

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 13, 2022

CAO File No. 0220-05620-0004
Council File No. 22-0683
Council District: All

To: The Mayor
The Council

From: *for* Matthew W. Szabo, City Administrative Officer 

Reference: Economic and Workforce Development Department Transmittal dated June 6, 2022;
Supplemental information received through June 10, 2022

Subject: **WORKFORCE DEVELOPMENT BOARD YEAR TWENTY-THREE (2022-23)
ANNUAL PLAN AND RELATED ACTIONS**

RECOMMENDATION

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

1. Adopt the Workforce Development Board (WDB) Year Twenty-Three Annual Plan for Program Year (PY) 2022-23 (Annual Plan) and its supporting budget; approve and implement all policies contained in the Annual Plan as approved by the WDB; and authorize the General Manager, Economic and Workforce Development Department (EWDD), or designee, to implement the Annual Plan consistent with the recommendations contained herein;
2. Approve an extension to the Workforce Development Board-Local Elected Officials (WDB-LEO) Agreement from July 1, 2022 to December 31, 2022;
3. Authorize the General Manager, EWDD, or designee, to:
 - a. Negotiate and execute agreements and amendments to agreements with public, private, non-profit and/or governmental entities with funds awarded as described in the Annual Plan, subject to the Workforce Development Board-Local Elected Officials (WDB-LEO) Agreement (C.F. 16-0475). The WDB-LEO Agreement requires no further action from the WDB or LEO regarding agreements and amendments to agreements identified and approved in the Annual Plan. Any amendments to agreements resulting in a policy change or in the purpose of the agreement, or a change in funding in excess of \$250,000 (in one year), requires approval of the LEO and WDB. Any amendment in an amount from \$25,000 to \$250,000 requires approval only from the WDB. All amendments are subject to approval of the City Attorney as to form and legality;

With respect to Workforce Innovation and Opportunity Act (WIOA) Authorities:

- b. Accept the U.S. Department of Labor (DOL) WIOA grant funds, assist the Controller in depositing and transferring WIOA funds as appropriate within established WIOA trust funds, and expend such funds upon proper demand in accordance with the directions in the Annual Plan;
- c. Accept funds and execute Sub-grant Agreements and any unilateral agreements to Sub-grant Agreements, including amendments thereto, between the State of California and the City of Los Angeles, between the DOL and the City of Los Angeles for WIOA funds (including federal and state Discretionary awards, and other WIOA competitive grants), between the County of Los Angeles and the City of Los Angeles for WIOA funds, and between other Local Workforce Development Areas (LWDA) and the City of Los Angeles for WIOA, subject to review and approval of the City Attorney as to form and legality, and in compliance with Los Angeles Administrative Code §14.8 et seq. (City grant regulations). The receipt of such funds shall be reported to the WDB within 30 days;
- d. Negotiate and execute amendments to Workforce Development System Memoranda of Understanding (MOUs) between partners of the Los Angeles Workforce Development System to include a new, three-year period effective July 1, 2022, and updates to system infrastructure costs, subject to WDB approval and subject to City Attorney review and approval as to form and legality;

With respect to grant solicitation authorities:

- e. Develop and submit proposals and applications to secure additional WIOA funds and available non-WIOA funds to any public, private, nonprofit, or governmental entity for workforce development-related activities in accordance with City grant regulations. All applications and their status shall be reported to the WDB within 30 days after submission;
- f. Develop and submit proposals or applications representing the WDB, subject to approval of the WDB, to any public, private, nonprofit, or governmental entity for workforce development-related activities. If the application period is less than 60 days from the notice of the Request for Proposals (RFP), then the EWDD may submit proposals concurrently to the funding source and to the WDB. Approval of the WDB is required before acceptance of an award;
- g. Accept funds and execute grant award agreements, subject to the review and approval of the City Attorney as to form and legality, in the event any proposals and/or applications are selected by any public, private, nonprofit, or governmental entity for funding (in accordance with City grant regulations). In accordance with the WDB-LEO agreement, Mayor, Council, and WDB approval is required prior to acceptance of and/or expenditure of any awards in excess of \$250,000. Award amounts between \$25,000 and \$250,000 are subject to approval by the WDB only;

With respect to procurement authorities:

- h. Issue Small Bid Purchases, Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) in accordance with City procurement and Charter Section 1022 requirements (where applicable), subject to the approval of the City Attorney as to form, legality, and procurement. Anticipated service procurements related to items that are listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan include, but are not limited to:
- Assessment services for youth, adult and dislocated workers.
 - Audit, payroll processing, and consultant services.
 - Customer Satisfaction Survey; Evaluation Service Providers; and Certification and Performance Improvement Services.
 - Capacity Building and Training Academy initiatives (including Fiscal and Integrated Services Delivery training providers).
 - Consulting Services for the WDB.
 - Crossroads policy symposium.
 - Gang Injunction Curfew Settlement. (LARCA 2.0)
 - Labor Market Analysis.
 - Layoff Aversion Services.
 - Los Angeles Regional Initiative for Social Enterprise (LA:RISE).
 - Program Evaluations.
 - Promotion and Outreach Services, including marketing plan activities, communications, and publication services.
 - Rapid Response enhancement and expansion, including layoff aversion and business retention.
 - Services provided through the WDB Innovation Fund.
 - Services related to the implementation of the Los Angeles YouthSource Program, including the City-operated YouthSource Centers.
 - Services related to new funding secured to address the COVID-19 pandemic.
 - Hire LA's Youth.
 - Summer Youth Employment Program.
 - WorkSource System Enhancements.
 - YouthSource Center Program.
 - LA:RISE Employment Social Enterprises.

- WorkSource Integrated Service Delivery System providers.
 - Youth and Young Adult System Support Service providers.
- i. Issue an RFP for the Hire LA's Youth Program.
 - j. Issue an RFP for the City's WorkSource Center system.
 - k. Issue an RFP for the LA:RISE program.

With respect to contracting authorities:

- l. Negotiate and execute agreements and amendments to agreements with public, private, nonprofit, and/or governmental entities with funds awarded as a result of a Small Bid Purchase, RFP, or RFQ, related to activities listed in this report, subject to City Attorney review and approval as to form, legality, and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements;
- m. Negotiate and execute agreements and amendments to agreements, where appropriate, with entities on a sole source basis, subject to City Attorney review and approval as to form, legality and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements. Anticipated service providers, as listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan include, but are not limited to, the following:
 - FutureWork Systems LLC for the LA Performs online performance management system.
 - Unite LA for Cash for College and HIRE LA.
 - Los Angeles Unified School District.
 - Managed Career Solutions to process participant payroll for City-operated YouthSource Centers.
 - Service providers for Hire LA's Youth and Cash for College programs.
 - South Bay WDB for management of Eligible Training Provider List (ETPL) services.
 - Level Field for Hire LA Capacity Building.
- n. Negotiate and execute agreements and amendments to agreements with service providers and other organizations, in accordance with the City Procurement Policy and Charter Section 1022 (where applicable), subject to City Attorney review and approval as to form and legality and provided that EWDD submits evidence to the City Attorney of the continued viability of these procurements, and in compliance with the City's contracting requirements. Anticipated service providers and/or activities, as listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, include, but are not limited to:

- Consultants for audit, fiscal review, financial and grant regulations technical assistance and payroll processing services.
- Employment services at the Los Angeles Public Library (Pacific Asian Consortium in Employment).
- California State University Northridge (The University Corporation / University Foundation) for performance evaluation, professional development, and program evaluation.
- FutureWork Systems LLC, for access and support to the LA Performs website.
- Gang Injunction Curfew Settlement contractors.
- Hire LA's Youth providers, including UNITE-LA.
- ICF Incorporated, LLC, Doing Business in California as ICF Consulting, LLC, for performance evaluation and program evaluation.
- InnerSight LLC for the provision of assessments.
- Labor market information/analysis providers.
- Launchpad for IT services relative to layoff aversion and employer engagement.
- Leadership training, mentoring, and systems support to youth and young adults providers.
- Unite LA.
- Los Angeles Community College District.
- Los Angeles County Economic Development Corporation (LAEDC) for services to businesses relative to layoff aversion.
- Los Angeles Unified School District.
- Los Angeles City-operated YouthSource contractors.
- Performance Partnership Pilot (P3) contractors.
- Regional Plan Development and Training Coordination.
- Rapid Response enhancement and expansion, including lay-off aversion and business retention providers.
- Services provided through the WDB Innovation Fund.
- Services provided through the City General Fund for the LARCA 2.0 Gang Injunction Curfew Settlement.
- South Bay Workforce Development Board for ETPL services.
- LA:RISE program service providers.

- Hire LA's Youth providers, including those funded through city, county, state, federal, and private funds.
 - WorkSource Center One-Stop operators.
 - YouthSource System contractors and related subcontractors (e.g., Los Angeles Community College District, Coalition for Responsible Community Development, and El Centro de Ayuda).
 - Youth assessment service providers.
 - Youth and Young Adult System Support Services providers.
 - YouthSource Center One-Stop operators.
 - Pre-apprenticeship and apprenticeship training (\$200,000)¹.
 - Job training through HACLA (\$150,000)¹.
 - Community Investment for Families Department (CIFD) to develop a strategy within 90 days for the implementation of employment training for survivors of domestic violence (\$250,000)¹.
- o. Negotiate and execute agreements with Day Laborer Center service providers for a term effective July 1, 2022 through June 30, 2023, with two additional options for one-year renewals, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with the WDB-LEO Agreement and City contracting requirements;
- p. Make payments of stipends, wages, and supportive services to City-operated YouthSource Center participants from WIOA Youth Formula, City of Los Angeles General Fund, County of Los Angeles General Fund, County of Los Angeles Temporary Assistance for Needy Families (TANF) funds, and other grant and private funds;

With respect to the Layoff Aversion program:

- q. Enter into an agreement with the Los Angeles Economic Development Corporation for an amount not to exceed \$601,127 in Workforce Innovation and Opportunity Act funding to provide layoff aversion services to at-risk employers within the City of Los Angeles, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with the WDB-LEO Agreement and City contracting requirements, as applicable;

With respect to non-WIOA authorities:

- r. Authorize the accrual and payment of program and administrative expenses, which are directly related to the operation and oversight of the Hire LA's Youth program funded by City of Los Angeles General Fund, the County of Los Angeles General

¹ These amendments made by the WDB at the May 19, 2022 meeting will be incorporated into the Budget Schedules and Service Strategies and Activities sections of the Annual Plan upon City Council and Mayor approval.

