186	121%	STAR
	Brotherhood Crusade	Satisfactory	154	90	58%	
	Watts Labor Community Action Center	Very Good	154	128	83%	STAR
	Youth Opportunity Movement (YOM)	Satisfactory	154	208	135%	
Harbor	Los Angeles Harbor College	Marginal	154	49	32%	
West Los Angeles	Regents of the University of CA (UCLA)	Very Good	154	132	86%	STAR
						Must Earn First STAR and Meet STAR Benchmarks
<b>STAR Benchmark Very Good</b>					<b>100%</b>	

=STAR Level

=Below Goal

**PY 12-13 Annual Performance Evaluation  
Youth Satisfaction**

A	B	C	D
Planning Area	Service Provider	MEASURE	
		Youth Satisfaction (Telephone)	STAR
South Valley	El Proyecto del Barrio	9.7	STAR
North Valley	El Proyecto del Barrio	9.6	STAR
	Youth Policy Institute	9.6	STAR
East Los Angeles	Para Los Ninos	8.7	STAR
	Youth Opportunity Movement (YOM)-BH	9.2	STAR
Central Los Angeles	Archdiocesan Youth Employment Services	9.0	STAR
	Catholic Charities of Los Angeles	9.1	STAR
	Regents of the University of CA (UCLA)	9.1	STAR
South Los Angeles	Archdiocesan Youth Employment Services	9.3	STAR
	Catholic Charities of Los Angeles	9.5	STAR
	Brotherhood Crusade	9.3	STAR
	Watts Labor Community Action Center	9.3	STAR
	Youth Opportunity Movement (YOM)	9.0	STAR
Harbor	Los Angeles Harbor College	7.8	
West Los Angeles	Regents of the University of CA (UCLA)	9.2	STAR
			<b>Must Earn First STAR and Meet ALL STAR Benchmarks</b>
		<b>STAR BENCHMARK</b>	<b>8.5</b>
=STAR Level			

**OTHER FUNDING SOURCES**

The following provides a brief description of local, state and federal funding sources, which EWDD expects to receive during PY 2014-15 for allocation to numerous workforce development related activities listed in *Tab 3, Service Strategies and Activities*. Such funding sources serve to leverage WIA formula resources to deliver expanded and more intensive services to targeted participants Citywide. See *Tab 3* for more detail on activities referenced below.

**A. Community Development Block Grant (CDBG) (\$201,875)**

The Community Development Block Grant (CDBG) program provides communities with resources to address a wide range of unique community development needs.

Beginning in 1974, the CDBG program is one of the longest continuously run programs of the U.S. Department of Housing and Urban Development (HUD). The CDBG program uses a formula to determine the annual entitlement allocation for eligible cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low- and moderate-income persons.

As a grantee, the City uses and disburses the grant funds to carry out a wide range of activities to revitalize neighborhoods through community development, economic development, and providing improved community facilities and services. To meet CDBG eligibility criteria, not less than 70 percent of CDBG funds must be used for activities that benefit low- and moderate-income persons. In addition, each activity must meet one of the following national objectives for the program: benefit low- and moderate-income persons; prevent or eliminate slums or blight; or address urgent community development needs due to conditions that pose a serious and immediate threat to the health or welfare of the community, and for which other funding is not available. As such, EWDD's CDBG 40<sup>th</sup> Program Year Action Plan includes several opportunities to leverage activities.

**B. Los Angeles County Probation Department High Risk High Need (\$232,698)**

The Los Angeles County Probation Department High Risk High Need program, operated by the Los Angeles Youth Opportunity Movement Program will provide year-long employment and educational training opportunities for 50 young people returning from the juvenile probation camp system.

**C. Los Angeles City General Fund and Special Funds (\$2,907,194)**

The Economic and Workforce Development Department anticipates receiving (\$2,907,194) from the City's General Fund in PY 14-15 to support various workforce

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**Other Funding Sources**

strategies, including Summer Youth Employment Program, Youth Opportunity Movement, Cash for College and Hire LA's Youth .

**D. Los Angeles County Youth Employment Grant (\$4,200,000)**

Los Angeles County approved an allocation of \$4,200,000 in funding to the City of Los Angeles to provide Summer Youth Employment Program jobs that provide educational and job training services.

**E. U.S. Department of Labor Workforce Innovation Fund (\$4,000,000)**

The Workforce Innovation Fund, funded through a U.S. Department of Labor competitive grant to the City of Los Angeles, is piloting a program focused on 100 percent drop out recovery with connections back to school and career pathways. The Los Angeles Reconnections Career Academy (LARCA) program will seek to serve 1,200 young people between the ages of 16-24 over a three-year period.

**F. Private Sector Investments in Summer Youth Employment (\$547,000)**

This funding consists of various private sector and foundation investments secured by the City of Los Angeles for Summer Youth Employment. Private investments include Disney, Citi Foundation, Tessoro Corp, and phone banking efforts by EWDD.

**G. Trade Adjustment Assistance Community College and Career Training Grant (\$225,000)**

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become re-employed.

**H. Additional Assistance Project - Governor's 25% Discretionary Funds (\$300,000)**

Governor's 25% Discretionary Workforce Investment Act / Dislocated Worker fund will serve an estimated total of 405 dislocated workers through its Workforce Development System operators. Operators will outreach and recruit eligible participants. Training modalities to be deployed for this project include classroom training, work experience, on-the-job-training (OJT) or a combination thereof.

**Other Funding Sources**

**I. Youth Careers Connect (\$225,000)**

Funded through the U.S. Department of Education & the U.S. Department of Labor, the Youth Career Connect grants seeks to increase high school students' preparedness for postsecondary education and employability in high-growth industries. Academic and career-focused training are blended to develop work readiness and technical skills that lead to successful employment. EWDD is a subrecipient under the Los Angeles Unified School District.

**J. Los Angeles Southwest College Leading Engineering Education for the Future in Los Angeles (LEEF – LA) (\$90,000)**

Funded by the U.S. Department of Labor, the Southwest College Leading Engineering Education for the Future in Los Angeles (LEEF-LA) seeks to enhance the technical skill levels of local workers so they can obtain or upgrade employment as engineers.

**K. California Career Pathways Trust Fund (\$225,000)**

Funded through the CA Department of Education Career Pathways Trust Fund, the purpose of this program is to support the establishment of kindergarten through community college (K-14) career pathway programs that will provide students with a sequenced pathway of integrated academic and career-based education and training.

**STATUS OF SUPPORTING PROGRAM ACTIVITIES**

**For the period 7/1/2013 -3/31/2014**

A	B	C	D	E	F
Ref. No.	Activity	Funding	Obligations/ Expenditures	Unobligated/ Unexpended Balance (Col C - D)	Comments
30	WIB Innovation Fund	\$ 1,000,000	\$245,240	\$ 754,760	The Workforce Investment Board authorized EWDD to expend \$245,240 for the purchase and installation of the core services components of Geographic Systems, Inc's Virtual One Stop (VOS) system, including full job spidering capability.
37	Audit Fees/Fiscal Training	\$ 90,000	\$ 83,000	\$ 7,000	\$75,000 obligated for a professional service agreement with Qui Accountancy to assist FMD's Audit Section in conducting fiscal monitoring reviews of WorkSource and Youth Source Centers. Approximately \$8,000 will be used for two FMD staff attending the National Association of Job Training and Assistance (NAJA) Annual Conference in Alexandria, VA. This conference provides critical updates and training on various fiscal and program areas related to the WIA grant.
22	Cash for College	\$ 90,000	\$ 90,000		- The 12th Annual Cash for College convention was held November 6 – 7 at the Los Angeles Convention Center. Approximately, 10,000 Youth from over 100 high schools and their families attended. The vast majority of participating schools are part of the Los Angeles Unified School District. District students represent a high-need population, with nearly 70% of students qualifying for free-and-reduced lunch, a federal poverty indicator. During the college and career convention, Cash for College offered 26 financial aid information sessions led by volunteer financial aid professionals from local colleges and universities. The sessions covered the process of applying for state, federal, institutional financial aid, and private scholarships, and provided students with information on when and how to apply for financial aid programs. Cash for College also offered 107 "College Life" and career preparation workshops spanning several college access topics. Students attending the Convention had the opportunity to compete for one of twenty \$1,000 scholarships. Twenty scholarships were awarded to middle and high school students who attended the Convention during the day and or its Family Night.
44	Crossroads- Veterans/Special Events	\$ 20,000	\$ 20,000	\$	- Crossroads event was held in May 2014.
34	Customer Satisfaction Surveys & LA Performs	\$ 240,075	\$ 232,954	\$ 7,121	Validated WorkSource RFP scoring tool, continues to conduct surveys for participants and employers at the WSCs and YouthSource Centers and continues to provide consulting to EWDD on performance and policies. Futureworks continues to provide hosting and maintenance of the LA Performs website which gathers and maintains system performance metrics. LA Performs continues to provide training as needed.
23	HIRE LA's Youth 16-24	\$ 75,000	\$ 75,000		- The Chamber has secured private sector commitments for the Hire LA Youth program from companies/organizations such as AT & T, Cedars Sinai Medical Center, Kaiser Hospital Los Angeles Medical Center, Ross Dress for Less, H & R Block, and UPS.
43	Information System	\$ 30,000		\$ 30,000	Allocation unexpended as Department chose to move towards the States local virtual one-stop system as a replacement for Integrated Services Information System (ISIS).
26	Intensive Transitions	\$ 177,000	\$ 177,000	\$	- Watts intensive transition has 32 participants currently enrolled with 25 positive outcomes including receipt of a diploma GED, state recognized credential, employment placement and or college placement. Participants come from 10 different Camps and Juvenile Hall centers referred by Kenyon Juvenile Justice Center, Compton Juvenile Court and Inglewood Juvenile Court.

