J. MICHAEL CAREY
City Clerk

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

99-0646-S4

PLACE IN FILES
JUL 10 2001
DEPUTY

July 3, 2001

County Board of Supervisors
c/o Executive Office, Rm 383
500 West Temple Street
Los Angeles, CA 90012

Honorable James Hahn, Mayor
Information Technology Agency
Office of Administrative and
Research Services
Community Development Department
Attn: Lillian Kawasaki, General Manager
cc: Ann Giagni
Workforce Investment Board
Workforce Investment Board Youth Council
c/o Community Development Department

All Councilmembers
Chief Legislative Analyst
City Attorney
General Services Department
Personnel Department
Controller, Room 1200
Accounting Division, F&A
Disbursement Division

RE: CONTRACT AMENDMENT WITH COMMUNITY BUILD, INC., TO PROVIDE SUBSIDIZED WORK EXPERIENCE TO YOUTH FROM THE WATTS EMPOWERMENT ZONE

At the meeting of the Council held June 27, 2001, the following action was taken:

Attached motion (Svorinich - Hernandez) adopted..... X
Attached resolution (-) adopted.....
Mayor concurred..... 06/28/01
FORTHWITH.....
Ordinance adopted.....
Ordinance number.....
Effective date.....
Publication date.....

J. Michael Carey
City Clerk
vdw

steno\990646.4

Mayor's Time Stamp	**FORTHWITH**	City Clerk's Time Stamp
RECEIVED '01 JUN 28 AM 11:48 DEPUTY MAYOR		RECEIVED CITY CLERK'S OFFICE 2001 JUN 28 AM 11:40 CITY CLERK BY _____ DEPUTY

SUBJECT TO MAYOR'S APPROVAL

COUNCIL FILE NO. 99-0646-S4 COUNCIL DISTRICT NO. _____

COUNCIL APPROVAL DATE June 27, 2001

RE: CONTRACT AMENDMENT WITH COMMUNITY BUILD, INC., TO PROVIDE SUBSIDIZED WORK EXPERIENCE TO YOUTH FROM THE WATTS EMPOWERMENT ZONE

LAST DAY FOR MAYOR TO ACT JUL 09 2001
(10 Day Charter requirement as per LAAC Section 14.7)

DO NOT WRITE BELOW THIS LINE - FOR MAYOR OFFICE USE ONLY

APPROVED ✓

*DISAPPROVED

*Transmit objections in writing pursuant to LAAC Section 14.7

DATE OF MAYOR APPROVAL OR DISAPPROVAL JUN 28 2001

JUN 29 2001 MO

RECEIVED CITY CLERK'S OFFICE 2001 JUN 29 PM 3:09 CITY CLERK BY _____ DEPUTY

MAYOR

steno\990646.4

45

TO CITY CLERK FOR PLACEMENT ON NEXT REGULAR COUNCIL AGENDA TO BE POSTED

#59 JUN 20 2001

MOTION

The U.S. Department of Labor (USDOL) awarded the Community Development Department (CDD) funding for job readiness training and subsidized work experience for high-risk, out of school youth between the ages of 14 and 24 years of age in the Donald J Kulick Youth Opportunities Demonstration Project (Kulick Project). The U.S. Department of Labor has authorized an extension of the Kulick Project until December 31, 2001.

The Workforce Investment Board and the CDD entered into an agreement with Community Build , Inc.(Contractor) to provide supportive services to participants of the Los Angeles Youth Opportunity Movement Grant program. The CDD has identified savings in the Kulick Project account that may be used to continue to provide supportive services to youth. CDD request Council approval to amend the current agreement with Community Build, Inc. for the purpose of: (a) extending the term of the Agreement until September 30, 2001; and (b) increasing the funding level by $300,000.

I THEREFORE MOVE that City Council, subject to the approval of the Mayor;

1. Approve the contract amendment with Community Build, Inc. to provide subsidized work experience to 115 youth from the Watts empowerment zone.

2. Instruct the General Manager of Community Development Department, or designee to:

a. Prepare the amendments and incorporate this increase into FY 2001– 2002 Annual Plan (C.F. 99-0646-54) to implement this recommendation in accordance with the FY 01-02 Year 2 Annual Plan.

b. Submit a budget modification to the USDOL for the Kulick Project, and upon approval authorize the General Manager, or designee, to execute the modification.

c. Extend the length of the contract and the funding level for the Contractor, subject to review as to form and legality by the City Attorney.

d. Prepare Controller instructions for any technical adjustments, subject to approval of the OARS, and instruct the Controller to implement the instructions.

