

CITY OF LOS ANGELES

CALIFORNIA

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ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: June 9, 2023

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Assistant General Manager
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN No. 23-08
PY 23-24 LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL
ENTERPRISE REQUEST FOR CONTRACT RENEWAL**

EFFECTIVE DATE

This information bulletin is effective upon date of issuance.

PURPOSE

The purpose of this Information Bulletin is to provide current Los Angeles Regional Initiative for Social Enterprise (LA:RISE) contractors with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2023-24. This RFCR package sets out program requirements and identifies documents that must be submitted to renew agreements for the new program year.

Release of funds to contracted agencies for the new program year by the Economic and Workforce Development Department (EWDD) is subject to approval of the Annual Plan by the Mayor and City Council, and the filing of an executed agreement with the City Clerk. Organizations wishing to renew agreements must fulfill the requirements of this RFCR by signing and dating the Agency Acceptance Form and completing all other required documents.

Submission of a renewal request does not constitute a guarantee of funding as described in Appendix 1 –Funding Allocations for the new program year. The decision to fund any organization beyond June 30, 2023, rests solely with the City. Therefore, your agency assumes prudent risk for any and all program expenditures incurred after the end date of your current contract.

Please transmit the contract renewal package no later than **June 30, 2023, at 5:00 p.m.** All documentation must be scanned and emailed to: EWDD.RFCR@LACity.org

Email Subject Line: **PY2023-24 RFCR LA:RISE- <Name of your agency>**

Contract execution is contingent upon the contractor transmitting all corporate and contract-related documents on or before the indicated submission deadline.

This RFCR may be downloaded from the Economic and Workforce Development Department (EWDD) website at:

<http://ewddlacity.com/index.php/workforce-development-system-information-bulletins>.

Documents and information to be submitted in response to this RFCR are listed in the RFCR attachment and on the Checklist of Required Documents/Required Information form. The RFCR submissions to the City must include all required forms and must include all requested information to be considered complete. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the PY 23-24 LA:RISE RFCR or the contract renewal process should be emailed to EWDD.RFCR@LACity.org with “**RFCR LA:RISE Question**” indicated in the subject line and with copies to: Elizabeth.Macias@lacity.org and Danielle.Martinez@lacity.org.

CMH:GR:VN:DB:EM:DM:cg

Attachments:

1. RFCR Package
2. Appendix 1 - PY23-24 LA:RISE Funding
3. Agency Acceptance Form
4. Checklist of Required Documents - Required Information
5. Certification of Authorities
6. RAMP FAQ & New Account Registration
7.
 - a. CRO Ordinance
 - b. CRO Pledge of Compliance
 - c. CRO Service Questionnaire
8. Board Resolution Sample
9. City General Fund - Budget Template
10. County Measure H - Budget Template
11. LA:RISE Youth Academy CA4A - Budget Template
12. LA:RISE Leveraged Resource Form