**STATUS OF SUPPORTING PROGRAM ACTIVITIES**

**For the period 7/1/2013 -3/31/2014**

A	B	C	D	E	F
Ref. No.	Activity	Funding	Obligations/ Expenditures	Unobligated/ Unexpended Balance (Col C - D)	Comments
47	Promotion and Outreach	\$ 82,450	\$ 10,000	\$ 72,450	The Business Services Committee allocated funds for promotion of the YouthSource Center brand which are being implemented. Marketing and Branding activities and expenses for the WorkSource/America's Job Centers of California postponed during this Program Year due to pending outcome of re-procurement of Adult system contractors.
8	Rapid Response Layoff Aversion and Business Retention (LAEDC)	\$ 609,160	\$ 367,420	\$ 241,740	July-Dec 2013: 3973 at-risk businesses identified; 494 business needs assessment consultations provided; 625 jobs retained; 2 (two) business workshops provided; 117 businesses referred to Mayor's Business Team, Rapid Response, Business Source or WSC ; created, produced, and submitted 3 (three) layoff related stories web posting ready; Jan - Feb 2014: 9 eligible at -risk clients enrolled; 9 business needs assessments and consultations conducted; 9 business service plans developed; 2 (two) business workshops provided; continuous advocacy, referral and tracking for individual business clients; continuous strategic outreach to targeted at-risk business population
9	Rapid Response Layoff Aversion and Business	\$ 97,000	\$ 48,370	\$ 48,630	July-Dec 2013: 367 at-risk businesses identified; 47 business needs assessment consultations provided; 208 jobs retained; 2 (two) business workshops provided; 50 businesses referred to Mayor's Business Team, Rapid Response, Business Source or WSC ; created, produced, and submitted 4 (four) layoff related stories web posting ready. Jan - Feb 2014: Contractor selected new subcontractor for six-month extension. Subcontractor CMTC reporting not due to contractor until April 5th.
40	Services to Vulnerable Populations	\$ 25,860	-	\$ 25,860	Provides for staff training and technical assistance to better serve the employment and training needs of vulnerable populations such as disabled, through the Workforce Development System (WDS). PY 13-14 flex funds from DEI covered the cost.
11	Southeast Los Angeles Portal	\$ 100,000	\$ 100,000	-	Downtown WSC agreement to provide workforce development services to residents living in Southeast Los Angeles.
41	Technical Assistance	\$ 25,000	\$ 20,409	\$ 4,591	Provided training to 108 WorkSource and OneSource staff on the use on the use of the new State CalJOBS data collection system; reconciled WIA data for conversion to the State CalJOBS system; completed CalJOBS User Guide draft for Workforce Delivery System; completed WIA Eligibility Training Guide
15	Veterans Employment Services (formerly WorkSource) Services	\$ 230,000	108,000	\$ 122,000	\$108,000 was allocated to WorkSource Centers to fund an MSW intern at each center. These fund were intended to provide a stipend to MSW graduate students with a specialty in services to Veterans. These services were to help address the psycho-social needs of Veterans, as they relate to the attainment and retention of employment.
46	Youth Assessment (formerly InnerSight Experience: Education and Career Inventory)System Support (formerly Youth Leadership/Community	\$ 300,000	\$ 275,000	\$ 25,000	43 staff InnerSight Experiences have been completed. 29 site coordinators and alternates have been indentified to help youth access and take the online inventory. 1,027 individuals have registered. 513 youth have completed the Experience to date. 129 youth have been scheduled to take the Experience by April 30, 2014.
	<b>Total</b>	<b>\$ 3,191,545</b>	<b>\$ 1,852,393</b>	<b>\$ 1,339,152</b>	

**YEAR 14 ANNUAL PLAN PY 2013-14**

**STATUS OF SUPPORTING PROGRAM ACTIVITIES**

**For the period 7/1/2013 -3/31/2014**

A	B	C	D	E	F
Ref. No.	Activity	Funding	Obligations/ Expenditures	Unobligated/ Unexpended Balance (Col C - D)	Comments

Public comments from the web survey were limited to two commenters, the first simply stated, "Very informative," the second asked, "If a vocational school on the state ETPL does not offer/accept Pell Grants, can a customer utilize this school with their ITA approved funds?"

In answer to the second comment, program operators and training providers must coordinate funds available to pay for training so that WIA funds supplement other sources of training grants. In this case, if Pell Grants are unavailable, other sources of grants must be considered. The section below provides more information on the requirement to coordinate WIA training funds and other grant assistance.

**20 CFR Part 652 et al. Workforce Investment Act; Final Rules § 663.320: What are the requirements for coordination of WIA training funds and other grant assistance?**

(a) WIA funding for training is limited to participants who:

(1) Are unable to obtain grant assistance from other sources to pay the costs of their training; or

(2) Require assistance beyond that available under grant assistance from other sources to pay the costs of such training. Program operators and training providers must coordinate funds available to pay for training as described in paragraphs (b) and (c) of this section.

(b) Program operators must coordinate training funds available and make funding arrangements with One-Stop partners and other entities to apply the provisions of paragraph (a) of this section. Training providers must consider the availability of other sources of grants to pay for training costs such as Welfare-to-Work, State-funded training funds, and Federal Pell Grants, so that WIA funds supplement other sources of training grants.

(c) A WIA participant may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as the One-Stop operator has made arrangements with the training provider and the WIA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the One-Stop operator the WIA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIA participant for education-related expenses.

(WIA sec. 134(d)(4)(B).)



May 29, 2014

Charlie Woo, Chairperson  
Workforce Investment Board  
City of Los Angeles  
1200 West 7<sup>th</sup> Street  
Los Angeles, California 90017

Re: City of Los Angeles WIA Annual Plan for PY 2014-15

Dear Mr. Woo:

On behalf of the *Archdiocesan Youth Employment Services (AYE)* of Catholic Charities of Los Angeles, we wish to offer public comment on the Los Angeles City WIA Annual Plan for PY 2014-15.

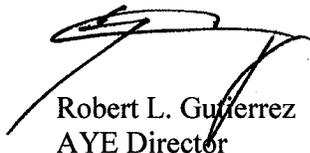
As you know, the proposed plan involves an 8% cut in funding for YouthSource providers. This follows a 3% cut from last year's allocation when youth providers already assumed a 10% cut from what was originally proposed for PY 2012-13. These combined cuts represent over 30% reduction in funding for the YouthSource delivery system during a time when unemployment and poverty rates among young people in Los Angeles are at their highest.

In view of the impact these cuts will have on services, we recommend the following:

- Reevaluate allocations and identify non-essential earmarks from existing plan such as LA Performs (\$36,000) and Youth Assessment (\$270,000);
- Ensure that all earmarks for support have viable performance benchmarks that effectively improve services;
- Reprogram savings from this year early instead of waiting until end of next year—preferably within 2-3 months following end of fiscal closeout;
- Include all WIA YouthSource providers in future collaborative EWDD funding grant opportunities; and
- Evaluate capacity to ensure cost-effective use of existing funds, including leveraged private resources required by contract.

We ask that the Los Angeles City WIB consider our recommendations to ensure more effective investment in preparing underserved young people for America's future workforce.

Respectfully,



Robert L. Gutierrez  
AYE Director

May 29, 2014

Mr. Charlie Woo, Chairperson  
Workforce Investment Board  
City of Los Angeles  
1200 West 7<sup>th</sup> Street  
Los Angeles, California 90017

Dear Mr. Woo:

On behalf of the UCLA Community Based Learning Program, I would like to comment on the Los Angeles City WIA Annual Plan for PY 2014-15.