Fund, and the County of Los Angeles Temporary Assistance for Needy Families (TANF) monies;

- s. Negotiate and execute Memoranda of Understanding (MOUs) and amendments to MOUs with the City-operated YouthSource Centers to provide services to youth;
- t. Accept a donation in the amount of \$121,000 from Bank of America for the Hire LA's Youth program; authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;
- u. Accept up to \$11 million in funding from, and execute grant agreements and/or unilateral amendments with, the County of Los Angeles for the operation of the Summer Youth Employment program; prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts for such services in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form and legality, and in compliance with the WDB-LEO, City grant regulations, and City contracting requirements.
- v. Accept up to \$1 million in funding from, and execute grant agreements and/or unilateral amendments with the County of Los Angeles for the operation of the Juvenile Justice Crime Prevention Act (JJCPA) program. Prepare necessary Controller instructions regarding the deposit, transfer, and expenditure of such funds; authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;
- w. Accept funds from, and execute grant agreements and/or unilateral amendments with, Local Workforce Development Areas and private funding sources (including for the operation of the Hire LA's Youth program), and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;
- x. Accept up to \$1 million from the County of Los Angeles Probation Department/Workforce Development, Aging and Community Services for the INVEST program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, subject to the approval of the City Attorney as

to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;

- y. Accept up to \$1.4 million from the County of Los Angeles Probation Department/Workforce Development, Aging and Community Services, for the Systems Involved Youth program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan and Recommendations included in this report, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;
- z. Accept up to \$3 million in Measure H funds from the County of Los Angeles Workforce Development, Aging and Community Services, for expansion of the LA:RISE program, and execute grant agreements and/or unilateral amendments with the County of Los Angeles, and authorize the negotiation and execution of contracts with the service providers listed in the Budget Schedules and Service Strategies and Activities sections of the Annual Plan, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;
- aa. Accept reimbursements from the Social Security Administration (SSA) for serving as an Employment Network (EN) under the SSA's Ticket to Work program (TTW) (as previously approved under C.F. 12-0818), and authorize EWDD to appropriate and expend within the Disability Employment Initiative Fund No. 54N upon presentation of supporting documentation;

With respect to administrative authorities:

- bb. Negotiate and execute Workforce Development System (WDS) (One-Stop) Memoranda of Understanding (MOU) between partners of the City of Los Angeles WDS, subject to City Attorney review and approval as to form and legality and compliance with the WDB-LEO Agreement; and negotiate and execute amendments to MOUs between partners of the City of Los Angeles WDS, subject to City Attorney review and approval as to form and legality and compliance with the WDB-LEO Agreement;
- cc. Negotiate and execute agreements and amendments to agreements with the Hire LA's Youth service providers for a term effective July 1, 2022 through June 30, 2023, subject to City Attorney review and approval as to form, legality, procurement, conformance with the WDB-LEO Agreement, and compliance with City contracting requirements. The Hire LA's Youth service providers and allocations are included in the PY 23 Annual Plan Budget Schedules;
- dd. Negotiate and execute agreements and amendments to agreements with Los Angeles: Regional Initiative for Social Enterprise (LA:RISE) service providers funded by the City General Fund for a term effective July 1, 2022 through June 30, 2023, subject to the approval of the City Attorney as to form, legality, and procurement, and

- in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements. The LA:RISE service providers and allocations are included in the PY 23 Annual Plan Budget Schedules;
- ee. Negotiate and execute amendments to agreements with service providers for the implementation of the Gang Injunction Curfew Settlement Agreement (LARCA 2.0) for a term from July 1, 2022 through June 30, 2023, subject to the approval of the City Attorney as to form, legality, and procurement, and in compliance with the WDB-LEO Agreement, City grant regulations, and City contracting requirements. The Gang Injunction Curfew Settlement Agreement service providers and allocations are included in the PY 22 Annual Plan Budget Schedules;
 - ff. If appropriate, transfer monies up to the maximum amount of the total PY 2021-22 and 2022-23 allotments allowed by WIOA statute or by other governmental administrative instructions between the Dislocated Worker and Adult programs. Such transfers shall be reported to the WDB on a regular basis;
 - gg. Transfer expenditures from the WIOA Fund No. 57W to the WIA Fund No. 44A if unexpended savings materialize within the WIA Fund No. 44A as a result of disallowed costs from audits, fiscal and program reviews, special investigations, post-closeout interests earned and unliquidated accruals within the WIA Fund No. 44A accounts;
 - hh. Make technical corrections as necessary to transactions included in this Report and its Attachment to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer;
- 4. Instruct the General Manager, EWDD, or designee, to prepare a report to the WDB, Mayor, and Council by November 30, 2022, that identifies all carry-over funds, including those identified herein, and any changes to the federal funding allocations, including those identified herein, and prepare recommendations, subject to WDB, Council and Mayor approval, regarding proposed use of such funds;
 - 5. Find that it is beneficial to the City, and, therefore more feasible, for EWDD to execute contracts with the service providers listed in the Year 23 WDB Annual Plan, effective July 1, 2022 to June 30, 2023, subject to City Attorney review and approval as to form, legality, and procurement, and compliance with City contracting requirements, unless noted otherwise in this Report; and,
 - 6. Authorize and instruct the Controller to take the specific actions detailed in the Attachment to this Report to implement the Year 23 WDB Annual Plan budget.

SUMMARY

In the joint Transmittal dated June 6, 2022 (C.F. 22-0683) (Transmittal), the Economic and Workforce Development Department (EWDD) and the Los Angeles Workforce Development Board (WDB) request approval of the proposed City/WDB Year 23 Annual Plan (Annual Plan), effective July 1, 2022 through June 30, 2023.

Approximately \$139.7 million is available to implement the strategies and activities in the Year 23 Annual Plan. Funding sources include the federal Workforce Innovation and Opportunity Act (WIOA) formula/base and discretionary grants; the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Los Angeles County grants; various other grants and special funds; and the City General Fund. The WDB, Council, and Mayor are responsible for the approval of the Annual Plan. On April 11, 2022, a draft of the Year 23 Annual Plan was released to meet the required 30-day public comment period from April 11, 2022 to May 10, 2022. The WDB considered and approved the Year 23 Annual Plan, as amended, on May 19, 2022. The WDB amendments include recommendations to underwrite pre-apprenticeship and apprenticeship training (\$200,000), and to provide increased funding for job training to the Community Investment for Families Department (\$250,000) and the Housing Authority of the City of Los Angeles (\$150,000). This Office recommends approval of the Annual Plan, as amended, as well as various actions required to implement the Annual Plan, as detailed in the Recommendations section of this Report and in the attached Controller instructions.

A summary of the funding sources identified for the Year 23 Annual Plan is as follows:

Funding Source	New Allocation for 2022-23	Carryover from Prior Year(s)	Total Funding Available for 2022-23
WIOA Formula Funds	\$35,655,965	\$3,903,343	\$39,559,308
WIOA Discretionary Grant Funds	\$6,264,334	\$600,000	\$6,864,334
CARES Act Funds	-	\$250,000	\$250,000
CaliforniansForAll Grant	\$53,249,641	-	\$53,249,641
City General Fund	\$14,002,512	\$3,130,000	\$17,132,512
Los Angeles County Funds	\$15,493,205	-	\$15,493,205
Other Grants/Funds	\$470,000	-	\$470,000
Additional Anticipated Funds	\$6,689,247	-	\$6,689,247
Total	\$131,824,904	\$7,883,343	\$139,708,247²

Pursuant to EWDD’s Program Year 22 (2021-22) Carry-In Report (C.F. 21-0647), the revised total funding for Year 22 is \$95.85 million, which is a net increase of approximately \$300,000 over the approved Year 22 Annual Plan amount of \$95.55 million (C.F. 21-0647). EWDD estimates \$139.7 million in funding for Year 23, which consists of approximately \$39.5 million from annual WIOA formula grants and \$100 million from other sources including discretionary WIOA grants, City

² Due to a typographical error the Budget Schedules provided with the Annual Plan reflect \$139,778,247. The correct figure is shown here.

General Fund, Los Angeles County funds, and various other grant sources. The annual WIOA federal fund allocations are calculated based on formulas, which consist of local relative shares of the unemployed, the “excess” unemployed, and disadvantaged youth (when applicable), with consideration of other socio-economic indicators. The State Employment Development Department had not announced its funding allocations for the WIOA Adult, Dislocated Worker, and Youth Formula to Local Workforce Development Areas for Program Year 23 until after the Annual Plan’s approval by the WDB. As such, the allocations provided in the Annual Plan and in this report are preliminary estimates based on prior year allocations. The State released the final allocation of \$40.9 million for the City of Los Angeles on May 25, 2022, reflecting a \$5 million increase over the estimates included in this report. The EWDD will submit a revised budget to the WDB, the City Council, and the Mayor in August to allocate these additional WIOA formula funds.

The EWDD included new funds in the Year 23 Annual Plan Budget as follows:

Program	Total Allocation
CaliforniansForAll Youth Workforce Development Program	\$53,249,641
California Megafires National Dislocated Worker Grant	\$1,364,334
Regional Equity and Recovery Partnerships	\$2,000,000
Total	\$56,613,975

Year 23 Annual Plan Highlights

The Annual Plan provides the details on revenues and expenditures for the City’s Workforce Development System (WDS), including funding and approvals to implement service strategies and activities that enhance the WDB’s efforts to provide employment development services to vulnerable populations and businesses. The Annual Plan also includes various employment, contracting, and procurement authorities in support of the WDS. Funding is provided for on-budget and off-budget program and administrative costs.

