

# CITY OF LOS ANGELES

CALIFORNIA

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**DATE:** December 23, 2022

**TO:** City of Los Angeles WorkSource and YouthSource Centers

**FROM:** Carolyn M. Hull, General Manager *Carolyn Hull*  
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN № 23-03  
2023 HIGH ROAD TRAINING PARTNERSHIPS (HRTP) GRANT  
REQUEST FOR INTEREST (RFI)**

## **EFFECTIVE DATE**

This bulletin is effective upon date of issuance.

## **PURPOSE**

The purpose of this bulletin is to solicit interest from currently contracted WorkSource Centers (WSC) and YouthSource Centers (YSC) relative to the capacity to develop and/or expand High Road Training Partnerships (HRTP) involving key industry sectors that lead to high-wage employment. These partnerships should include training providers, registered apprenticeships, and employers within the Los Angeles Region.

## **BACKGROUND**

The State of California, with the guidance of the California Workforce Development Board (CWDB), is committed to promoting policies and strategies that emphasize job quality, equity, and linking our most vulnerable populations, to higher paying jobs. In May 2022, the CWDB in coordination with the California Labor and Workforce Development Agency announced the HRTP initiative to address this issue.

As part of the Year 23 Annual Plan, the City's local Workforce Development Board (WDB) and the Economic and Workforce Development Department (EWDD) set aside \$1.5M of Workforce Innovation and Opportunity Act (WIOA) funds in the Annual Plan 23 to develop and/or expand local HRTP projects. In addition, the WDB set aside \$200K to expand access to registered apprenticeship programs. The goal is to expand training programs in employment sectors that lead to middle-skilled employment opportunities.

EWDD proposes to work with currently contracted City WSCs and YSCs that qualify under this Request for Interest (RFI) to facilitate partnerships between committed training providers, registered apprenticeship programs that have a non-traditional curriculum, and employers of in-demand skilled sectors. The purpose of these partnerships is to create a streamlined mechanism that leads to high-paying and sustainable career employment for local job seekers within our most vulnerable populations.

Under this grant initiative, WSCs and YSCs will be responsible for providing recruitment, supportive services, training, and job placement.

### **AVAILABLE FUNDING**

The total amount of WIOA funding available under this process for the HRTP grant is \$1,700,000. It is anticipated that this RFI process, up to a maximum of six total service providers will be identified to implement the HRTP program.

It is noted that under this contract, participating service providers must demonstrate that they have sufficient available leveraged funds specific to this program prior to the award of the contract. It is further noted that leveraged funds allocated as part of the existing WIOA PY 22–23 formula contract are not eligible.

\*See *proposal requirements* section for “use of funds” requirements.

### **TERM OF CONTRACTS**

Twelve-month contracts resulting from this RFI are estimated to begin on March 1, 2023 and will expire on February 28, 2024.

### **ELIGIBLE PROPOSERS TO THIS RFI**

This RFI is limited to proposals from currently contracted WSCs and YSCs.

### **ELIGIBLE PARTICIPANTS, NUMBER OF PARTICIPANTS TO BE SERVED**

Eligibility Requirements:

- Individuals who reside within the City of Los Angeles boundaries; and
- Individuals who are eligible for WIOA enrollment.

Fulfillment of this contract requires each service provider to serve a minimum of 50 participants. Please note that final performance goals are subject to change and will depend on the total number of contracts awarded.

### **EQUITY GOALS**

EWDD is committed to ensuring a fair and equitable outcome to this process. Selected contractors will be expected to design an HRTP program that ensures access to high paying jobs for men, women, and those within our most vulnerable populations (i.e., veterans, disability, justice impacted/probation, etc.) within the City. In pursuit of this goal, a minimum of **50%** of participants serviced by each agency awarded a contract under this program must be women and **70%** of participants serviced must be a member of a **high barrier population**. High barrier populations include but are not limited to:

- Homeless or housing insecure Angelenos,
- Justice Involved / Reentry
- Disconnected and/or Opportunity Youth,
- English Language Learners,
- People with Disabilities

## SERVICES TO BE PROVIDED

### 1. Training and Supportive Services

Service providers selected for this contract will convene private sector employers and Eligible Training Provider List (ETPL) listed training providers to develop High Road Training Partnerships in key industry sectors that provide high-wage employment opportunities. Successful applicants must include strong partnerships with industry employers and training providers to implement training programs in high demand sectors. **Employment sector may include but are not limited to:**

- Biotechnology/Biosciences
- Advanced Manufacturing
- Renewable Energy
- Information Technology
- Entertainment/Film Industry
- Transportation/Logistics

Training may consist of virtual and/or in-person training opportunities that are inclusive of occupational skills training, On-the-Job training, and upskilling/retraining. Partnerships with apprenticeship programs may be directly funded.