As you know, the proposed plan involves an 8% cut in funding for YouthSource providers. This follows a 3% cut from last year's allocation, which totals almost \$100,000 from the original \$900,000 allocation. As you can imagine, these cuts will decrease the number of youth we can serve. Hopefully, we can maintain our quality of service to the young people in our difficult Los Angeles economy.

In view of the impact these cuts will have on services, we recommend the following:

- Reevaluate allocations and identify non-essential earmarks from existing plan such as LA Performs (\$36,000);
- Ensure that all earmarks for support have viable performance benchmarks that effectively improve services;
- Reprogram any additional savings from this year early instead of waiting until end of next year;
- Include all WIA YouthSource providers in future collaborative EWDD funding grant opportunities;
- Assist YouthSource providers in collaborating and packaging proposal submissions; and
- Evaluate capacity to ensure cost-effective use of existing funds.

We ask that the Los Angeles City WIB consider our recommendations to ensure more effective investment in preparing underserved young people for America's future workforce.

Sincerely,

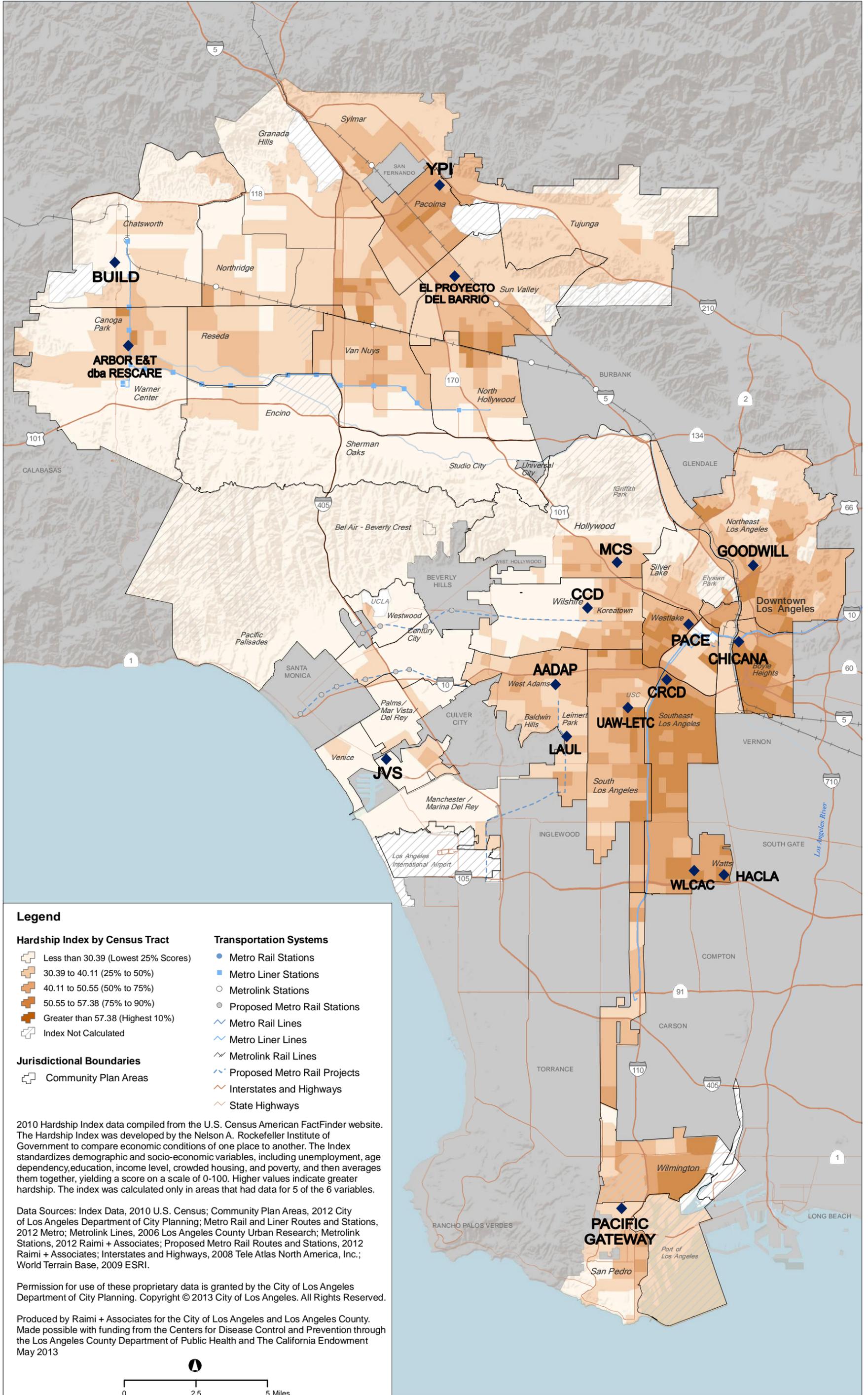


Mary G. Keipp  
Program Director

- 1 – Workforce Investment Board-Local Elected Officials (WIB-LEO) Agreement**
- 2 – Workforce Investment Board By-Laws**
- 3 – Service Provider Maps**
- 4 – System Memoranda of Understanding**
- 5 – Joint Report from the Workforce Investment Board and the Workforce and Economic Development Department**
- 6 – Report from City Administrative Office**
- 7 – Council Action on Year 15 Annual Plan PY 2014-15**
- 8 – Workforce Investment Board Advocacy Calendar**
- 9 – Environmental Certificate**

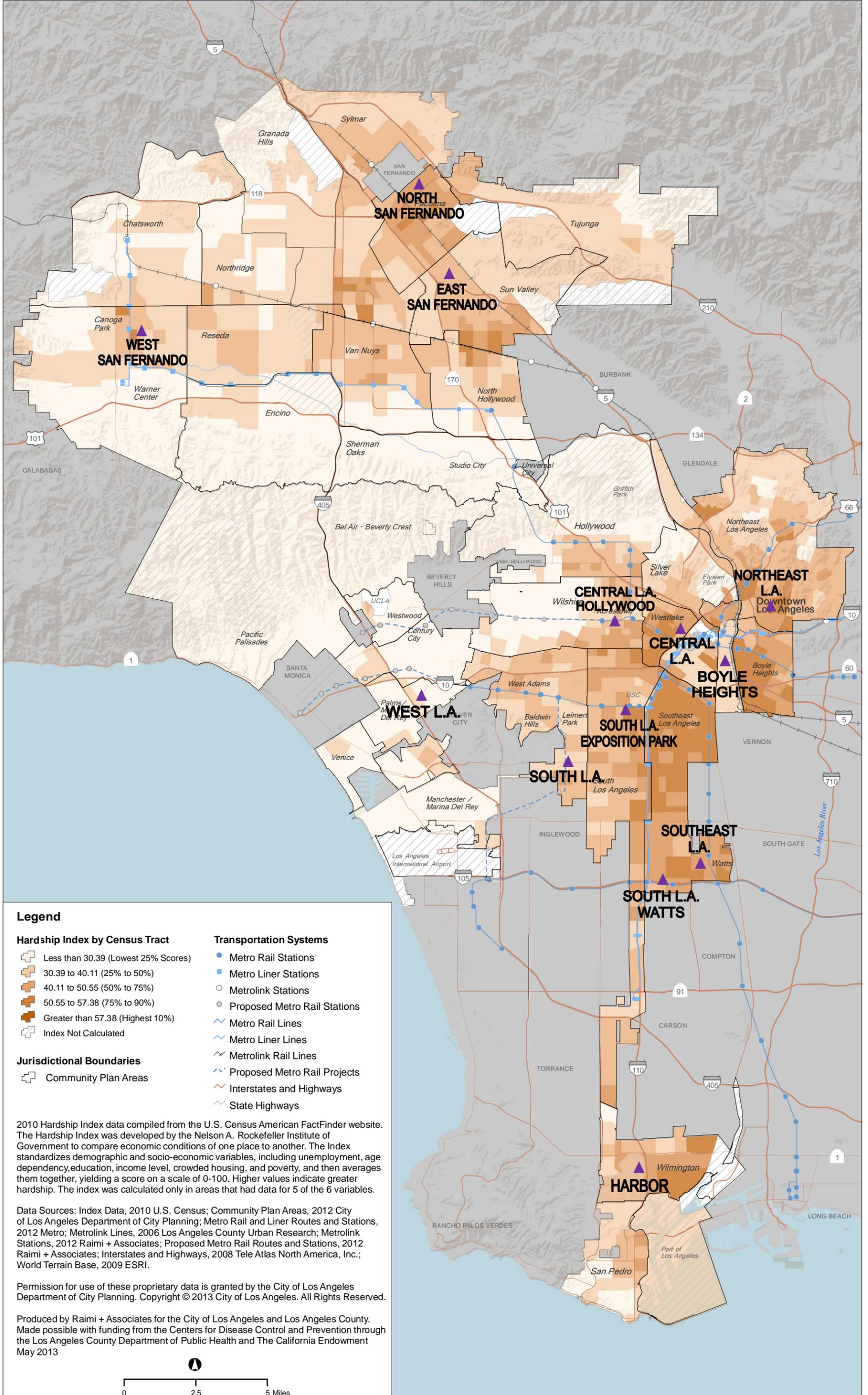
# WORKSOURCE CENTERS

## Hardship Index (2010)



# YOUTHSOURCE CENTERS

## Hardship Index (2010)



Memorandum of Understanding

Between City of Los Angeles WIA Workforce Development System

And Los Angeles Community College District

WITNESSETH

WHEREAS, the Partners desire to enter into an Agreement wherein services to be made available through the Workforce Investment Act American Job Centers (locally designated, City of Los Angeles WorkSource Centers, a proud partner of America's Job Centers of California), hereafter referred to as City WorkSource Centers effective July 1, 2014; and