The EWDD proposes a fully funded budget for the Program Year 23 Annual Plan. The EWDD established a Strategic Framework in Program Year 19 with long-term goals that are targeted to assist the most vulnerable populations, as the City continues to endure the effects of the COVID-19 pandemic and an uneven recovery. These goals include addressing homelessness with more employment opportunities, increasing employment opportunities with major economic drivers in the region, strengthening specific industry and employment sector strategies, and targeting vulnerable high-barrier populations with geographic focus. The framework also focuses on increasing gender equity, engaging with the re-entry population and disconnected youth, aligning City and regional workforce development strategic planning efforts, training for jobs in the new green economy, and strengthening access to opportunities in early childhood education. For Program Year 23, a new focus on increasing employment opportunities for adults 55 and over is also included in the EWDD’s strategic framework.

As the City’s administrative and fiscal entity for federal, state, and local workforce development grant funds, the EWDD manages the WDS and promotes public and private investments in workforce development activities. The WDS consists of a network of service providers managed by EWDD and comprised of 15 Adult WorkSource Centers (WSC) providing services for adults and 14 YouthSource Centers (YSC) providing services for youth from the ages of 14 through 24. Funding allocations and contract authority for the program year beginning July 1, 2022 are included in the recommendations in this Report. The EWDD is currently in the process of procurement for its 14 YSC, and will report back to the WDB, the City Council, and the Mayor with recommended contractors and funding amounts in late summer 2022.

The Annual Plan continues the Integrated Service Delivery (ISD) model in the Adult and Dislocated WSC in coordination with other resources and partners in the delivery of services. The YSC employ a similar integrated approach, particularly in partnering with educational institutions. Through a federal designation from the Department of Education and Department of Labor, the YSC are part of the Los Angeles Performance Pilot Partnership (P3). The P3 is a coordinated effort to deliver education, workforce, and social services to disconnected (e.g. unemployed and out of school) youth ages 16 to 24 through the collaboration among a variety of agencies, organizations, and institutions.

The Annual Plan seeks to align the goals and objectives identified through regional, local and P3 strategic planning efforts that were developed over recent years, as well as to increase equity in the local labor market as the City continues its recovery from the pandemic. The Annual Plan includes City General Fund programs for youth that are ineligible to receive federal workforce grant funds. These programs include the Hire LA, Cash for College, and other programs at YouthSource Centers in Boyle Heights and Watts. In addition, the City’s 2022-23 Adopted Budget provides General Fund dollars for ongoing support for the year-round Youth Employment Program (inclusive of the Summer Youth Employment Program), the Day Laborer program, and the Los Angeles: Regional Initiative for Social Enterprise (LA:RISE) program for employment development services for individuals experiencing homelessness.

BACKGROUND

Workforce Development Board – Local Elected Officials Agreement

The Workforce Innovation and Opportunity Act (WIOA) went into effect on July 1, 2015, and replaced the Workforce Investment Act of 1998 (WIA) as the statutory authority for EWDD workforce development activities. The WIOA, as the WIA before it, requires the establishment of a Workforce Development Board (WDB) to oversee the administration of WIOA funds. The WIOA also requires an agreement between the WDB and local elected officials (LEO) that defines the roles, responsibilities, and working relationship of the WDB, the WDB Administrator (EWDD), the Council, and the Mayor in administering WIOA programs for the City. The most recent WDB-LEO agreement was approved by Council on June 24, 2016 (C.F. 16-0475) and was valid from July 1, 2016 through June 30, 2020. The City obtained a term extension, which expires on June 30, 2022 (C.F. 21-0647-S1). An additional six-month extension through December 31, 2022

is included in the recommendations of this report to allow the WDB and the City to reach a new agreement.

EWDD Position Authorities and Costs and Related Costs Revenue

The Year 23 Annual Plan projections include funding for approximately 115 full time equivalent (FTE) staff (regular and resolution authorities) to implement Annual Plan programs at EWDD. Approximately 35 of the 115 positions are vacant at this time. The Year 22 Annual Plan included 109 FTE. The City's 2022-23 Adopted Budget includes 108 FTE for workforce development support in the Department. This includes positions dedicated to implementing the Annual Plan under the Adult and Youth Workforce programs as well those that provide support for the Annual Plan under the EWDD's technical and administrative support programs. The position authorities are continued in the 2022-23 Adopted Budget (C.F. 22-0600). Authority for continuing resolution authorities will be provided in the forthcoming 2022-23 Personnel Resolution Authority report that will be transmitted to the Council and the Mayor.

Approximately \$18 million is set aside for salaries, expenses, and indirect salary (related) costs for workforce development grant program and administrative functions at the EWDD. This consists of \$13.5 million for direct salary costs and operating expenses and approximately \$4.5 million for all indirect grant-funded salary costs. In addition, \$658,818 is provided for direct and indirect costs for administrative and program support for the City Attorney, Controller, General Services Department, and the Personnel Department.

As in the 2021-22 Program Year, EWDD projects its total 2022-23 WIOA grant administrative costs to be in excess of the federal limit of 10 percent of the grant. City grant administrative expenses include related costs reimbursements to the City for City employee benefits and services from other City Departments for indirect support of the grant program. These costs are prepaid upfront by the General Fund and are to be reimbursed by grants and other special funding sources. In the past, the EWDD has attributed successive annual reductions to their WIOA related costs reimbursements to reductions in the grant allocation coupled with annual increases in City labor costs. Related costs reimbursements are budgeted and anticipated as revenue to the General Fund in the City Budget to fund City operations.

The EWDD's Adopted 2022-23 Revenue Budget for related costs reimbursements is approximately \$4 million (C.F. 22-0600). This projection was based on prior years' historical receipts and anticipated staffing levels. The EWDD states that in order to remain compliant with the grant administrative cap, the Department will exclude approximately \$420,000 in reimbursements over the grant administrative cap, resulting in an anticipated payment of \$2.5 million in WIOA formula reimbursements. This represents a significant improvement from the approximately \$1 million in non-reimbursable WIOA formula related costs estimated for Program Year 22. The total projected related costs reimbursements for EWDD for 2022-23 as presented in the Annual Plan is \$4.54 million. This represents an increase of approximately \$700,000 in related costs reimbursements for all funding sources over the prior year, from \$3.84 million reported in the Carry-in Report (C.F. 21-0647) for Program Year 22 to \$4.54 million projected in the Annual Plan for Program Year 23. This Office will work with EWDD to monitor WIOA revenue to the General Fund and WIOA salary

appropriations for potential adjustments needed to ensure General Fund related costs reimbursement throughout the course of 2022-23.

The Controller instructions included in the Attachment to this Report reflect the adjustments between funding sources and accounts that were approved in the 2022-23 Adopted Budget and the anticipated grant receipts and projected expenditures in the Annual Plan.

General Fund Workforce Development Service Providers Contract Authorities

The recommendations in this Report include approval of the EWDD's requests to negotiate and execute agreements and/or amendments to existing agreements with service providers for the following General Fund programs for 2022-23: Hire LA, Youth Employment Program (also known as the Summer Youth Employment Program), Los Angeles: Regional Initiative for Social Enterprise (LA:RISE), Gang Injunction Curfew Settlement Agreement implementation, and the Day Laborer program. The Budget Schedules and Service Strategies and Activities provided as an attachment (Tab 4) to the Annual Plan include the contractors and funding allocations proposed for the above listed programs.

Environmental Consideration

A Notice for Categorical Exemption from the California Environmental Quality Act for the Year 23 Annual Plan services has been filed with the City Clerk and Los Angeles County Recorder's Office. The exemption is requested on the basis that Annual Plan programs are federally funded public services, including employment and training, that result in no impact on the physical environment and which do not involve construction or new public or private facilities.

Summary of Recommendations

The recommendations maintain adequate City oversight over procurement requirements and compliance, while allowing the EWDD to exercise flexibility for program administration. The recommendations include the authority for the EWDD to issue Requests for Proposals (RFPs) and/or Requests for Qualifications (RFQs) for the life of each Annual Plan, and to make technical and financial adjustments to funding received under WIOA. Council and Mayor approval will be required to extend the life of the RFPs and/or RFQs. The funding sources, details on service strategies and activities, policies, budget, accomplishments, service provider performance evaluations, and public comments are included in the complete Annual Plan documents located within the Council File (C.F. 22-0683). The Attachment to this Report provides Controller instructions required to implement the Year 23 Annual Plan.

FISCAL IMPACT STATEMENT

The recommendations in this report would increase related costs reimbursements to the General Fund by approximately \$0.5 million in Fiscal Year (FY) 2022-23. Approval of the recommendations in this Report would increase reimbursements for the Economic and Workforce Development Department (EWDD) salary related costs to the General Fund from the Workforce Innovation and Opportunity Act Fund and other grant sources in this amount.

FINANCIAL POLICIES STATEMENT

The recommendations in this Report are in compliance with the City's Financial Policies in that federal, state, and local grant sources and the 2022-23 Adopted Budget support budgeted costs in the Annual Plan. The recommendations in this Report involve the allocation of approximately \$139.7 million toward the Workforce Development Board Program Year 23 (FY 2022-23) Annual Plan from various federal and state grants and from local sources, including the Workforce Innovation and Opportunity Act (WIOA), Los Angeles County grants, and other formula and competitive grant sources.