**Supportive services** and follow-up services geared toward ensuring successful job placement and job retention will be provided to help achieve successful outcomes.

### 2. Job Placement

Service providers selected for this contract must confirm partnerships with employers that are within the identified in-demand sectors, and that are committed to hiring participants who have completed the training programs related to their employment sector.

After WSCs have delivered career and training services and supportive services, job placement and follow-up services will commence. Training services will consist of virtual and in-person (if feasible) training opportunities that include occupational skills training, On-the-Job training, and upskilling/retraining. Supportive services and follow-up services geared toward ensuring successful job placement and job retention will be provided to help achieve successful outcomes.

\*See proposal requirements section for support documentation required for both trainers and employers.

## PERFORMANCE AND REPORTING REQUIREMENTS

The following will be performance measures for this grant:

1.	Number of Sector Trainings Completed	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
2.	Number of Participants Enrolled in Sector Trainings	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
3.	Number of Women Enrolled	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
4.	Number of Adult Participants Enrolled	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
5.	Number of Dislocated Workers Enrolled	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4

6.	Number of Youth Participants Enrolled	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
7.	Number of High Barrier Participants Enrolled	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
8.	Number of Participants that Completed Sector Trainings	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
9.	Number of Sector Placements	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4
10.	Avg Wage of Placements	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Qtrs 1-4

## PROPOSAL REQUIREMENTS

Currently contracted WSCs and YSCs interested in delivering the above-described services should complete and submit (electronically) a package of documents containing the following:

- A. Request for Interest Response Form (See Attachment 1)
- B. A Cover Letter that includes: date, signature of an authorized signatory, signatory's full postal address, telephone number, and email address.
- C. A three-to-five-page narrative that includes the following:
  - Labor Market Information for each high growth sector – including an occupation analysis associated with this contract.
  - A description of outreach efforts to identify and enroll a minimum of 50 participants for training, while ensuring that equity requirements outlined above are met.
  - A list of employers (with attached Letters of Agreements (LOA)) that have committed to employing participants who complete training programs in the related sectors identified in this contract. The LOA should indicate the number of positions available and the wages to be paid to each participant hired.
  - A list of committed training provider/partners for this initiative along with their attached program curriculum.
  - A list of registered apprenticeship programs along with their attached curriculum.
  - A list of positions for which participants are receiving training and the sectors identified.
  - A description of leveraged funds allocated for the HRTP initiative.
  - A description for “use of funds” which includes the estimated cost of training and supportive services for each participant.
  - A written commitment to assign one project manager to this project who is full time equivalent (FTE).
  - A description of partnerships with other WSCs and YSCs (i.e., referral agreements) that will ensure that participants citywide are included in the training and employment opportunities related to this initiative.
- D. A Program Budget (See Attachment 2)

**SUBMISSION REQUIREMENTS**

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

**Submission Deadline Date:** Monday, January 30, 2023

**Deadline Time:** 5:00p.m.

**Delivery Method:** Email to: [EWDD.Planning@lacity.org](mailto:EWDD.Planning@lacity.org)

**Proposals submitted after 5:00p.m. on Monday, January 30, 2023, will not be accepted.**

**FUNDING RECOMMENDATIONS**

Funding recommendations are subject to approval by the City of Los Angeles WDB and/or the Los Angeles City Council. Funding amounts are set at the discretion of the City; and each agency's past performance will be considered in making funding recommendations.

**EWDD CONTACT**

Questions regarding this directive must be e-mailed to [EWDD.Planning@lacity.org](mailto:EWDD.Planning@lacity.org) by **5:00p.m. on January 23, 2023**. Answers will be posted at [www.ewddlacity.com](http://www.ewddlacity.com).

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Attachments: 1. Request for Interest Response Form  
2. Budget Form