WHEREAS, the U.S. Department of Labor (DOL) created a unifying brand to define the workforce development system (TEGL 36-11) and the California Employment Development Department (EDD) subsequently released instructions via the Workforce Services Information Notices (WSIN 12-7, 12-43 and 12-54) that provide guidance for the California One-Stop Career Centers that allows use of the AJCC logo in conjunction with the logo or mark of another entity; and

WHEREAS, the City has proposed a WorkSource System redesign to better align workforce delivery system employment and training services to high-growth sectors that offer living-wage career paths; and

WHEREAS, this system redesign will implement an Integrated Services Delivery Model, which will significantly increase the enrollment of job seekers into the workforce development system; and

WHEREAS, this system redesign will harness new technologies and web-based applications to better serve participants; and

WHEREAS, this system redesign will leverage Strategic Partnerships with education, employment training, and social-service providers to provide more comprehensive services to program participants; and

WHEREAS, this system redesign will increase service levels for targeted vulnerable populations, including, Veterans, Individuals with Disabilities, Older Workers, English Language Learners, Homeless Individuals, and Ex-Offenders,

WHEREAS, this system redesign will increase the presence of City Workforce Centers at three LACDD campuses, and intends to increase the partnership between the remaining campuses; and

WHEREAS, the Workforce Investment Act requires an agreement as to how services will be provided and resources shared at City of Los Angeles WorkSource Centers, a proud partner of America's Job Centers of California; and

WHEREAS, the City of Los Angeles Workforce Development System is interested in complying with the Act and in responding to the California Workforce Investment Board's and the California Department of Education desire that an MOU and Resource Sharing Agreement are in place.

NOW, THEREFORE, the City and the Los Angeles Community College District (LACCD) agree that the executed Agreement be effective July 1, 2014 as follows:

This Memorandum of Understanding (MOU) (hereinafter, "this MOU") is entered into between the City of Los Angeles (hereinafter "City"), acting as the program and administrative entity responsible for the Local Workforce Investment Act Title I funds, and the Los Angeles Community College District (hereinafter referred as "Educational Institutions"), as designees of the Governor of California under the Workforce Investment Act of 1998 (WIA), P.L. 105-220, specifically and Title II of WIA (Adult Education and Family Literacy Act, AEFLA) and the Carl D. Perkins Vocational and Technical Education Act of 1998, Section 132 (Perkins III).

This MOU sets forth the terms of cooperation and support in building and maintaining an integrated service delivery system characterized by integrated career center staffing, integrated customer pool, integrated customer flow, and integrated technology for the system. The parties to this MOU will work jointly to provide high quality services that are responsive to the needs of workers and businesses and to the economic viability of the City, with the primary focus of connecting individuals to education, training, information resources they need to pursue lifelong learning and advance their careers, and employment in a timely and effective manner.

It is understood that the WIA Title I Adult and Dislocated Worker programs and the WIA Title II AEFLA and Perkins III program services are funded through federal allotments. The laws and regulations governing the use of these funds require that partners maintain fiduciary responsibility for the funds under their control. It is also understood that the responsibilities established by Title of WIA are neither secondary nor subsidiary to the responsibilities and requirements established by AEFLA and Perkins III. As such, the requirements of Title I of WIA and AEFLA, as well as Title I of WIA and Perkins III must be satisfied. Recipients of these funds must design their programs and plan for the use of funds in a manner that will enable them to satisfy the requirements of both Title I of WIA and the respective program (AEFLA and Perkins III).

## **SECTION I**

### **Vision**

The City of Los Angeles WorkSource Centers, a proud partner of America's Job Centers of California system will provide improved performance, more coordinated access to services, and accountability of workforce development service delivery. The new vision for the City's WorkSource Center system is that all customers of the system will be served by staff irrespective of program or funding source, through a customer-focused, skill-based, integrated service delivery strategy.

The City's WorkSource Centers will provide integrated services to better serve customers – both individuals and employers. This system will feature an integrated customer flow that responds to customer need(s), under the leadership of cross-trained employees of both the WIA Title I program and the Educational Institutions, as well as other partners, as appropriate.

**SECTION II****Mutual Understandings**

Redesigning the City's WorkSource Center system by emphasizing an integrated service delivery model not only supports the movement towards a seamless unified approach, but also recognizes the mutual strengths of the partners' employment and training services. Under this model, staff from the Educational Institutions and from the WIA contractors will work collaboratively, and shift from program specific approaches to an integrated services approach. As such, both staff will be integrated into functional units not separated by program or funding stream. In addition to WIA and AEFLA and Perkins III funded programs, other partners and programs will be encouraged to participate in the staffing of WSC.

Both the Educational Institution and WIA contractor staff will implement an integrated customer flow design structured to respond not only to customer need but also to program requirements. Staff-assisted services will be emphasized and WSC services will be continuously promoted and provided until the customer achieves stated goal, the customer terminates services voluntarily, or the customer ceases to participate (soft-exits).

Using regional labor market information, the WSC will design and provide services to meet the needs of employers and jobseeker customers.

City WorkSource Center customers, if eligible, will be enrolled in the performance pool of both the Educational Institutions and the WIA Title I programs (Adult and Dislocated Worker, as appropriate). All Trade Adjustment Assistance as well as National Emergency Grant customers will also be enrolled in the performance pool of the WIA Title I Dislocated Worker Program. At this time, WIA Title I Youth customers are not considered a part of the common customer pool, as the needs and the services available to that population are different.

Based upon the integrated service delivery model, Educational Institutions customers may be enrolled into approved WIA-supported training and Individual Training Accounts (ITAs). Both Educational Institutions and WIA funded staff will work together to identify the educational training needs of the WSC customers, and based on jointly developed procedures will ensure program eligibility prior to enrollment in training. Should an ineligible individual be enrolled in a WIA funded training activity that results in disallowed costs and the repayment of funds, the center making the determination will be financially responsible for the repayment of WIA funds.

All WSC customers, including Unemployment Insurance claimants, will be provided with the opportunity to assess and improve their skills, and to obtain the best job possible with these skills. The goal is that all jobseekers that enter a WSC will leave as better job candidates because of the value-added services received.

The City's WorkSource Center customer flow design will provide participants with standardized initial skills assessments, with access to a wide range of skill development services, and with opportunities for skill upgrading, skill validation, and credentialing.

The City's WorkSource Centers will provide a wide range of short-term skill development opportunities through multiple service delivery methods. All services will be available to and

easily accessed by WSC customers, either in physical locations or through electronic connections. Educational Institutions will make available core services that are applicable to AEFLA and Perkins III through the WSC, either in lieu of or in addition to making these services available at the WSC site.

#### Functional Versus Formal Leadership

City WorkSource Center staff will be supervised based upon two different approaches – functional and formal supervision. The functional leader has the authority to organize and supervise staff, without regard to the program that funds an individual staff member and will focus on day-to-day supervision of service delivery efforts. The formal leader has responsibilities as the Employer of Record.

The functional leader:

- Creates daily work schedules, team assignments and work flow based upon operational needs.
- Coordinates staff vacations/unscheduled absences with the formal leader to ensure service coverage by WSC staff.
- Ensures staff are properly trained and provided technical assistance as needed.
- Provides constructive feedback to team staff regarding their duties.
- Facilitates communication among the other functional leaders and teams in the WSC.
- Provides input to the formal leader on the work performance of staff under their purview.
- Notifies the formal leader immediately of all staff requests for leave or unexcused absences, disciplinary needs, or changes in employee status.
- Identifies and facilitates the timely resolution of complaints, problems, and other issues.
- Will not have access to personnel information or disciplinary actions of WSC staff, unless operating as employer of record.