MWS:YC:JL:SRB:02220206

Attachment

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) FORMULA

1. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA, Fund 57W):

a. New Revenues

- (1) Establish a receivable within the Workforce Innovation and Opportunity Act (WIOA) Fund No. 57W from the State of CA-EDD for \$35,655,965 for the following funding allocations:

WIOA Funding Stream	Amount
WIOA Adult Formula *	12,824,671
WIOA Dislocated Worker Formula *	8,850,751
WIOA Youth Formula *	12,951,508
WIOA Rapid Response *	1,029,035
Total	35,655,965

* Based on projection.

b. Service Providers

- (1) Establish new accounts within the WIOA Fund No. 57W and appropriate as follows:

Account	Title	Amount
22W581	WIOA Adult	9,681,849
22W582	WIOA Dislocated Worker	5,275,172
22W583	WIOA Youth	9,383,789
	Total	24,340,810

c. Supporting Program Activities

- (1) Establish new accounts within the WIOA Fund No. 57W and appropriate as follows:

Account	Title	Amount
22W122	Economic and Workforce Development	10,000
22W140	General Services	15,000
22W591	WIOA Adult Supporting Program Activities	1,553,642
22W592	WIOA Dislocated Worker Supporting Program Activities	1,507,347
22W593	WIOA Youth Supporting Program Activities	693,896
22W594	WIOA Rapid Response Supporting Program Activities	371,354
	Total	4,151,239

- (2) Increase appropriations within Fund 100/22, Account No. 002130, Travel, by \$10,000. (*Audit Fees/Fiscal Training*)
- (3) Increase appropriations within Fund 100/40, Account No. 003160, Repairs, Maintenance and Supplies, by \$15,000. (*YOM Building Maintenance*)
- (4) Increase appropriations within the WIOA Fund No. 57W as follows: (*YOM - Intensive Transitions*)

Account	Title	Amount
22W122	Economic and Workforce Development	118,771
22W299	Reimbursement of General Fund Costs	58,229
	Total	177,000

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

- (5) Increase appropriations within Fund 100/22 as follows: (YOM - Intensive Transitions)

Account	Title	Amount
001010	Salaries General	97,812
001070	Salaries As Needed	553
001090	Overtime General	868
002120	Printing and Binding	13
002130	Travel	27
003040	Contractual Services	13,521
003310	Transportation	2
003340	Water and Electricity	2,647
006010	Office and Administrative	1,875
006020	Operating Supplies	3
006030	Leasing	1,450
	Total	118,771

- (6) Expend up to \$132,534 within the WIOA Fund No. 57W, Account No. 22W593, WIOA Youth Supporting Program Activities, for payroll services, insurance, taxes and participant stipends, incentives, linkages to community services, transportation, child care and dependent care, assistance with housing, needs-related payments, assistance with educational testing, reasonable accommodation for disabilities, legal aid services, referrals to health care, assistance with work-appropriate attire and work-related tools, assistance with school fees and expenses for postsecondary education classes, payments and fees for employment and training-related applications, tests, and certifications, and/or all other supportive services to the extent allowed by the WIOA federal regulations and/or described within the grant agreement and the Workforce Development Board Year 23 Annual Plan, upon presentation of proper documentation by EWDD.

d. EWDD (Oversight, Direct Services, Rapid Response, and WDB Support) Budget - Adjustments to Adopted Budget

- (1) Decrease

Account	Title	Amount
22T122	Economic and Workforce Development	(4,395,476)
22T299	Reimbursement of General Fund Costs	240,714
	Total	(4,154,762)

- (2) Increase (Decrease) appropriations within Fund 100/22 as follows:

Account	Title	Amount
001010	Salaries General	(4,284,723)
001070	Salaries As Needed	(122,329)
001090	Overtime General	49,723
002120	Printing and Binding	47,589
002130	Travel	105,948
003040	Contractual Services	(177,863)
003310	Transportation	(3,171)
003340	Water and Electricity	2,760
006010	Office and Administrative	53,010
006020	Operating Supplies	(85,193)
006030	Leasing	18,773
	Total	(4,395,476)

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

e. Other City Departments - Adjustments to Adopted Budget

- (1) Increase (Decrease) appropriations within the WIOA Fund No. 57W as follows:

Account	Title	Amount
22W112	City Attorney	(227,453)
22W126	Controller	(6,385)
22W146	Mayor	187,524
22W166	Personnel	(243,583)
22W299	Reimbursement of General Fund Costs	(160,485)
	Total	(450,382)

*22W299: City Attorney = (\$120,829); Controller = (\$17,500); Mayor = \$181,579; Personnel = (\$203,735).

- (2) Increase (Decrease) appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries-General	(227,453)
100/26/001010	Salaries-General	(6,385)
100/46/001010	Salaries-General	187,524
100/66/001010	Salaries-General	(243,583)
	Total	(289,897)

f. Interest Income

- (1) Establish new Account No. 22W450, Program Income, within the WIOA Fund No. 57W, and appropriate any interest income earned, as determined by the Office of Finance, upon presentation of proper documentation by EWDD.
- (2) Expend from Account No. 22W450, Program Income, within the WIOA Fund No. 57W, for allowable grant-related activities, upon presentation of proper documentation by EWDD.

g. Others

- (1) Authorize EWDD to transfer allowable expenditures under the Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA) federal regulations incurred through June 30, 2016 between the WIOA Fund No. 57W and the WIA Fund No. 44A in order to fully expend any remaining funds in the WIA Fund No. 44A resulting from disallowed costs from audits and fiscal reviews, unrealized accruals, post-closeout interest income earned, and related closeout activities, upon presentation of proper documentation by EWDD.

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

WIOA DISCRETIONARY GRANTS

2. 2020 LAX ADDITIONAL ASSISTANCE GRANT (Fund 57W):

a. Transfer appropriations within the WIOA Fund No. 57W as follows:

Account	Title	Amount
From:		
22V122	Economic and Workforce Development	75,000
To:		
22W112	City Attorney	608
22W122	Economic and Workforce Development	49,962
22W166	Personnel	905
22W299	Reimbursement of General Fund Costs *	23,525
	Total	75,000

*22W299: City Attorney = \$362; EWDD = \$22,713; Personnel = \$449.

b. Increase appropriations within Fund 100/22 as follows:

Account	Title	Amount
001010	Salaries General	38,152
001070	Salaries As Needed	215
001090	Overtime General	2,422
002120	Printing and Binding	5
002130	Travel	11
003040	Contractual Services	809
003310	Transportation	1
006010	Office and Administrative	731
006020	Operating Supplies	1
006030	Leasing	7,615
	Total	49,962

c. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries-General	608
100/66/001010	Salaries-General	905
	Total	1,513

3. CA MEGAFIRES NATIONAL DISLOCATED WORKER GRANT (Fund No. 57W):

a. Increase receivable within the WIOA Fund No. 57W from the State of CA-EDD by \$1,164,334.

b. Establish new accounts within the CA Megafires National Dislocated Worker Grant Fund No. 57W and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	608
22W122	Economic and Workforce Development	210,000
22W166	Personnel	3,964
22W299	Reimbursement of General Fund Costs *	101,860
22W769	Reserved for EWDD Oversight	847,902
	Total	1,164,334

*22W299: City Attorney = \$362; EWDD = \$99,532; Personnel = \$1,966.

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

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

Account	Title	Amount
001010	Salaries General	167,192
001070	Salaries As Needed	945
001090	Overtime General	1,716
002120	Printing and Binding	22
002130	Travel	46
003040	Contractual Services	3,546
003310	Transportation	4
006010	Office and Administrative	3,205
006020	Operating Supplies	5
006030	Leasing	33,319
	Total	210,000

d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	608
100/66/001010	Salaries General	3,964
	Total	4,572

e. Transfer appropriations within the WIOA Fund No. 57W as follows:

Account	Title	Amount
From:		
22V122	Economic and Workforce Development	200,000
To:		
22W122	Economic and Workforce Development	200,000

4. COVID-19 DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (Fund 57W):

a. Transfer appropriations within the WIOA Fund No. 57W as follows:

	Title	Amount
From:		
22V122	Economic and Workforce Development	75,000
To:		
22W112	City Attorney	9,726
22W122	Economic and Workforce Development	39,901
22W166	Personnel	736
22W299	Reimbursement of General Fund Costs *	24,637
	Total	75,000

*22W299: City Attorney = \$5,799; EWDD = \$18,473; Personnel = \$365.

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

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

Account	Title	Amount
001010	Salaries General	31,031
001070	Salaries As Needed	175
001090	Overtime General	1,349
002120	Printing and Binding	4
002130	Travel	9
003040	Contractual Services	658
003310	Transportation	1
006010	Office and Administrative	595
006020	Operating Supplies	1
006030	Leasing	6,078
	Total	39,901

- c. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	9,726
100/66/001010	Salaries General	736
	Total	10,462

5. PRISON 2 EMPLOYMENT (Fund 62P):

- a. Establish a receivable within the Prison 2 Employment Fund No. 62P for \$3,000,000.
- b. Establish new accounts within the prison 2 Employment Fund No. 62P/22 and transfer appropriations as follows:

Account	Title	Amount
22W112	City Attorney	608
22W122	Economic and Workforce Development	199,479
22W166	Personnel	3,742
22W299	Reimbursement of General Fund Costs *	96,171
22W622	Reserved for EWDD Oversight	2,700,000
	Total	3,000,000

*22W299: City Attorney = \$362; EWDD = \$93,953; Personnel = \$1,856.

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

Account	Title	Amount
001010	Salaries General	157,821
001070	Salaries As Needed	892
001090	Overtime General	2,873
002120	Printing and Binding	21
002130	Travel	44
003040	Contractual Services	3,348
003310	Transportation	4
006010	Office and Administrative	3,025
006020	Operating Supplies	4
006030	Leasing	31,447
	Total	199,479

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	608
100/66/001010	Salaries General	3,742
	Total	4,350

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

6. REGIONAL PLAN IMPLEMENTATION 3.0 (Fund 57W):

- a. Increase receivable within the WIOA Fund No. 57W from the State of CA-EDD for \$100,000.
- b. Establish a new account and increase appropriations within the WIOA Fund No. 57W as follows:

Account	Title	Amount
22W532	WIOA Regional Plan Implementation	100,000
	Total	100,000

7. SEPTEMBER WILDFIRES DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (Fund 57W):

- a. Transfer appropriations within the WIOA Fund No. 57W as follows:

	Title	Amount
From:		
22W122	Economic and Workforce Development	250,000
To:		
22W112	City Attorney	608
22W122	Economic and Workforce Development	167,127
22W166	Personnel	3,078
22W299	Reimbursement of General Fund Costs *	79,187
	Total	250,000

*22W299: City Attorney = \$362; EWDD = \$77,298; Personnel = \$1,527.