3. Authorize the Controller to expend a total of $300,000 by first utilizing the unexpended balances from Account Numbers L230 and N230 within the DJ Kulick Demo Project Fund No. 663 and the remaining funds needed from Account Number R403 within the Youth Opportunities Grant Fund No. 43Y, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

MOTION
ADOPTED

JUN 27 2001

LOS ANGELES CITY COUNCIL

TO THE MAYOR FORTHWITH

Presented by:

RUDY SVORINICH
COUNCILMEMBER 15th DISTRICT

Seconded by :

is:kulick(0115)

99-0

COUNCIL VOTE

27-Jun-01 10:59:48 AM, #4

Items for Which Public Hearings Have Not Been Held - Items 32-48
Voting on Item(s): 32-33,35-37,40,42a-43,45-48
Roll Call

BERNSON	Yes
CHICK	Yes
FEUER	Yes
GARCETTI	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Yes
PACHECO	Yes
PADILLA	Yes
RIDLEY-THOMAS	Yes
SVORINICH	Yes
WACHS	Absent
WALTERS	Absent
*GALANTER	Yes
	Absent

Present: 12, Yes: 12 No: 0

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705
Fax: (213) 847-0636
Fax: (213) 485-8944

HELEN GINSBURG
Chief, Council and Public Services Division

99-0646-S4

June 15, 2001

County Board of Supervisors
c/o Executive Office, Room 383
500 W. Temple Street
Los Angeles, CA 90012

Honorable Richard Riordan, Mayor
Information Technology Agency
Office of Administrative and
Research Services
Community Development Department
Attn: Lillian Kawasaki, General Manager
cc: Ann Giagni
Workforce Investment Board
Workforce Investment Board Youth Council
c/o Community Development Department

All Councilmembers
Chief Legislative Analyst
City Attorney
General Services Department
Controller, Room 1200
Accounting Division, F&A
Disbursement Division
Personnel Department

RE: YEAR TWO PLAN OF THE WORKFORCE INVESTMENT BOARD YEAR FOR THE PERIOD OF JULY 1, 2001 THROUGH JUNE 30, 2002

At the meeting of the Council held June 8, 2001, the following action was taken:

Attached report adopted	
Attached motion ( ) adopted	
Attached resolution ( ) adopted	
Motion adopted to approve attached report	X
Motion adopted to approve attached communication	
Mayor concurred	6-14-01

PLACE IN FILE
JUN 20 2001
DEPUTY

J. Michael Carey
City Clerk
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6/18/01

Recyclable and made from recycled waste.

7

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
Report/Communication for Signature

Council File Number: 99-0646-S4

Committee Meeting Date: 06-04-01

Council Date: 06-08-01

COMMITTEE MEMBER	YES	NO	ABSENT
Councilmember Hernandez, Chair	✓		
Councilmember Holden			✓
Councilmember Pacheco	✓		

Remarks WIA Year Two Annual Plan

Miranda Paster, Legislative Assistant ---------- Telephone 485-5775

Mayor's Time Stamp

RECEIVED
'01 JUN 11 P4:09
DEPUTY MAYOR

FORTHWITH

City Clerk's Time Stamp

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CITY CLERK'S OFFICE
2001 JUN 11 PM 4:05
CITY CLERK
BY _____ DEPUTY

SUBJECT TO MAYOR'S APPROVAL

COUNCIL FILE NO. 99-0646-S4 COUNCIL DISTRICT NO. _____

COUNCIL APPROVAL DATE June 8, 2001

RE: YEAR TWO PLAN OF THE WORKFORCE INVESTMENT BOARD YEAR FOR THE PERIOD OF JULY 1, 2001 THROUGH JUNE 30, 2001

JUN 21 2001

LAST DAY FOR MAYOR TO ACT _____
(10 Day Charter requirement as per Charter Section 341 and LAAC Section 4.133)

DO NOT WRITE BELOW THIS LINE - FOR MAYOR OFFICE USE ONLY

APPROVED ✓ _____

*DISAPPROVED _____

*Transmit objections in writing pursuant to Charter Section 341 and LAAC Section 4.133

DATE OF MAYOR APPROVAL OR DISAPPROVAL 6-14-01

JUN 15 2001

BY _____ DEPUTY
CITY CLERK
2001 JUN 14 AM 11:54
CITY CLERK'S OFFICE
RECEIVED

MAYOR

steno/990646.4

CITY OF LOS ANGELES SPEAKER CARD

Date 6/4

Council File No., Agenda Item, or Case No. 6
99-0646-S4

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal ( ) General comments

Name: SOPHIA ESPARZA

Business or Organization Affiliation: CHICANA SERVICE ACTION CTR

Address: _____
Street City State Zip

Business phone: _____ Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES SPEAKER CARD