The formal leader has the following responsibilities for WSC staff operating under an employer of record relationship:

- Hires, disciplines, and/or terminates staff.
- Completes performance appraisals and disciplinary actions for WSC staff in concert with feedback from the functional leader.
- Approves payroll records, travel requests, and reimbursements.
- Identifies and facilitates the timely resolution of complaints, problems, and other issues.
- Approves and assists with procurement and other fiscal matters that obligate State or federal funds under their purview.
- Ensure open communication with the functional leader(s) and Center Manager in order to facilitate efficient and effective Center operations.

### **SECTION III**

#### **Specific Roles and Responsibilities**

##### City of Los Angeles Economic and Workforce Development Department (CLAEWDD)

The CLAEWDD serves as the program and administrative entity responsible for the Local Workforce Investment Act Title I funds and for managing the America's Job Centers of California operators. The CLAEWDD will ensure that the WSC operators designate a functional supervisor responsible for staff at each WSC.

The CLAEWDD will ensure that:

1. Each WSC operates under an integrated services delivery model at the assigned site(s) and that WSC are meeting all system, and program goals.
2. All decisions relative to the WSC are made in the best interest of the customers and in alignment with local, state, and federal policies.
3. Each WSC develops a thorough working knowledge of all applicable laws, regulations, and policies to ensure proper implementation of the integrated services delivery model within the WSC.
4. Each WSC develops interagency agreements, such as MOU and Resource Sharing agreements; reviewing and updating as necessary.
5. Create WSC standard operating procedures that facilitate customer-focused work processes within each functional area, between and across functions.
6. Communicate all new (or changed) policies, procedures, and/or processes with relevant staff to ensure they have the most up-to-date and current information affecting their work.
7. All WSC functions are staffed appropriately and workload is organized to facilitate implementation of WSC integrated delivery system goals.
8. WSC continually improve upon the Center's products and services and adjust, as necessary, in response to customer feedback.

##### Local Workforce Investment Board (WIB)

The WIB is responsible for policy oversight and for aligning workforce development services and strategies to meet local and regional workforce and economic needs. The WIB will use policies and processes (developed by the City) to provide consistent and continuous evaluation of system service delivery and partner activities. The WIB will coordinate with the City in determining the appropriate workforce services offered at the WSC. Moreover, the WIB will provide leadership and advocacy for maintaining a quality and continuous improvement focus in order to ensure excellent customer service in the local WSC.

##### Educational Institutions

The Los Angeles Community College District is the local level administrators Title II of WIA (Adult Education and Family Literacy Act, AEFLA) and the Carl D. Perkins Vocational and Technical Education Act of 1998, Section 132 (Perkins III), and are a key partners in the local WSC System. The Educational Institutions will provide the administrative/policy guidance and available staffing resources to the WSC for the necessary AEFLA and Perkins III-funded staffing and services required of the WSC. The Educational Institutions will provide and support staff

development activities that enhance the implementation of integrated services delivery and quality services to system customers.

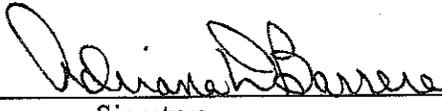
**SECTION IV**

**Terms**

This MOU will remain in effect until re-negotiated by authorized representatives from the entities hereto. It shall be reviewed by the parties as necessary or at least every two years, and may be amended to change the scope and terms if mutually agreed upon and approved by authorized representatives of the participating entities. Such changes shall be incorporated as a written amendment to this Agreement.

**Signatures**

By signature hereto, the parties attest to participation of the development of this MOU and will support and implement the provisions contained herein.

<i>AC</i> Adriana D. Barrera, Ph.D. Printed Name Chancellor, Los Angeles Community College District	 Signature	May 22, 2014 Date
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Printed Name Chair, Los Angeles City Workforce Investment Board	Signature	Date
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Printed Name General Manager, Los Angeles Economic and Workforce Development Department	Signature	Date
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## **Memorandum of Understanding**

Between the State of California Department of Rehabilitation  
&

The City of Los Angeles WIA Workforce Development System

### WITNESSETH

WHEREAS, the City of Los Angeles Economic and Workforce Development Department, the City of Los Angeles Workforce Investment Board, and the State of California Department of Rehabilitation (collectively, referred to as the “Parties”) desire to enter into an Agreement wherein services are to be made available through the Workforce Investment Act American Job Centers (locally designated, City of Los Angeles WorkSource Centers, a proud partner of America’s Job Centers of California (AJCC)) effective July 1, 2014;

WHEREAS, the U.S. Department of Labor (DOL) created a unifying brand to define the workforce development system (TEGL 36-11) and the California Employment Development Department (EDD) subsequently released instructions via the Workforce Services Information Notices (WSIN 12-7, 12-43 and 12-54) that provide guidance for the California One-Stop Career Centers that allows use of the AJCC logo in conjunction with the logo or mark of another entity;

WHEREAS, the City has proposed a WorkSource System redesign to better align workforce delivery system employment and training services to high-growth sectors that offer living-wage career paths; and

WHEREAS, this system redesign will implement an Integrated Services Delivery Model, which will significantly increase the enrollment of job seekers into the workforce development system; and

WHEREAS, this system redesign will harness new technologies and web-based applications to better serve participants; and

WHEREAS, this system redesign will leverage strategic partnerships with education, employment training, and social-service providers to provide more comprehensive services to program participants; and

WHEREAS, this system redesign will increase service levels for targeted vulnerable populations, including, Veterans, Individuals with Disabilities, Older Workers, English Language Learners, Homeless Individuals, and Ex-Offenders,

WHEREAS, this system redesign may result in changes in the operators of the AJCC, for which an update of the references to the centers may be in order; and

WHEREAS, the Workforce Investment Act requires an agreement as to how services will be provided and resources shared at an AJCC; and

WHEREAS, the City of Los Angeles Workforce Development System is interested in complying with the WIA Act and in responding to the California Workforce Investment Board's desire that an MOU and Resource Sharing Agreement are in place.

NOW, THEREFORE, the Parties agree to enter into this agreement be effective July 1, 2014 as follows:

This Memorandum of Understanding (MOU) (hereinafter, "this MOU") is entered into between the City of Los Angeles Economic and Workforce Development Department (hereinafter "City"), acting as the program and administrative entity responsible for the Local Workforce Investment Act Title I funds, the City of Los Angeles Workforce Investment Board, and the State of California Department of Rehabilitation (hereinafter "CA DOR"), as designee of the Governor of California under the Workforce Investment Act of 1998 (WIA), P.L. 105-220.

This MOU sets forth the terms of cooperation and support in building and maintaining an integrated service delivery system characterized by integrated career center staffing, integrated customer pool, integrated customer flow, and integrated technology for the system. The parties to this MOU will work jointly to provide high quality services that are responsive to the needs of workers and businesses and to the economic viability of the City, with the primary focus of connecting citizens to employment in a timely and effective manner.

It is understood that the WIA Title I Adult and Dislocated Worker programs and the Wagner-Peyser Employment Services TAA program are funded through federal allotments. The laws and regulations governing the use of these funds require that partners maintain fiduciary responsibility for the funds under their control.

## **SECTION I**

### **Vision**

The City's America's Job Centers of California system will provide improved performance, more coordinated access to services, and accountability of workforce development service delivery. The new vision for the America's Job Centers of California system is that all customers of the system will be served by staff irrespective of program or funding source, through a customer-focused, skill-based, integrated service delivery strategy.

The City's America's Job Centers of California system will provide integrated services to better serve customers – both individuals and employers. This system will feature an integrated customer flow that responds to customer need(s), under the leadership of cross-trained employees of both Wagner-Peyser and WIA Title I, and other partners, as appropriate.

## **SECTION II**

### **Mutual Understandings**

Redesigning the America's Job Centers of California system by emphasizing an integrated service delivery model not only supports the movement towards a seamless united approach, but also recognizes the mutual strengths of the partners' employment and training services. Under this model, staff from the CA DOR and from the WIA contractors will work collaboratively, and shift from program specific approaches to an integrated services approach. As such, both staff will be integrated into functional units not separated by program or funding stream. In addition to WIA and Wagner-Peyser funded, other partners and programs will be encouraged to participate in the staffing of WSC.

Both CA DOR and WIA contractor staff will implement an integrated customer flow design structured to respond not only to customer need but also to program requirements. Staff-assisted

services will be emphasized and WSC services will be continuously promoted and provided until the customer achieves stated goal, the customer terminates services voluntarily, or the customer ceases to participate (soft-exits).

Using regional labor market information, the America's Job Centers of California will design and provide services to meet the needs of employers and jobseeker customers.