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

Account	Title	Amount
001010	Salaries General	129,816
001070	Salaries As Needed	1,034
001090	Overtime General	2,071
002120	Printing and Binding	267
002130	Travel	35
003040	Contractual Services	2,754
003310	Transportation	3
006010	Office and Administrative	6,538
006020	Operating Supplies	4
006030	Leasing	24,605
	Total	167,127

- c. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	608
100/66/001010	Salaries General	3,078
	Total	3,686

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

8. REGIONAL EQUITY RECOVERY PARTNERSHIP GRANT (Fund No. XXX):

- a. Establish a new interest-bearing fund entitled "Regional Equity Recovery Partnership Grant Fund No. XXX/22," to be administered by the Economic and Workforce Development Department. Establish a receivable within the newly established Fund No. XXX for \$2,000,000.
- b. Establish a new account within the newly established Fund No. XXX and appropriate as follows:

Account	Title	Amount
22Wxxx	Regional Equity Recovery Partnership	2,000,000

- c. Establish new accounts within the newly established Fund No. XXX/22 and transfer appropriations as follows:

Account	Title	Amount
From:		
22Wxxx	Regional Equity Recovery Partnership	2,000,000
To:		
22W112	City Attorney	-
22W122	Economic and Workforce Development	133,615
22W166	Personnel	2,495
22W299	Reimbursement of General Fund Costs *	30,218
22W622	Reserved for EWDD Oversight	1,833,672
	Total	2,000,000

*22W299: EWDD \$28,980; Personnel = \$1,238.

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

Account	Title	Amount
001010	Salaries General	105,243
001070	Salaries As Needed	595
001090	Overtime General	2,527
002120	Printing and Binding	14
002130	Travel	29
003040	Contractual Services	2,232
003310	Transportation	2
006010	Office and Administrative	2,017
006020	Operating Supplies	3
006030	Leasing	20,953
	Total	133,615

- e. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/66/001010	Salaries General	2,495
	Total	2,495

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

CORONAVIRUS AID, RELIEF, and ECONOMIC SECURITY (CARES) ACT

9. CHILDCARE INITIATIVE - CDBG COVID (Fund 424):

The Controller instructions for this program will be included in HCID's reports.

LA CITY PROGRAMS

10. ANGELENO CORPS

Transfer appropriations within the Angeleno Corps Program Fund No. 551 as follows:

Account	Title	Amount
From:		
22W837	Angeleno Corps - City GF	400,000
To:		
22W837	Angeleno Corps - City GF	400,000

11. CASH FOR COLLEGE (Fund 551):

- a. Transfer \$49,000 from Fund 100/22 to the General Fund-Variou s Program Fund No. 551 and decrease appropriation within Fund 100/22 as follows:

Account	Title	Amount
003040	Contractual Services	(49,000)

- b. Establish a new account within the General Fund-Variou s Program Fund No. 551 and appropriate as follows:

Account	Title	Amount
22W816	Cash for College - City GF	49,000

12. DAY LABORER PROGRAM (Fund 551):

- a. Transfer \$1,095,860 from Fund 100/22 to the General Fund-Variou s Program Fund No. 551 and decrease appropriation within Fund 100/22 as follows:

Account	Title	Amount
003040	Contractual Services	(1,095,860)
	Total	(1,095,860)

- b. Establish a new account within the General Fund-Variou s Program Fund No. 551 and appropriate as follows:

Account	Title	Amount
22W819	Day Laborer Program - City GF	1,095,860

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

13. GANG INJUNCTION CURFEW SETTLEMENT (Fund No. 10B):

- a. Transfer \$6,000,000 from Fund 100/22 to the Gang Injunction Curfew Settlement Fund No. 10B and decrease appropriations within Fund 100/22 as follows:

Account	Title	Amount
001010	Salaries General	(6,000,000)

- b. Establish a new account within the Gang Injunction Curfew Settlement Fund No. 10B and appropriate as follows:

Account	Title	Amount
22W122	Economic and Workforce Development	6,000,000

- c. Transfer appropriations within the Gang Injunction Curfew Settlement Fund No. 10B as follows:

Account	Title	Amount
From:		
22W122	Economic and Workforce Development	6,000,000
22W887	Gang Injunction Curfew Settlement - City GF	150,000
	Total	6,150,000
To:		
22W112	City Attorney	12,158
22W122	Economic and Workforce Development	527,876
22W166	Personnel	9,966
22W887	Gang Injunction Curfew Settlement - City GF	5,600,000
	Total	6,150,000

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

Account	Title	Amount
001010	Salaries General	420,317
001070	Salaries As Needed	4,176
001090	Overtime General	3,248
002120	Printing and Binding	1,667
002130	Travel	116
003040	Contractual Services	8,916
003310	Transportation	10
006010	Office and Administrative	9,334
006020	Operating Supplies	11
006030	Leasing	80,081
	Total	527,876

- e. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	12,158
100/66/001010	Salaries General	9,966
	Total	22,124

<p>WDB Year 23 Annual Plan Controller Instructions FY 2022 - 2023</p>
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14. HIRE LA (Fund 551):

- a. Transfer \$285,000 from Fund 100/22 to the General Fund-Variou Program Fund No. 551 and decrease appropriation within Fund 100/22 as follows:

Account	Title	Amount
001010	Salaries-General	(285,000)

- b. Establish a new account within the Hire LA Fund 551 and appropriate as follows:

22W122	Economic and Workforce Development	285,000
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- c. Establish new accounts within the General Fund-Variou Program Fund No. 551 and appropriate as follows:

Account	Title	Amount
From:		
22W122	Economic and Workforce Development	285,000
22W817	Hire LA 16-24 Youth Employment - City GF	150,000
	Total	435,000
To:		
22W112	City Attorney	1,215
22W122	Economic and Workforce Development	263,760
22W166	Personnel	5,025
22W817	Hire LA 16-24 Youth Employment - City GF	165,000
	Total	435,000

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

Account	Title	Amount
001010	Salaries General	211,928
001070	Salaries As Needed	1,199
001090	Overtime General	1,414
002120	Printing and Binding	28
002130	Travel	58
003040	Contractual Services	4,495
003310	Transportation	6
006010	Office and Administrative	4,062
006020	Operating Supplies	6
006030	Leasing	40,564
	Total	263,760

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	1,215
100/66/001010	Salaries General	5,025
	Total	6,240

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

15. LA RISE - CITY GF HOMELESS PROGRAM (Fund No. 10C):

- a. Transfer \$3,000,000 from Fund 100/22 to the LA RISE - City GF Homeless Program Fund No. 10C and decrease appropriations within Fund 100/22 as follows:

Account	Title	Amount
001070	Salaries As Needed	(20,000)
001090	Overtime General	(7,815)
002120	Printing and Binding	(400)
003040	Contractual Services	(2,969,785)
006010	Office and Administrative	(2,000)
	Total	(3,000,000)

- b. Establish new accounts within the LA RISE - City GF Homeless Program Fund No. 10C and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	9,726
22W122	Economic and Workforce Development	285,262
22W166	Personnel	5,012
22W894	LA RISE - City GF	2,700,000
	Total	3,000,000

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

Account	Title	Amount
001010	Salaries General	211,369
001070	Salaries As Needed	16,195
001090	Overtime General	8,457
002120	Printing and Binding	428
002130	Travel	58
003040	Contractual Services	4,484
003310	Transportation	5
006010	Office and Administrative	6,052
006020	Operating Supplies	6
006030	Leasing	38,208
	Total	285,262

- e. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	9,726
100/66/001010	Salaries General	5,012
	Total	14,738

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

16. LA RISE - HOMELESS HOUSING ASSISTANCE & PREVENTION PROGRAM (Fund 10C): See CF 19-0914

- a. Transfer appropriations within the LA RISE - City GF Homeless Program Fund No. 10C as follows:

Account	Title	Amount
From:		
22V894	Economic and Workforce Development	80,000
	Total	80,000
To:		
22W122	Economic and Workforce Development	78,507
22W166	Personnel	1,493
	Total	80,000

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

Account	Title	Amount
001010	Salaries General	62,905
001070	Salaries As Needed	356
001090	Overtime General	1,282
002120	Printing and Binding	8
002130	Travel	17
003040	Contractual Services	1,334
003310	Transportation	1
006010	Office and Administrative	1,205
006020	Operating Supplies	2
006030	Leasing	11,397
	Total	78,507

- c. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/66/001010	Salaries General	1,493

17. STUDENT TO STUDENT SUCCESS PILOT (FUND NO. 551)

- a. Transfer appropriations within the Student to Student Success Pilot Fund No. 551 as follows:

Account	Title	Amount
From:		
22V838	Student to Student Success Pilot	200,000
	Total	200,000
To:		
22W122	Economic and Workforce Development	196,273
22W166	Personnel	3,727
	Total	200,000

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

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

Account	Title	Amount
001010	Salaries General	157,172
001070	Salaries As Needed	888
001090	Overtime General	1,270
002120	Printing and Binding	21
002130	Travel	43
003040	Contractual Services	3,334
003310	Transportation	4
006010	Office and Administrative	3,013
006020	Operating Supplies	4
006030	Leasing	30,524
	Total	196,273

- c. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/66/001010	Salaries General	3,727

18. SUMMER YOUTH EMPLOYMENT PROGRAM (FUND NO. 551)

Account	Title	Amount
22W122	Economic and Workforce Development	506,132
22W112	City Attorney	13,982
22W166	Personnel	7,461
22W895	SYEP - City GF	2,472,425
	Total	3,000,000

- b. Allocate and expend up to \$2,000,000 unexpended funds from the General Fund-Variou Program Fund No. 551, Account Nos. 22T891, SYEP-City GF Hire LA, and 22W895 & 22S895 SYEP-City GF, for service providers and contractors identified in the Year 22 Annual Plan for FY 2021-2022.

