

# CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7<sup>TH</sup> STREET  
LOS ANGELES, CA 90017

**DATE:** June 12, 2023

**TO:** All WorkSource Center Contractors

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

**SUBJECT: WDS INFORMATION BULLETIN No. 23-10**  
*(Supersedes WDS Information Bulletin No. 23-07)*  
**PY2023-24 WORKSOURCE REQUEST FOR CONTRACT RENEWAL**

## **EFFECTIVE DATE**

This bulletin is effective on the date of issue.

## **PURPOSE**

The purpose of this Information Bulletin is to provide current WorkSource Center (WSC) 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 in order for agreements to be renewed for the new program year.

Until the City Council and Mayor approve the Annual Plan and an executed agreement is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds to the WSCs for the new program year. Organizations wishing to renew WorkSource agreements for the new program year must fulfill the requirements of this RFCR by signing and dating Form 2, completing and submitting all other required documents. **Submission of a renewal request does not constitute a guarantee of funding as described in Appendix 1 – WIOA 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 Friday, June 21, 2023 at 5:00p.m.** All documentation must be scanned and emailed to:

[EWDD.RFCR@lacity.org](mailto:EWDD.RFCR@lacity.org)

With a cc' to: [Donny.Brooks@LACity.org](mailto:Donny.Brooks@LACity.org)  
[Sarai.Molina@LACity.org](mailto:Sarai.Molina@LACity.org)

Email Subject Line: **PY2023-24 RFCR WSC- <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 is being released and 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 completed and 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 be completed as to all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the RFCR or the RFCR process should be emailed to your current contract monitor with “**RFCR Question**” indicated in the subject line.

CMH:GR:DB:SM:cg

- Attachments:
1. RFCR Package
  2. Form 1 - Appendix 1 - WorkSource Center Funding Allocations
  3. Form 2 - 3 - WSC General Information PY2023-24 / Funding Sources
  4. Form 4 - PY 2023-24 WSC Service Plan
  5. Form 5 - Adult Budget Template
  6. Form 6 - Dislocated Worker Budget Template
  7. Form 7 - WSC Checklist of Required Documents / Required Info.
  8. Form 8 - WIOA Equipment Inventory List
  9. RAMP New Account Registration
  10. RAMP FAQ