America's Job Centers of California customers, if eligible, will be enrolled in the performance pool of both the Wagner-Peyser and the WIA Title I programs (Adult and Dislocated Worker, as appropriate). All Trade Adjustment Assistance as well as National Emergency Grant customers will also be enrolled in the performance pool of the WIA Title I Dislocated Worker Program. At this time, WIA Title I Youth customers are not considered a part of the common customer pool, as the needs and the services available to that population are different.

Based upon the integrated service delivery model, CA DOR customers may be enrolled into approved WIA-supported training and Individual Training Accounts (ITAs). Both Wagner-Peyser and WIA funded staff will work together to identify the training needs of the WSC customers, and based on jointly developed procedures will ensure program eligibility prior to enrollment in training. Should an ineligible individual be enrolled in a WIA funded training activity that results in disallowed costs and the repayment of funds, the center making the determination will be financially responsible for the repayment of WIA funds.

All WSC customers, including Unemployment Insurance claimants, will be provided with the opportunity to assess and improve their skills, and to obtain the best job possible with these skills. The goal is that all jobseekers that enter a American Job Center of California will leave as better job candidates because of the value-added services received.

The America's Job Centers of California customer flow design will provide participants with standardized initial skills assessments, with access to a wide range of skill development services, and with opportunities for skill upgrading, skill validation, and credentialing.

The America's Job Centers of California will provide a wide range of short-term skill development opportunities through multiple service delivery methods. All services will be available to and easily accessed by WSC customers, either in physical locations or through electronic connections.

#### Functional Versus Formal Leadership

America's Job Centers of California staff will be supervised based upon two different approaches – functional and formal supervision. The functional leader has the authority to organize and supervise staff, without regard to the program that funds an individual staff member and will focus on day-to-day supervision of service delivery efforts. The formal leader has responsibilities as the Employer of Record. CA-DOR employees shall be supervised by their DOR supervisors. CA-DOR supervisors will work in good faith with WSC to determine availability of DOR staff for participation in WSC activities. Nothing in this MOU should be interpreted so as to CA-DOR staff report to or take direction from supervisors of WSC.

The functional leader:

- Creates daily work schedules, team assignments and work flow based upon operational needs.
- Coordinates staff vacations/unscheduled absences with the formal leader to ensure service coverage by America's Job Centers of California staff.
- Ensures staff are properly trained and provided technical assistance as needed.
- Provides constructive feedback to team staff regarding their duties.
- Facilitates communication among the other functional leaders and teams in the America's Job Centers of California.
- Provides input to the formal leader on the work performance of staff under their purview.
- Notifies the formal leader immediately of all staff requests for leave or unexcused absences, disciplinary needs, or changes in employee status.
- Identifies and facilitates the timely resolution of complaints, problems, and other issues.
- Will not have access to personnel information or disciplinary actions of America's Job Centers of California staff, unless operating as employer of record. .

The formal leader has the following responsibilities for WSC staff operating under an employer of record relationship:

- Hires, disciplines, and/or terminates staff.
- Completes performance appraisals and disciplinary actions for WSC staff in concert with feedback from the functional leader.
- Approves payroll records, travel requests, and reimbursements.
- Identifies and facilitates the timely resolution of complaints, problems, and other issues.
- Approves and assists with procurement and other fiscal matters that obligate State or federal funds under their purview.
- Ensure open communication with the functional leader(s) and Center Manager in order to facilitate efficient and effective Center operations.

### **SECTION III**

#### **Specific Roles and Responsibilities**

##### City of Los Angeles Economic and Workforce Development Department (CLAEWDD)

The CLAEWDD serves as the Local Workforce Investment Act Title I program and administrative entity having fiduciary responsibility for WIA fund and responsible for managing the WorkSource Center operators. The CLAEWDD will ensure that the WSC operators designate a functional supervisor responsible for staff at each WSC. The CLAEWDD will ensure that:

1. Each American Job Center of California operates under an integrated services delivery model at the assigned site(s) and that American Job Center of California are meeting all system, and program goals.
2. All decisions relative to the America's Job Centers of California are made in the best interest of the customers and in alignment with local, state, and federal policies.

3. Each American Job Center of California develops a thorough working knowledge of all applicable laws, regulations, and policies to ensure proper implementation the integrated services delivery model within the American Job Center of California.
4. Each American Job Center of California develops interagency agreements, such as Memorandum of Operation (MOO) and Resource Sharing agreements; reviewing and updating as necessary.
5. **Create WSC standard operating procedures that facilitate customer-focused work processes** within each functional area, between and across functions.
6. Communicate all new (or changed) policies, procedures, and/or processes with relevant staff to ensure they have the most up-to-date and current information affecting their work.
7. All WSC functions are staffed appropriately and workload is organized to facilitate implementation of WSC integrated delivery system goals.
8. WSC continually improve upon the Center's products and services and adjust, as necessary, in response to customer feedback.

#### Local Workforce Investment Board (WIB)

The WIB is responsible for strategic planning, policy development, oversight of workforce development services and strategies to meet local and regional workforce and economic needs. The WIB enters into MOU with One-Stop operators, and is responsible for certification of these operators. The WIB will use approved policies and processes to provide consistent and continuous evaluation of system service delivery and partner activities. The WIB will coordinate with the City in determining the appropriate workforce services offered at the WSC. Moreover, the WIB will provide leadership and advocacy for maintaining a quality and continuous improvement focus in order to ensure excellent customer service in the local WSC.

#### California Department of Rehabilitation

CA DOR is the state level administrator of Rehabilitation Services Administration federal funds and is a mandated partner of the Local Workforce Investment Board (WIB). CA DOR works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living, and equality for individuals with disabilities. CA DOR will provide the administrative/policy guidance and available staffing resources to the WSC for the necessary services required of the WSC. In addition, CA DOR will provide and support staff development activities that enhance the implementation of integrated services delivery and quality services to system customers.

### **SECTION IV**

#### **Terms**

This MOU will remain in effect until re-negotiated by authorized representatives from the entities hereto. It shall be reviewed by the parties as necessary or at least every two years, and may be amended to change the scope and terms if mutually agreed upon and approved by authorized representatives of the participating entities. Such changes shall be incorporated as a written amendment to this Agreement.





## **Memorandum of Understanding**

Between the State of California Employment Development Department

Los Angeles-Ventura Workforce Services Division

&

The City of Los Angeles WIA Workforce Development System

### WITNESSETH

WHEREAS, the City of Los Angeles Economic and Workforce Development Department, the City of Los Angeles Workforce Investment Board, and the State of California Employment Development Department (collectively, referred to as the "Parties") desire to enter into an Agreement wherein services are to be made available through the Workforce Investment Act American Job Centers (locally designated, City of Los Angeles WorkSource Centers, a proud partner of America's Job Centers of California (AJCC)) effective July 1, 2014;

WHEREAS, the U.S. Department of Labor (DOL) created a unifying brand to define the workforce development system (TEGL 36-11) and the California Employment Development Department (EDD) subsequently released instructions via the Workforce Services Information Notices (WSIN 12-7, 12-43 and 12-54) that provide guidance for the California One-Stop Career Centers that allows use of the AJCC logo in conjunction with the logo or mark of another entity;

WHEREAS, the City has proposed a WorkSource System redesign to better align workforce delivery system employment and training services to high-growth sectors that offer living-wage career paths; and

WHEREAS, this system redesign will implement an Integrated Services Delivery Model, which will significantly increase the enrollment of job seekers into the workforce development system; and

WHEREAS, this system redesign will harness new technologies and web-based applications to better serve participants; and

WHEREAS, this system redesign will leverage strategic partnerships with education, employment training, and social-service providers to provide more comprehensive services to program participants; and

WHEREAS, this system redesign will increase service levels for targeted vulnerable populations, including, Veterans, Individuals with Disabilities, Older Workers, English Language Learners, Homeless Individuals, and Ex-Offenders,

WHEREAS, this system redesign may result in changes in the operators of the AJCC, for which an update of the references to the centers may be in order; and

This Memorandum of Understanding (MOU) (hereinafter, "this MOU") is entered into between the City of Los Angeles (hereinafter "City"), acting as the program and administrative entity responsible for the Local Workforce Investment Act Title I funds, and the California Employment Development Department (hereinafter "CA EDD"), as designee of the Governor of California under the Workforce Investment Act of 1998 (WIA), P.L. 105-220, and the Wagner-Peyser Act of 1933.

This MOU sets forth the terms of cooperation and support in building and maintaining an integrated service delivery system characterized by integrated career center staffing, integrated customer pool, integrated customer flow, and integrated technology for the system. The parties to this MOU will work jointly to provide high quality services that are responsive to the needs of workers and businesses and to the economic viability of the City, with the primary focus of connecting citizens to employment in a timely and effective manner.