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

Account	Title	Amount
001010	Salaries General	314,671
001070	Salaries As Needed	51,779
001090	Overtime General	1,594
002120	Printing and Binding	41
002130	Travel	87
003040	Contractual Services	9,231
003310	Transportation	7
003340	Water and Electricity	708
006010	Office and Administrative	76,032
006020	Operating Supplies	9
006030	Leasing	51,973
	Total	506,132

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	13,982
100/66/001010	Salaries General	7,461
	Total	21,443

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

- e. Expend up to \$367,144 within the General Fund - Various Program Fund No. 551, Account Nos. 22W895, SYEP - City GF, 22T891, SYEP-City GF Hire LA, or 22T895, SYEP-City GF, for payroll services, insurance, taxes and participant stipends, incentives, linkages to community services, transportation, child care and dependent care, assistance with housing, needs-related payments, assistance with educational testing, reasonable accommodation for disabilities, legal aid services, referrals to health care, assistance with work-appropriate attire and work-related tools, assistance with school fees and expenses for postsecondary education classes, payments and fees for employment and training-related applications, tests, and certifications, and/or all other supportive services to the extent allowed by WIOA federal regulations and/or described within the Workforce Development Board Year 22 Annual Plan, upon presentation of proper documentation by EWDD.

19. YOUTH OPPORTUNITY MOVEMENT/YSC (Fund No. 551):

- a. Transfer \$572,652 from Fund 100/22 to the General Fund-Variou Program Fund No. 551 and decrease appropriation within Fund 100/22 as follows:

Account	Title	Amount
001010	Salaries-General	(109,695)
001070	Salaries As Needed	(15,000)
003040	Contractual Services	(433,957)
003340	Water and Electricity	(5,000)
006010	Office and Administrative	(2,000)
006020	Operating Supplies	(7,000)
	Total	(572,652)

- b. Establish new accounts within the General Fund-Variou Program Fund No. 551 and appropriate as follows:

Account	Title	Amount
22W122	Economic and Workforce Development	320,252
22W166	Personnel	5,517
22W818	Youth Opportunity Movement (YOM) - City GF	246,883
	Total	572,652

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

Account	Title	Amount
001010	Salaries General	232,665
001070	Salaries As Needed	21,315
001090	Overtime General	3,355
002120	Printing and Binding	31
002130	Travel	64
003040	Contractual Services	11,942
003310	Transportation	6
003340	Water and Electricity	1,981
006010	Office and Administrative	11,322
006020	Operating Supplies	5,006
006030	Leasing	32,565
	Total	320,252

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/66/001010	Salaries General	5,517
	Total	5,517

<p>WDB Year 23 Annual Plan Controller Instructions FY 2022 - 2023</p>
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- e. Expend up to \$150,000 within the General Fund - Various Program Fund No. 551, Account No. 22W818, Youth Opportunity Movement (YOM) - City GF, for payroll services, insurance, taxes and participant stipends, incentives, linkages to community services, transportation, child care and dependent care, assistance with housing, needs-related payments, assistance with educational testing, reasonable accommodation for disabilities, legal aid services, referrals to health care, assistance with work-appropriate attire and work-related tools, assistance with school fees and expenses for postsecondary education classes, payments and fees for employment and training-related applications, tests, and certifications, and/or all other supportive services to the extent allowed by the WIOA federal regulations and/or described within the grant agreement and the Workforce Development Board Year 23 Annual Plan, upon presentation of proper documentation by EWDD.

<p>LA COUNTY GRANTS</p>

20. LA COUNTY JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA) (Fund No. 59X):

- a. Establish a receivable within the LA County JJCPA Fund No. 59X from the Los Angeles County for \$368,700.
- b. Establish new accounts within the LA County JJCPA Fund No. 59X and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	1,216
22W122	Economic and Workforce Development	38,715
22W166	Personnel	645
22W299	Reimbursement of General Fund Costs *	17,259
22W858	LA County Juvenile Justice Crime Prevention Act	310,865
	Total	368,700

**22W299: City Attorney = \$725; EWDD = \$16,214; Personnel = \$320.*

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

Account	Title	Amount
001010	Salaries General	27,233
001070	Salaries As Needed	182
001090	Overtime General	3,937
002120	Printing and Binding	4
002130	Travel	9
003040	Contractual Services	1,281
003310	Transportation	1
003340	Water and Electricity	107
006010	Office and Administrative	918
006020	Operating Supplies	505
006030	Leasing	4,538
	Total	38,715

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	1,216
100/66/001010	Salaries General	645
	Total	1,861

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

21. LA COUNTY LA RISE MEASURE H FUND (Fund No. 59N):

- a. Establish a receivable within the LA County LA RISE Measure H Fund No. 59N from the Los Angeles County for \$3,000,000.
- b. Establish new accounts within the LA County LA RISE Measure H Fund No. 59N and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	12,158
22W122	Economic and Workforce Development	164,367
22W166	Personnel	2,658
22W299	Reimbursement of General Fund Costs *	75,318
22W658	LA County LA RISE Measure H	2,745,499
	Total	3,000,000

**22W299: City Attorney = \$7,249; EWDD = \$66,751; Personnel = \$1,318.*

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

Account	Title	Amount
001010	Salaries General	112,093
001070	Salaries As Needed	1,006
001090	Overtime General	4,359
002120	Printing and Binding	1,015
002130	Travel	31
003040	Contractual Services	22,377
003310	Transportation	3
006010	Office and Administrative	3,149
006020	Operating Supplies	3
006030	Leasing	20,332
	Total	164,367

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	12,158
100/66/001010	Salaries General	2,658
	Total	14,816

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

22. LA COUNTY PERFORMANCE PARTNERSHIP PILOT (Fund No. 59Y):

- a. Establish a receivable within the LA County Performance Partnership Pilot Fund No. 59Y from the Los Angeles County for \$211,000.
- b. Establish a new account within the LA County Performance Partnership Pilot Fund No. 59Y and appropriate as follows:

Account	Title	Amount
22W859	LA County P3 Probation	211,000

23. LA COUNTY PROJECT INVEST (Fund No. 60K):

- a. Establish a receivable within the LA County Project Invest Fund No. 60K from the Los Angeles County for \$908,000.
- b. Establish new accounts within the LA County Project Invest Fund No. 60K and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	1,824
22W122	Economic and Workforce Development	54,750
22W166	Personnel	1,020
22W299	Reimbursement of General Fund Costs *	27,206
22W872	LA County Project Invest	823,200
	Total	908,000

*22W299: City Attorney = \$1,087; EWDD = \$25,613; and Personnel = \$506.

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

Account	Title	Amount
001010	Salaries General	43,026
001070	Salaries As Needed	243
001090	Overtime General	1,493
002120	Printing and Binding	6
002130	Travel	12
003040	Contractual Services	913
003310	Transportation	1
006010	Office and Administrative	1,425
006020	Operating Supplies	1
006030	Leasing	7,631
	Total	54,750

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	1,824
100/66/001010	Salaries General	1,020
	Total	2,844

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

24. LA COUNTY RELAY INSTITUTE (Fund No. 60L):

- a. Establish a receivable within the LA County Relay Institute Fund No. 60L from the Los Angeles County for \$50,000.
- b. Establish a new account within the LA County Relay Institute Fund No. 60L and appropriate as follows:

Account	Title	Amount
22W873	LA County Relay Institute	50,000

25. LA COUNTY SYSTEMS INVOLVED YOUTH (Fund No. 62H):

- a. Establish a receivable within the LA County Systems Involved Youth Fund No. 62H from the Los Angeles County by \$1,325,000.
- b. Establish new accounts within the LA County Systems Involved Youth Fund. No. 62H and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	10,334
22W122	Economic and Workforce Development	98,752
22W166	Personnel	1,694
22W299	Reimbursement of General Fund Costs *	51,040
22W796	LA County Systems Involved Youth	1,163,180
	Total	1,325,000

*22W299: City Attorney = \$6,161; EWDD = \$44,039; and Personnel = \$840.

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

Account	Title	Amount
001010	Salaries General	73,976
001070	Salaries As Needed	418
001090	Overtime General	4,510
002120	Printing and Binding	10
002130	Travel	20
003040	Contractual Services	3,306
003310	Transportation	2
003340	Water and Electricity	156
006010	Office and Administrative	2,118
006020	Operating Supplies	776
006030	Leasing	13,460
	Total	98,752

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	10,334
100/66/001010	Salaries General	1,694
	Total	12,028

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

26. LA COUNTY WIOA (Fund 59Q):

- a. Establish a receivable within the LA County WIOA Fund No. 59Q from the Los Angeles County for \$359,005.
- b. Establish new accounts within the LA County WIOA Fund No. 59Q and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	1,216
22W122	Economic and Workforce Development	20,669
22W166	Personnel	387
22W299	Reimbursement of General Fund Costs *	10,628
22W868	LA County WIOA - Youth	78,005
22W874	LA County WIOA - Adult	182,012
22W875	LA County WIOA - Dislocated Worker	66,088
	Total	359,005

*22W299: City Attorney = \$725; EWDD = \$9,711; and Personnel = \$192.

- c. Increase (Decrease) appropriations for the following accounts within the LA County WIOA Fund No. 59Q upon receipt of official funding allocations from the LA County and upon presentation of proper documentation by EWDD.

Account	Title
22W868	LA County WIOA - Youth
22W874	LA County WIOA - Adult
22W875	LA County WIOA - Dislocated Worker

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

Account	Title	Amount
001010	Salaries General	16,313
001070	Salaries As Needed	93
001090	Overtime General	261
002120	Printing and Binding	2
002130	Travel	4
003040	Contractual Services	346
003310	Transportation	-
006010	Office and Administrative	512
006020	Operating Supplies	-
006030	Leasing	3,138
	Total	20,669

- e. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	1,216
100/66/001010	Salaries General	387
	Total	1,603

**WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023**

27. LA COUNTY YOUTH JOBS, YOUTH AT WORK - CALWORK (Fund No. 56E):

- a. Establish a receivable within the LA County Youth Jobs Program - CalWork Fund No. 56E from the LA County for \$3,660,200
- b. Establish new accounts within the LA County Youth Jobs Program - CalWork Fund No. 56E and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	13,374
22W122	Economic and Workforce Development	34,634
22W166	Personnel	4,784
22W299	Reimbursement of General Fund Costs *	26,281
22W864	LA County Youth@Work - CalWORKs	3,581,127
	Total	3,660,200

*22W299: City Attorney = \$7,974; EWDD = \$15,934; and Personnel = \$2,373.

