

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: June 6, 2018

CAO File No. 0220-05467-0000

Council File No. 16-0475-S2

Council District: Various

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Economic and Workforce Development Department Transmittal dated April 23, 2018; Additional information received through May 24, 2018

Subject: **REQUEST FOR AUTHORITY TO ACCEPT \$1 MILLION IN WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FUNDS FOR EMPLOYMENT DEVELOPMENT SERVICES FOR INDIVIDUALS IMPACTED BY RECENT WILDFIRES AND RELATED ACTIONS**

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### RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Economic and Workforce Development Department (EWDD), or designee, to:
  - a. Retroactively accept \$1 million in Workforce Innovation and Opportunity Act - National Dislocated Worker Grant (WIOA—NDWG) grant funding from the State of California Employment Development Department to provide training and job placement in disaster mitigation with the grant term of April 1, 2018 through December 31, 2018, and allocate an amount up to \$900,000 for contractual services and \$100,000 for EWDD costs as recommended in this Report;
  - b. Negotiate and enter into an agreement and/or amendment with Managed Career Solutions, Inc. (MCS), a current WorkSource Center in Hollywood, to provide eligible individuals with safety and disaster mitigation training and temporary employment for no more than one year, with funding not to exceed \$900,000 in WIOA-NDG grant funds, for the retroactive term from April 1, 2018 through December 31, 2018, subject to review and approval of the City Attorney as to form and legality, and compliance with the City's contracting requirements;
  - c. Prepare Controller instructions and/or make any necessary technical adjustments consistent with Council and Mayor action on this Report, subject to approval of the City

Administrative Officer, and instruct the Controller to implement those instructions;

2. Authorize the Controller to:

- a. Increase a receivable within the Workforce Innovation and Opportunity Act (WIOA) Fund No. 57W from the State of California Employment Development Department for \$1,000,000;
- b. Establish a new account and increase appropriations within the WIOA Fund No. 57W as follows:

Account	Title	Amount
22P122	Economic and Workforce Development	\$58,813
22P166	Personnel	1,090
22P297	Related Costs-Personnel	793
22P299	Reimbursement of General Fund Costs	39,304
22PXXX	CA Wildfires National Dislocated Worker Grant	900,000
<b>Total</b>		<b>\$1,000,000</b>

- c. Increase appropriations within Fund 100/22 as follows:

Account	Title	Amount
001010	Salaries, General	\$49,500
001070	Salaries As-Needed	120
001090	Overtime	6
002120	Printing and Binding	5
002130	Travel	13
003040	Contractual Services	1,696
006010	Office and Administrative	782
006030	Leasing	6,691
<b>Total</b>		<b>\$58,813</b>

- d. Increase appropriations within Fund 100/66 as follows:

Account	Title	Amount
001010	Salaries General	\$1,090
<b>Total</b>		<b>\$1,090</b>

## SUMMARY

In a Transmittal dated April 23, 2018 (C.F. 16-0475-S2), the Economic and Workforce Development Department (EWDD) requests Mayor and Council approval to accept and expend \$1 million in federal Workforce Innovation and Opportunity Act - National Dislocated Worker Grant (WIOA—NDWG) grant funding from the State of California Employment Development Department (EDD) to provide disaster mitigation training and temporary job placement for one year for individuals impacted by recent southern California wildfires. EWDD also requests authority to negotiate and execute a contract with Managed Career Solutions, Inc. (MCS), a current WorkSource Center (WSC) in Hollywood, to implement the grant activities for a retroactive contract term of April 1, 2018 through December 31, 2018.

The EWDD applied to the EDD for \$4 million in NDWG grant funds to assist individuals who experienced loss of employment or severe reductions in work hours due to the 2017 wildfires. On February 21, 2018, EWDD received notification of a \$1 million award in NDWG funding. Of the \$1 million grant award, EWDD proposes a distribution of \$900,000 for the provision of contractual services by MCS, Inc. and \$100,000 for Department administrative costs. EWDD states that the grant activities will be administered by current Department staff and no new positions are requested. EWDD will use \$49,500 of this amount to provide partial funding (0.425 Full Time Equivalent) for 10 Department positions, as well as support for Department administrative activities.

The EWDD released a Request for Interest (RFI) to the City's 18 current contract WSCs to provide temporary employment in clean-up and restoration efforts after the 2017 Southern California wildfires. EWDD received responses from two WSCs: the Housing Authority of the City of Los Angeles in Watts, and MCS, Inc. in Hollywood. The Department's evaluation criteria included capacity to place the full number of participants as required by the grant, current performance with other assistance grants, and past and present ability to develop collaborations with community-based organizations. EWDD selected MCS, Inc., and recommends an allocation of up to \$900,000 to MCS, Inc. to serve a minimum of 50 participants. The cost per participant is estimated to be \$18,000. Services include recruitment and enrollment of 50 eligible participants, disaster safety and mitigation training, and placement in temporary disaster cleanup and mitigation employment. Participants will be employed at wildfire sites including but not limited to the Skirball Fire, Creek Fire, and Rye Fire. Participant eligibility requirements include residence within the disaster areas or forced relocation due to the declared disaster, and temporary or permanent employment lay off as a consequence of the disaster, including self-employed individuals. Residents of both Los Angeles County and Ventura County are eligible.

This Office recommends approval of authority for EWDD to accept the \$1 million in WIOA-NDWG grant funding with a retroactive grant term from April 1, 2018 through December 31, 2018 and authority to negotiate and execute a contract and/or amendments to the contract with MCS, Inc in an amount not to exceed \$900,000, for a retroactive term from April 1, 2018 through March 31, 2019, subject to review and approval of the City Attorney as to form and legality, and compliance with the City's contracting requirements.

Pursuant to Los Angeles City Charter Section 1022, the Personnel Department identified City classifications at EWDD, Los Angeles World Airports (LAWA), and the Department of Aging (Aging) with the expertise to perform the services requested for contract. EWDD indicates that City staff are not available to provide the requested services, and no response was received from LAWA and Aging. On May 24, 2018, this Office determined that the proposed services can be performed more feasibly by a contractor as there is insufficient City staff to perform the work. The work is of a temporary nature and additional staff would need to be laid off at the conclusion of the services.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The recommendations in this Report comply with the City Financial Policies in that federal Workforce Innovation and Opportunity Act grant funds from the California Employment Development Department will support funding for the implementation of workforce development services for individuals impacted by recent wildfires in Southern California.

*RHL:SAM:02180135C*