It is understood that the WIA Title I Adult and Dislocated Worker programs and the Wagner-Peyser Employment Services TAA program are funded through federal allotments. The laws and regulations governing the use of these funds require that partners maintain fiduciary responsibility for the funds under their control.

## **SECTION I**

### **Vision**

The City's America's Job Centers of California system will provide improved performance, more coordinated access to services, and accountability of workforce development service delivery. The new vision for the America's Job Centers of California system is that all customers of the system will be served by staff irrespective of program or funding source, through a customer-focused, skill-based, integrated service delivery strategy.

The City's America's Job Centers of California system will provide integrated services to better serve customers – both individuals and employers. This system will feature an integrated customer flow that responds to customer need(s), under the leadership of cross-trained employees of both Wagner-Peyser and WIA Title I, and other partners, as appropriate.

## **SECTION II**

### **Mutual Understandings**

Redesigning the America's Job Centers of California system by emphasizing an integrated service delivery model not only supports the movement towards a seamless united approach, but also recognizes the mutual strengths of the partners' employment and training services. Under this model, staff from the CA EDD and from the WIA contractors will work collaboratively, and shift from program specific approaches to an integrated services approach. As such, both staff will be integrated into functional units not separated by program or funding stream. In addition to WIA and Wagner-Peyser funded, other partners and programs will be encouraged to participate in the staffing of WSC.

Both CA EDD and WIA contractor staff will implement an integrated customer flow design structured to respond not only to customer need but also to program requirements. Staff-assisted

- Coordinates staff vacations/unscheduled absences with the formal leader to ensure service coverage by America's Job Centers of California staff.
- Ensures staff are properly trained and provided technical assistance as needed.
- Provides constructive feedback to team staff regarding their duties.
- Facilitates communication among the other functional leaders and teams in the America's Job Centers of California.
- Provides input to the formal leader on the work performance of staff under their purview.
- Notifies the formal leader immediately of all staff requests for leave or unexcused absences, disciplinary needs, or changes in employee status.
- Identifies and facilitates the timely resolution of complaints, problems, and other issues.
- Will not have access to personnel information or disciplinary actions of America's Job Centers of California staff, unless operating as employer of record.

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- Approves and assists with procurement and other fiscal matters that obligate State or federal funds under their purview.
- Ensure open communication with the functional leader(s) and Center Manager in order to facilitate efficient and effective Center operations.

### **SECTION III**

#### **Specific Roles and Responsibilities**

##### City of Los Angeles Economic and Workforce Development Department (CLAEWDD)

The CLAEWDD serves as the program and administrative entity responsible for the Local Workforce Investment Act Title I funds and for managing the WorkSource Center operators. The CLAEWDD will ensure that the WSC operators designate a functional supervisor responsible for staff at each WSC. The CLAEWDD will ensure that:

1. Each American Job Center of California operates under an integrated services delivery model at the assigned site(s) and that American Job Center of California are meeting all system, and program goals.
2. All decisions relative to the America's Job Centers of California are made in the best interest of the customers and in alignment with local, state, and federal policies.
3. Each American Job Center of California develops a thorough working knowledge of all applicable laws, regulations, and policies to ensure proper implementation the integrated services delivery model within the American Job Center of California.
4. Each American Job Center of California develops interagency agreements, such as Memorandum of Operation (MOO) and Resource Sharing agreements; reviewing and updating as necessary.

MOU State of California EDD & City of Los Angeles WDS

**Signatures**

By signature hereto, the parties attest to participation of the development of this MOU and will support and implement the provisions contained herein.

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Printed Name	Signature	Date
Division Chief, Los Angeles – Ventura Workforce Services Division California Employment Development Department		

---

Printed Name	Signature	Date
Chair, Los Angeles Workforce Investment Board Chairperson		

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Printed Name	Signature	Date
General Manager, Los Angeles Economic and Workforce Development Department		

**2014-15 Summer Youth Jobs Allocation Matrix**

AGENCY	CITY FUNDED JOBS	CITY FUNDING <sup>1</sup>	CITI FOUNDATION FUNDED JOBS	CITI FOUNDATION FUNDING	COUNTY FUNDED JOBS	COUNTY FUNDING	TOTAL YOUTH	TOTAL FUNDING	AREAS SERVED
Archdiocesan Youth Employment	70	\$126,000			160	\$280,253	230	\$406,253	Central, South
All Peoples Christian Center	60	\$108,000			0	\$0	60	\$108,000	South
Community Career Development, Inc.	21	\$37,800			27	\$47,293	48	\$85,093	Central, South
Coalition for Responsible Community Development	40	\$72,000			60	\$105,079	100	\$177,079	South
El Proyecto Del Barrio	119	\$214,200			225	\$394,106	344	\$608,306	North Valley, South Valley
Housing Authority of the City of Los Angeles	190	\$342,000			370	\$648,100	560	\$990,100	Central, South East, North Valley
Los Angeles Brotherhood Crusade	65	\$117,000			50	\$87,579	115	\$204,579	Central, South
Los Angeles Conservation Corps, Inc.	25	\$45,000			25	\$43,790	50	\$88,790	Central, South, East
Los Angeles Harbor College	77	\$138,600			0	\$0	77	\$138,600	Harbor
Los Angeles Unified School District	186	\$334,800			350	\$613,054	536	\$947,854	South, South Valley, Harbor
Managed Career Solutions, Inc.	34	\$61,200			43	\$75,318	77	\$136,518	Harbor
Para Los Niños	90	\$162,000			143	\$250,477	233	\$412,477	East
UAW-LETC	50	\$90,000			28	\$49,044	78	\$139,044	Central, South
UCLA	81	\$145,381			207	\$362,578	287	\$507,959	Central, West
WLCAC	70	\$126,000			80	\$140,127	150	\$266,127	South
Youth Opportunity Boyle Heights	0	\$0	137	\$213,920	10	\$17,516	147	\$231,436	East
Youth Opportunity Watts	0	\$0	138	\$215,480	10	\$17,516	148	\$232,996	South
Youth Policy Institute	135	\$243,000			265	\$464,170	400	\$707,170	Central, North Valley, South Valley
<b>Totals</b>	<b>1,313</b>	<b>\$2,362,981</b>	<b>275</b>	<b>\$429,400</b>	<b>2,053</b>	<b>\$3,596,000</b>	<b>3,640</b>	<b>\$6,388,381</b>	
<sup>1</sup> Funding consists of City of LA General Funds, Disney Foundation, Tessoro Corp., AT&T, EWDD Phone Bank, and Bureau of Sanitation funds									

**City of Los Angeles Workforce Investment Board  
2014-2015 Advocacy Calendar**

	<b>Forum/Event</b>	<b>Purpose</b>	<b>Date</b>	<b>Location</b>
1	Los Angeles Area Chamber of Commerce – Access Los Angeles City Hall	Convening of regional business leaders for networking breakfast & special City Council meeting on issues vital to L.A.'s businesses. Topics include job creation, prioritizing essential city services, City budget & L.A.'s business tax.	Fall 2014 (TBD)	Los Angeles, CA
2	California Workforce Association – Youth Conference	Convening of youth providers, WIBs/Youth Councils, youth service organizations and partners to share best practices, trends, new initiatives, including U.S. Department of Labor and legislative updates.	January 2015 (TBD)	Anaheim, CA
3	U. S. Conference of Mayors – 83 <sup>rd</sup> Winter Meeting	Nonpartisan, promotes development of effective national urban/suburban policy and federal-city relationships. City/WIB participates on standing committee on Jobs, Education and Workforce and the Workforce Development Council (WDC), which conducts meetings concurrent with Winter and Annual (June) meetings. WDC is a “forum for Mayors and their employment and training administrators to examine all workforce development issues and to strengthen the ability of cities to meet the needs of their citizens; particularly economically disadvantaged individuals, those with serious skill deficiencies, dislocated workers, and others with special barriers to employment, including youth.”	January 2015 (TBD)	Washington, D.C.
4	National Skills Coalition – Annual Skills Summit	Delegations of local business, labor, college and workforce leaders from across the nation are convene annually in Washington, D.C. for two days of education about current federal policy debates, and to hear about the National Skills Coalition’s latest communication strategies, conversations with members of the President’s administration, and meetings with the media and elected officials.	February 10-11, 2015	Washington, D.C.
5	National Association of Workforce Boards - Forum 2015	National convening of all WIBs, economic development and education organizations. Sharing of best practices, legislative updates, educational meeting with elected officials.	April 2015 (TBD)	Washington, D.C.
6	California Workforce Association – Spring Workforce Development Conference	Statewide convening of one-stop and youth service providers, WIBs/Youth Councils, & partner agencies to share best practices, trends. Updates from U.S. Department of Labor, CA Employment Development Department & workforce development legislation.	April 2015 (TBD)	San Diego, CA
7	Los Angeles Area Chamber of Commerce – Access Washington, D.C.	Region’s largest annual advocacy and outreach trip to the capital, “connecting more than 200 business and civic leaders with federal lawmakers on issues ranging from immigration, to education, to health care reform.” Agenda specifically includes workforce development.	March 2015 (TBD)	Washington, D.C.
8	California Workforce Association – Day at the Capitol	Members and executive directors of CA WIBs convene for educational meetings with state legislators to brief re local workforce development efforts and effects of pending workforce development related legislation.	Winter 2015 (TBD)	Sacramento, CA
9	Los Angeles Area Chamber of Commerce – Access Sacramento	Chamber members meet with State lawmakers on issues including job creation, education and infrastructure investments.	Spring 2015 (TBD)	Sacramento, CA