- c. Increase (Decrease) appropriations for the following accounts within the LA County Youth Jobs Program Fund No. 56E upon receipt of official funding allocations from the LA County and upon presentation of proper documentation by EWDD.

Account	Title
22T864	LA County Youth@Work - CalWORKs
22T865	LA County Youth@Work - Foster Youth
22T866	LA County Youth@Work - Other Underserved Youth

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

Account	Title	Amount
001010	Salaries General	26,765
001070	Salaries As Needed	155
001090	Overtime General	201
002120	Printing and Binding	4
002130	Travel	8
003040	Contractual Services	3,484
003310	Transportation	1
003340	Water and Electricity	618
006010	Office and Administrative	527
006020	Operating Supplies	2,473
006030	Leasing	398
	Total	34,634

- e. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	13,374
100/66/001010	Salaries General	4,784
	Total	18,158

<p>WDB Year 23 Annual Plan Controller Instructions FY 2022 - 2023</p>
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28. LA COUNTY YOUTH JOBS, YOUTH AT WORK - OUY (Fund No. 56E):

- a. Establish a receivable within the LA County Youth Jobs Program - Other Underserved Youth (OUY) Fund No. 56E from the LA County for \$4,895,000
- b. Establish new accounts within the LA County Youth Jobs Program-OUY Fund No. 56E and appropriate as follows:

Account	Title	Amount
22W122	Economic and Workforce Development	347,101
22W166	Personnel	6,377
22W299	Reimbursement of General Fund Costs *	161,196
22W866	LA County Youth@Work - Other Underserved Youth	4,380,326
	Total	4,895,000

**22W299: EWDD = \$158,033; and Personnel = \$3,163.*

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

Account	Title	Amount
001010	Salaries General	265,456
001070	Salaries As Needed	1,543
001090	Overtime General	7,229
002120	Printing and Binding	36
002130	Travel	75
003040	Contractual Services	16,705
003310	Transportation	6
003340	Water and Electricity	769
006010	Office and Administrative	5,233
006020	Operating Supplies	2,705
006030	Leasing	47,344
	Total	347,101

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/66/001010	Salaries General	6,377
	Total	6,377

<p>WDB Year 23 Annual Plan Controller Instructions FY 2022 - 2023</p>
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29. LA COUNTY YOUTH JOBS, YOUTH AT WORK - OUY (Fund No. 56E):

- a. Establish a receivable within the LA County Youth Jobs Program - Foster Youth Fund No. 56E from the LA County for \$716,300.
- b. Establish new accounts within the LA County Youth Jobs Program-Foster Youth Fund No. 56E and appropriate as follows:

Account	Title	Amount
22W122	Economic and Workforce Development	54,167
22W166	Personnel	963
22W299	Reimbursement of General Fund Costs *	24,750
22W865	LA County Youth@Work - Foster Youth	636,420
	Total	716,300

**22W299: EWDD = \$24,272; and Personnel = \$478.*

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

Account	Title	Amount
001010	Salaries General	40,768
001070	Salaries As Needed	258
001090	Overtime General	3,169
002120	Printing and Binding	6
002130	Travel	13
003040	Contractual Services	1,448
003310	Transportation	1
003340	Water and Electricity	107
006010	Office and Administrative	875
006020	Operating Supplies	408
006030	Leasing	7,114
	Total	54,167

- d. Increase appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/66/001010	Salaries General	963
	Total	963

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

OTHER GRANTS/FUNDS

30. BANK OF AMERICA (Fund No. 56L):

- a. Accept and deposit \$120,000 donation received from Bank of America, through the LA Workforce Development Board, into the EWDD Summer Youth Program-Other Sources Fund No. 56L.
- b. Establish new accounts within the EWDD Summer Youth Program - Other Sources Fund No. 56L and appropriate as follows:

Account	Title	Amount
22W754	EWDD Summer Youth Program - B of A	120,000
	Total	120,000

- c. Expend up to \$120,000 within the EWDD Summer Youth Program - Other Sources Fund No. 56L, Account No. 22W754, EWDD Summer Youth Program - B of A, for payroll services, insurance, taxes and participant stipends, incentives, linkages to community services, transportation, child care and dependent care, assistance with housing, needs-related payments, assistance with educational testing, reasonable accommodation for disabilities, legal aid services, referrals to health care, assistance with work-appropriate attire and work-related tools, assistance with school fees and expenses for postsecondary education classes, payments and fees for employment and training-related applications, tests, and certifications, and/or all other supportive services to the extent allowed and/or described within the grant agreement and the Workforce Development Board Year 23 Annual Plan, upon presentation of proper documentation by EWDD.
- d. Increase appropriation within the EWDD Summer Youth Program - Other Sources Fund No. 56L, Account No. 22W754, EWDD Summer Youth Program - B of A, upon receipt of additional donations from Bank of America and presentation of proper documentation by EWDD.

31. CFE/CITI - SUMMER JOBS CONNECT (Fund 56L):

- a. Accept and deposit donations of up to \$250,000 from the Cities for Financial Empowerment (CFE) into the EWDD Summer Youth Program-Other Sources Fund No. 56L.
- b. Establish new accounts within the EWDD Summer Youth Program-Other Sources Fund No. 56L and appropriate as follows:

Account	Title	Amount
22W646	Citibank Summer Youth Program	250,000
	Total	250,000

- c. Expend up to \$250,000 within the EWDD Summer Youth Program - Other Sources Fund No. 56L, Account No. 22W646, Citibank Summer Youth Program, for payroll services, insurance, taxes and participant stipends, incentives, linkages to community services, transportation, child care and dependent care, assistance with housing, needs-related payments, assistance with educational testing, reasonable accommodation for disabilities, legal aid services, referrals to health care, assistance with work-appropriate attire and work-related tools, assistance with school fees and expenses for postsecondary education classes, payments and fees for employment and training-related applications, tests, and certifications, and/or all other supportive services to the extent allowed and/or described within the grant agreement and the Workforce Development Board Year 23 Annual Plan, upon presentation of proper documentation by EWDD.
- d. Increase appropriation within the EWDD Summer Youth Program - Other Sources Fund No. 56L, Account No. 22W646, Citibank Summer Youth Program, upon receipt of additional donations from the Cities for Financial Empowerment (CFE) and presentation of proper documentation by EWDD.

WDB Year 23 Annual Plan Controller Instructions
FY 2022 - 2023

32. EWDD SUMMER YOUTH PROGRAM - OTHER SOURCES (Fund No. 56L):

- a. Accept and deposit funds and donations of up to \$ 100,000 received from other City departments, the LA Workforce Development Board, and other private sources, including funds received in prior fiscal years, into the EWDD Summer Youth Program-Other Sources Fund No. 56L.
- b. Establish new accounts within the EWDD Summer Youth Program - Other Sources Fund No. 56L and appropriate as follows:

Account	Title	Amount
22W112	City Attorney	608
22W122	Economic and Workforce Development	10,298
22W166	Personnel	140
22W299	Reimbursement of General Fund Costs *	3,951
22W647	EWDD Summer Youth Program - Other Sources	85,003
	Total	100,000

*22W299: City Attorney = \$362; EWDD = \$3,520; and Personnel = \$69.

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

Account	Title	Amount
001010	Salaries General	5,912
001070	Salaries As Needed	33
001090	Overtime General	2,991
002120	Printing and Binding	1
002130	Travel	2
003040	Contractual Services	348
003340	Water and Electricity	46
006010	Office and Administrative	113
006020	Operating Supplies	-
006030	Leasing	852
	Total	10,298

- d. Increase (Decrease) appropriations within the following Fund 100 accounts:

Fund/Account	Title	Amount
100/12/001010	Salaries General	608
100/66/001010	Salaries General	140
	Total	748

- e. Increase appropriation within the EWDD Summer Youth Program - Other Sources Fund No. 56L, Account No. 22W647, EWDD Summer Youth Program-Other Sources, upon receipt of additional donations from other City departments, the LA Workforce Development Board, and other private sources, upon presentation of proper documentation by EWDD.
- f. Establish new Account No. 22W450, Program Income, within the EWDD Summer Youth Program - Other Sources Fund No. 56L, and appropriate any interest income earned, as determined by the Office of Finance, upon presentation of proper documentation by EWDD.
- g. Expend from Account No. 22W450, Program Income, within the EWDD Summer Youth Program - Other Sources Fund No. 56L, for allowable program-related activities, upon presentation of proper documentation by EWDD.

CA FOR ALL FUNDS

33. CA FOR ALL FUNDS

The Controller instructions for this program will be in a separate Council File.

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 17, 2022

CAO File No. 0220-05620-0005
Council File No. 22-0683-S1
Council District: All

To: The Mayor
The Council

From: *for* Matthew W. Szabo, City Administrative Officer 

Reference: Economic and Workforce Development Department Transmittal dated October 25, 2022; Supplemental information received through November 9, 2022

Subject: **WORKFORCE DEVELOPMENT BOARD YEAR TWENTY-THREE (2022-23)
ANNUAL PLAN AMENDMENT AND ACCEPTANCE OF ADDITIONAL
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FORMULA
FUNDS**

RECOMMENDATION

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

1. Amend the Workforce Development Board (WDB) Year Twenty-Three Annual Plan for Program Year (PY) 2022-23 (Annual Plan) as described in the Economic and Workforce Development Department Transmittal (Transmittal) dated October 25, 2022 and attachments thereto;
2. Authorize the General Manager, EWDD, or designee, to:
 - a. Accept the additional \$6,250,862 in U.S. Department of Labor (DOL) WIOA grant funds, assist the Controller in depositing and transferring WIOA funds as appropriate within established WIOA trust funds, and expend such funds upon proper demand in accordance with the directions in the amended Annual Plan;
 - b. Execute Sub-recipient grant Agreements and any unilateral agreements to Sub-grant Agreements, including amendments thereto, between the State of California and the City of Los Angeles, between the DOL and the City of Los Angeles for WIOA funds (including federal and state Discretionary awards, and other WIOA competitive grants), between the County of Los Angeles and the City of Los Angeles for WIOA funds, and between other Local Workforce Development Areas (LWDA) and the City of Los Angeles for WIOA, subject to review and approval of the City Attorney as to form and legality, and in compliance with Los Angeles Administrative Code §14.8 et seq. (City grant regulations). The receipt of such funds shall be reported to the WDB within 30 days;

- c. Negotiate and execute agreements and amendments to agreements with service providers and other organizations as described in the amended Annual Plan and attachments, subject to the approval of the City Attorney as to form, legality, and procurement, and compliance with City contracting requirements and applicable provisions of the WDB-LEO Agreement;
3. Authorize the Controller to:
- a. Increase receivables within the Workforce Innovation and Opportunity Act (WIOA) Fund No. 57W by \$5,750,862.
 - b. Increase appropriations within the WIOA Fund No. 57W as follows:

Account No.	Account Name	Amount
22W581	WIOA Adult	1,125,000
22W582	WIOA Dislocated Worker	750,000
22W583	WIOA Youth	1,200,000
22W591	WIOA Adult Supporting Program Activities	1,225,000
22W592	WIOA Dislocated Worker Supporting Program Activities	297,000
22W593	WIOA Youth Supporting Program Activities	525,000
22W122	Economic and Workforce Development	334,873
22W299	Reimbursement of General Fund Costs	293,989
Total		5,750,862

- c. Increase (decrease) appropriations within General Fund No. 100, Economic and Workforce Development Department No. 22, as follows:

Account No.	Account Name	Amount
001010	Salaries General	289,971
001070	Salaries As Needed	26,012
001090	Overtime General	(4,762)
002120	Printing and Binding	(162)
002130	Travel	27,313
003040	Contractual Services	36,816
003310	Transportation	1,293
006010	Office and Administrative	36,514
006020	Operating Supplies	1,378
006030	Leasing	(79,500)
Total		334,873

- 4. Authorize the General Manager of EWDD, or designee, to prepare Controller instructions and any necessary technical adjustments to the recommendations to this report, subject to

the approval of the City Administrative Officer, and instruct the Controller to implement the instructions; and

5. Instruct the General Manager of EWDD, or designee, to prepare a separate report to the WDB, Mayor, and Council that examines the need for a Reserve Fund loan to support the activities of the CaliforniansForAll Youth Workforce Development grant, including the possibility of utilizing departments' special funds to alleviate State reimbursement waiting times;

SUMMARY

In the joint Transmittal dated October 25, 2022 (C.F. 22-0683-S1) (Transmittal) from the Economic and Workforce Development Department (EWDD) and the Los Angeles Workforce Development Board (WDB), there are several requests including approval of an amendment to the City/WDB Year 23 Annual Plan (Annual Plan), effective July 1, 2022 through June 30, 2023, authority to accept an additional \$6.2 million in Workforce Innovation and Opportunity Act (WIOA) funds, and approval of a \$4 million Reserve Fund loan to support the CaliforniansForAll Youth Workforce Grant.

BACKGROUND

Acceptance and Allocation of Additional WIOA Formula Funding

As the City's administrative and fiscal entity for federal, state, and local workforce development grant funds, the EWDD manages the Workforce Development System (WDS) and promotes public and private investments in workforce development activities. Each year, the Department releases an Annual Plan providing the details on revenues and expenditures for the City's WDS, including funding and approvals to implement service strategies and activities that enhance the WDB's efforts to provide employment development services to vulnerable populations and businesses. The Annual Plan also includes various employment, contracting, and procurement authorities in support of the WDS. The Year 23 Annual Plan was adopted by the Mayor and Council on June 30, 2022 (C.F. 22-0683), which utilized preliminary estimates for anticipated WIOA funding due to a delay in the State's release of final allocations. The State's final allocation of \$40.88 million for the City of Los Angeles was announced on May 25, 2022, reflecting a \$6.25 million increase over the Department estimate of \$34.63 million. The joint Transmittal provides proposed allocations for these additional funds, which are summarized below. This Office concurs with the recommendations of the EWDD and WDB relative to the proposed allocations and acceptance of the additional WIOA funding.

Program Activity	Proposed Allocation
EWDD Oversight	\$628,862
WorkSource Centers	\$1,875,000
YouthSource Centers	\$1,200,000
Supporting Program Activities:	
Invoice Processing	\$222,000
Canoga Park WorkSource Center Relocation	\$100,000
High Road Training Partnerships	\$1,000,000
Peer to Peer Counseling Initiative	\$100,000
Workforce Development System Accessibility & Technology	\$350,000
HireLAX Pre-Apprenticeship Program	\$275,000
Total	\$5,750,862¹

EWDD Oversight

The increase to the EWDD Oversight program activity allows the Department to increase programmatic and administrative staffing to meet the need created by the additional program funding. The \$628,862 reflects allocations for Adult, Youth, and Dislocated Worker programs.

WorkSource Centers

The EWDD and WDB recommend increasing funding for all 15 WorkSource Center operators by \$125,000, which will support increased operational and staffing costs for a grand total of \$1,875,000. A detailed list of current operators and funding amounts is included in Table 4 of the joint Transmittal.

YouthSource Centers

When the Year 23 Annual Plan was adopted in June 2022, the EWDD was in the process of procuring new operators for its 14 YouthSource Centers (YSC). On August 30, 2022, the EWDD transmitted a report with selected operators and funding recommendations, which were subsequently approved by the Council and the Mayor on October 6, 2022 (C.F. 22-1007). The increases, as provided in Table 5, of the joint Transmittal are consistent with those approved funding recommendations, and reflect a \$1.2 million increase in YSC funding above the adopted Annual Plan.

Supporting Program Activities

The joint Transmittal includes \$2,047,000 in additional funding recommendations over six different program activities, detailed in Table 6 of the joint Transmittal and are highlighted below.

- **Invoice Processing** – The Department proposes increasing the Audit Fees/Fiscal Training/Invoice Processing line item in the Annual Plan by \$222,000 for additional invoice

¹ The Department utilized \$500,000 of the additional WIOA funding to reduce the PY 2023-24 loan to the YouthSource System, thereby reducing the total amount of programmable funding from \$6,250,862 to \$5,750,862. Additional details are included in the EWDD/WDB Transmittal.

processing support. The Department will initiate a procurement process for these services and report back to the Workforce Development Board, Council, and the Mayor, as appropriate, with recommendations related thereto.

- *Canoga Park WorkSource Center Relocation* – The Department proposes increasing funding for the relocation of the Canoga Park WorkSource Center by \$100,000 to support relocation costs and one-time furniture and equipment purchases. The operator ceased operations at its former location in August 2022 upon lease expiration, and is currently in negotiations for a new facility, to commence operations in January 2023.
- *High Road Training Partnership* – The Department proposes \$1 million in additional WIOA funding for a pilot program spearheaded by the State of California to partner employers and training providers to create a pipeline to higher-income career opportunities through the WSCs. The Department will initiate a procurement process for these services and report back to the Workforce Development Board, Council, and the Mayor, as appropriate, with recommendations related thereto.
- *Peer to Peer Counseling Initiative* – The Department proposes \$100,000 for a pilot program that will train up to 50 YSC participants to be peer counselors and mental health advocates. The Department will report back to the Workforce Development Board, Council, and the Mayor, as appropriate, with program design details and additional recommendations once they are available.
- *Workforce Development System Accessibility and Technology* – The Department proposes \$350,000 to assess existing technology at the WSC and YSC facilities, and to recommend and procure new technology that will increase the accessibility of WSC and YSC program offerings. The Department will initiate a procurement process for these services and report back to the Workforce Development Board, Council, and the Mayor, as appropriate, with recommendations related thereto.
- *HireLAX* – The Department proposes \$275,000 for pre-apprenticeship support services costs for the HireLAX program. This program consists of an eight-week construction apprenticeship readiness training course, and the additional funds will pay for participants' ancillary needs to participate in the program (e.g. personal protective equipment).

This Office recommends approval of the proposed amendments to the Annual Plan, as well as various actions required to implement the amendments to the Annual Plan, as detailed in the Recommendations section of this Report and in the attachments to the original Transmittal from EWDD and the WDB.

Reserve Fund Loan Request for CaliforniansForAll Grant Reimbursement Processing

In April 2022, the Council and the Mayor approved the acceptance of a \$53.3 million grant from the State of California, the CaliforniansForAll Youth Workforce Development grant (C.F. 22-0014). The EWDD serves as the grant administrator and processes invoices and reimbursement requests to the State of California for City departments and third-party service providers. As part of its October 25, 2022 Transmittal, the Department included a request for a \$4 million Reserve Fund loan to allow the Department to reimburse City departments and service providers on a timely basis while waiting for the State of California to approve reimbursement requests and release approved funding to the EWDD. Though this Office understands the burden that a large reimbursement-

based grant can place on the administering department, the magnitude of the requested loan warrants a more in-depth report from the Department to allow a more thorough review and analysis of the request. Additionally, there is potential to utilize other departments' special funds or revolving funds to alleviate some of the need the Department has expressed. This Office supports consideration of those options prior to recommending approval of a Reserve Fund loan. This Report includes a recommendation for the EWDD to report back to the Council and the Mayor with a more detailed request that provides the specific cash flow needs and to consider the other options available to support those needs prior to the use of the Reserve Fund.

FISCAL IMPACT STATEMENT

The recommendations in this Report would increase related costs reimbursements to the General Fund by approximately \$0.5 million in Fiscal Year (FY) 2022-23, from \$4.5 million projected in the adopted Annual Plan to \$5.0 million in the proposed amended Annual Plan. Approval of the recommendations in this Report would increase reimbursements for the Economic and Workforce Development Department (EWDD) related cost reimbursements to the General Fund from the Workforce Innovation and Opportunity Act Fund by this amount.

FINANCIAL POLICIES STATEMENT

The recommendations in this Report are in compliance with the City's Financial Policies in that federal, state, and local grant sources and the 2022-23 Adopted Budget support budgeted costs in the Annual Plan and the proposed amendments to the Annual Plan. The recommendations in this Report involve the allocation of approximately \$6.2 million toward the Workforce Development Board Program Year 23 (FY 2022-23) Annual Plan from the Workforce Innovation and Opportunity Act (WIOA).

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