**ORIGINAL FILED**

COUNTY CLERK'S USE

JUN 13 2014

CITY OF LOS ANGELES  
OFFICE OF THE CITY CLERK  
ROOM 395, CITY HALL  
LOS ANGELES, CALIFORNIA 90012  
CALIFORNIA ENVIRONMENTAL QUALITY ACT

**DOCUMENT FILED**  
CITY Clerk's Office  
CITY CLERK'S USE  
NE 14-021 HC  
EGG  
Certified by  
Date: 5/21/14

**LOS ANGELES, COUNTY CLERK NOTICE OF EXEMPTION**

(Article II Section 3 - City CEQA Guidelines)

Form Revised 4/04

Submission of this form is optional. The form shall be filed with the County Clerk, 12400 E. Imperial Hwy., 2<sup>nd</sup> Floor, Room 2001, Norwalk, CA 90650, pursuant to Public Resources Code Section 21152(b). Pursuant to Public Resources Code Section 21168(d), the filing of this notice starts a 35-day statute of limitations on Court challenges to the approval of the project. Failure to file this notice with the County Clerk results in the statute of limitations being extended to 180 days.

LEAD CITY AGENCY HOUSING AND COMMUNITY INVESTMENT DEPARTMENT 1200 W. 7 <sup>th</sup> Street, 8 <sup>th</sup> Floor, Los Angeles, CA 90017	COUNCIL DISTRICT  Citywide Council Districts
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PROJECT TITLE  Workforce Investment Board Year 15 Annual Plan (Fiscal Year 2014-2015)	LOG REFERENCE  N/A
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PROJECT LOCATION  
Economic and Workforce Development Department, Attention: Gerardo Ruvalcaba, (213) 744-7233  
Administration Address: 1200 W. 7<sup>th</sup> Street, 6<sup>th</sup> Floor, Los Angeles, CA 90017      Census Tract: Citywide

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:  
  
Employment and training service only. (No construction, renovation or rehabilitation involved)

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT, IF OTHER THAN LEAD CITY AGENCY:  
N/A

CONTACT PERSON Shelly Lo	AREA CODE (213)	TELEPHONE NUMBER 808-8957	EXT.
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EXEMPT STATUS: (Check One)

	CITY CEQA GUIDELINES	STATE CEQA GUIDELINES ARTICLE 18
<input type="checkbox"/> MINISTERIAL	Art. II, Sec. 2b	Sec. 15268
<input type="checkbox"/> DECLARED EMERGENCY	Art. II, Sec. 2a(1)	Sec. 15269 (A)
<input type="checkbox"/> EMERGENCY PROJECT	Art. II, Sec. 2a(2) & (3)	Sec. 15268 (B) & (C)
<input type="checkbox"/> GENERAL EXEMPTION	Art. II, Sec. 2 (D)	Sec. 15262
<input checked="" type="checkbox"/> CATEGORICAL EXEMPTION	Art. II, Sec. 2 (C)	Sec. 15300-15332

Class 1      Category 40 (City CEQA Guidelines)

OTHER (See Public Resources Code Sec. 21080(b) and set forth in state and city guideline provisions.)

JUSTIFICATION FOR PROJECT EXEMPTION:  
Federally funded programs 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 and the associated administrative costs. The creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT OF EXEMPTION FINDING.

SIGNATURE 	TITLE Environmental Specialist II	DATE May 27, 2014
FEE: \$75.00	RECEIPT NO.	REC'D BY
		DATE



U.S. Department of Housing and Urban Development  
 San Francisco Regional Office - Region IX  
 600 Harrison Street  
 San Francisco, California 94107-1387  
 www.hud.gov  
 espanol.hud.gov

**LEVEL OF ENVIRONMENTAL REVIEW (2013)**

(Use this form to document an environmental level of review decision for activities that are exempt from NEPA, i.e. not subject to an Environmental Assessment.)

**1) Project Description**

Grant Fund:: WORKFORCE INVESTMENT ACT

Grant Amount:: \$57,525,299

Project Name: WORKFORCE INVESTMENT BOARD ANNUAL PLAN YEAR 15/ 2014-15

Address or Location: LOS ANGELES CITYWIDE

Activities (include maximum contemplated number, scope, magnitude and duration):  
Workforce Investment Act provides funding for City of Los Angeles Workforce Development System to be administered by the Economic and Workforce Development Department. These programs include 17 Work Source Centers and 13 Youth Services Centers. These centers provide diverse workforce development services for job seekers, businesses and youth. Services include career exploration, assessments, staff assisted employment search, work readiness certifications, basic skills remediation, referrals to supportive services, on-the-job training, customized training and high growth sector related training.

**2) Choose Environmental Review determinations**

Exempt per 24 CFR 58.34 or categorically excluded per 24 CFR 58.35(b) or 24 CFR 50.19.  
 Cite specific provision (e.g., "24 CFR 58.35(b)(5), Activities to assist homebuyers to purchase existing dwellings"):

	1. Environmental and other studies, resource identification and the development of plans and strategies;
	2. Information and financial services;
	3. Administrative and management activities;
X	4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
	5. Inspections and testing of properties for hazards or defects;
	6. Purchase of insurance;
	7. Purchase of tools;
	8. Engineering or design costs;
	9. Technical assistance and training;
	10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD;
	12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in

**3) Flood Insurance, Airport Clear Zone, and Coastal Barrier Resource Compliance**

(24 CFR 58.6 or 24 CFR 50.4(b)(1), 50.4(c)(1), and 50.4(k))

FLOOD INSURANCE / FLOOD DISASTER PROTECTION ACT

1. Does the project involve the acquisition, construction or rehabilitation of insurable structures, buildings or mobile homes?

No; flood insurance is not required. The review of this factor is completed.

Yes; continue review.

2. Is the structure or part of the structure located in a FEMA designated Special Flood Hazard Area?

No. Source Document (FEMA/FIRM floodplain zone designation, panel number, date):  
\_\_\_\_\_(Factor review completed).

Yes. Source Document (FEMA/FIRM floodplain zone designation, panel number, date):  
\_\_\_\_\_

\_\_\_\_\_(Continue review)

3. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept in the Environmental Review Record.

No (**Federal assistance may not be used in the Special Flood Hazards Area**).

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property?

No. This factor review is completed.

Yes. Continue review.

2. Is the proposed location within 3,000 ft. of a civil airport runway or within 15,000 ft. of a military airfield?

No. Attach map. This factor review is completed.

Yes. Continue review.

3. Is the proposed location within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

No; attach signed statement from airport or airfield operator to that effect, or attach FAA or DOD map. Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in HUD Region IX (CA, AZ, NV, HI, Guam)?

Yes. This element is completed; there are no designated coastal barrier resources in HUD Region IX.

No, continue.

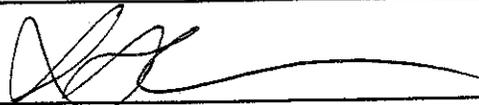
2. Is the project located in a coastal barrier resource area? (See <http://www.fema.gov/business/nfip/cbrs/cbrs.shtm>).

No; cite Source Documentation:  
\_\_\_\_\_

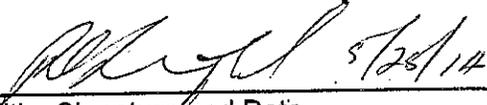
(This element is completed).

( ) Yes - Federal assistance may not be used in such an area.

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Shelly Lo.  May 27, 2014  
Preparer Name, Signature and Date

---

Robert Manford, Environmental Affairs Officer  5/28/14  
HUD Official or Responsible Entity Official – Name, Title, Signature and Date

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City of Los Angeles, County of Los Angeles, California  
HUD Field Office or Responsible Entity (City, County, State)