Date 6/4

Council File No., Agenda Item, or Case No. 6
99-0646-S4

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal ( ) General comments

Name: YOLANDA DUARTE

Business or Organization Affiliation: CHARO

Address: 4301 E. OAKLEY
Street City State Zip

Business phone: _____ Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

File No. 99-0646-S4

**TO THE COUNCIL OF THE
CITY OF LOS ANGELES**

Your COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

reports as follows:

	Yes	No
Public Comments	XX	

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to the Year Two Plan of the Workforce Investment Board Year for the period of July 1, 2001 through June 30, 2002.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. ADOPT the Workforce Investment Act (WIA) Year Two Annual Plan for 2001-2002 and supporting budget and AUTHORIZE the General Manager, Community Development Department (CDD), or designee, to take all actions necessary for full implementation.

2. AUTHORIZE the General Manager, CDD, or designee, to develop and submit proposals for funding to any County, State, or Federal entity for workforce preparation and related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce, Department of Education, Department of Justice, WIA and Welfare to Work Discretionary Funds, and funding under the Los Angeles County Long Term Family Self-Sufficiency Plan.

3. AUTHORIZE the General Manager, CDD, or designee, to apply for and accept the WIA Governor's Discretionary and Rapid Response funds from the State of California.

4. AUTHORIZE the General Manager, CDD, or designee, to issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy and subject to the approval of the City Attorney as to form and legality. Anticipated RFPs/RFQs may include, but are not limited to, the following:

   - Labor market information;
   - Services for homeless;
   - Services for limited English speakers;
   - Demonstration projects;
   - Job search assistance for individuals about to be laid off;
   - Consultant for cost accounting;
   - Research and training on industry clusters;
   - Assistance in coordinating and leveraging external resources;
   - Consultant for older workers;
   - Consultant for persons with disabilities;
   - Researching existing skills certificates and development of a process for creating new industry recognized certificates;

3. Transfer cash to the Children, Youth & Families Commission Fund No. 100/27 from the WIA Trust Fund No. 44A, Account No. S127, Children, Youth & Families Commission, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

4. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

e. **Workforce Investment Act - "Others"**

1. Transfer appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
R122	Community Development Department	$3,076
R299	Related Costs	1,310

2. Increase appropriations within Fund No. 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	$96,928
2130	Traveling Expense	2,000
3040	Contractual Service	35,000
6020	Operating Supplies	4,897
7300	Furniture and Office Equipment	8,909

3. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

f. **Workforce Investment Act - CDD Costs (Appropriations net of 01-02 Adopted Budget)**

1. Establish a receivable from the State for $73,331,430.

2. Establish new accounts and appropriate within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S201	WIA Adult Program	$18,709,407
S207	WIA Dislocated Worker Program	21,403,509
S203	WIA Youth Program	21,235,811
S227	WIA Rapid Response	550,742

(Recommendations continued)

3. Establish new accounts and transfer appropriations within the WIA Trust Fund No. 44A/22 as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	$1,211,131
	S207	WIA Dislocated Worker Program	1,211,127
	S203	WIA Youth Program	1,873,427
	S227	WIA Rapid Response	254,367
		TOTAL	**$ 4,550,052**
To:	S122	Community Development Department	$ 3,093,204
	S140	General Services	198,429
	S299	Related Costs	1,258,419
		TOTAL	**$ 4,550,052**

4. Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	$123,040
	S140	General Services	85,473
	S299	Related Costs	52,428
To:	W101	Unallocated Funds	260,941

5. Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	$82,026
S140	General Services	56,982
S299	Related Costs	34,952

6. Appropriate within the WIA Trust Fund No. 44A, Account No. S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	$55,974

7. Transfer cash to the General Services Fund No. 100/40 from the WIA Trust Fund No. 44A, Account No. S140, General Services, for CDD employees' parking fees, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(Recommendations continued)

8. Increase appropriations within Fund No. 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	$2,748,272
1090	Overtime	5,000
2120	Printing and Binding	10,000
2130	Traveling Expense	5,000
3040	Contractual Service	16,000
3310	Transportation Expense	1,000
4160	Governmental Meetings	6,000
6010	Office and Administrative Expense	34,838
6020	Operating Supplies	25,000
7300	Furniture & Office Equipment	37,028
	TOTAL	**$2,888,138**

9. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

g. **Workforce Investment Act - Information Training Agency (ITA)**

1. Establish new account No. S132 titled Information Tech Agency within the WIA Trust Fund No. 44A/22 and transfer appropriation as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	$ 78,042
	S207	WIA Dislocated Worker Program	78,042
	S203	WIA Youth Program	78,039
		TOTAL	**$234,123**
To:	S132	Information Tech Agency	$164,170
	S299	Related Costs	69,953
		TOTAL	**$234,123**

2. Appropriate from the WIA Trust Fund No. 44A/22, Account No. S132, Information Tech Agency, to Fund No. 100/32, Account No. 1020, Salaries Grant Reimbursed for $164,170.

3. Transfer cash to the Information Tech Agency Fund No. 100/32 from the WIA Trust Fund No. 44A, Account No. S132, Information Tech Agency, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(Recommendations continued)

4. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

h. **Workforce Investment Act - Children, Youth & Their Families Commision**

1. Establish new account No. S127 titled Children, Youth & Families Commission within the WIA Trust Fund No. 44A/22 and transfer appropriation as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	$29,183
	S203	WIA Youth Program	59,250
		TOTAL	**$88,433**

	Account	Title	Amount
To:	S127	Children, Youth & Families Comsn	62,930
	S299	Related Costs	25,503
		TOTAL	**$88,433**

2. Appropriate from the WIA Trust Fund No. 44A/22, Account No. S127, Children, Youth & Families Commission, to Fund No. 100/27, Account No. 1020, Salaries Grant Reimbursed for $62,930.

3. Transfer cash to the Children, Youth & Families Commission Fund No. 100/27 from the WIA Trust Fund No. 44A, Account No.S127, Children, Youth & Families Commission., upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

4. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

i. **Workforce Investment Act - "Others"**

1. Transfer appropriations within the WIA Trust Fund No. 44A/22 as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	$ 9,591,288
	S207	WIA Dislocated Worker Program	7,280,288
	S203	WIA Youth Program	2,561,500
	S227	WIA Rapid Response	68,000
		TOTAL	**$19,501,076**

To:	S122	Community Development Department	$12,001,076
	S221	Individual Training Acct-Adult	3,170,000
	S217	Individual Training Acct-Disl Worker	4,330,000
		TOTAL	**$19,501,076**

2. Increase appropriations within Fund No. 100/22 as follows:

Account	Title	Amount
3040	Contractual Service	$3,780,215
6010	Office and Administrative Expense	1,467,608
7300	Furniture & Office Equipment	6,753,253
	TOTAL	**$12,001,076**

3. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

j. **Workforce Investment Act & Welfare to Work (To transfer appropriations from WIA Fund No. 44A to WtW Fund No. 41F. The WtW budget was included in the City Budget Schedule 22 for WIA in error.)**

1. Decrease appropriation within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	$570,904

2. Establish new accounts and transfer appropriations within the Welfare-to-Work Fund No. 41F/22 as follows:

	Account	Title	Amount
From:	N240	Welfare-to-Work	$570,904
To:	S122	Community Development Department	570,904

3. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

k. **Welfare-to-Work - CDD Costs**

1. Transfer appropriations within the Welfare-to-Work Fund No. 41F/22 as follows:

	Account	Title	Amount
From:	N240	Welfare-to-Work	$1,716,506

(Recommendations continued)

To:	S122	Community Development Department	$1,155,833
	S140	General Services	68,172
	S299	Related Costs	492,501

2. Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	$49,979
	S140	General Services	28,453
	S299	Related Costs	21,296
To:	W101	Unallocated Funds	99,728

3. Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	$33,319
S140	General Services	18,969
S299	Related Costs	14,198

4. Appropriate within the Welfare-to-Work Fund No. 41F, Account No. S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	$20,750

5. Transfer cash to the General Services Fund No. 100/40 from the Welfare-to-Work Fund No. 41F, Account No. S140, General Services, for CDD employees' parking fees, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

6. Increase appropriations within Fund No. 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	$1,072,535

7. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(Recommendations continued)

I. **Youth Opportunities - CDD Costs**

1. Establish a receivable from the Department of Labor for $11,000,000.

2. Establish new Account No. S403 titled Youth Opportunities and appropriate $11,000,000 within the Youth Opportunities Fund No. 43Y/22.

3. Establish new accounts and transfer appropriations within the Youth Opportunities Fund No. 43Y/22 as follows:

	Account	Title	Amount
From:	S403	Youth Opportunities	$8,019,586
To:	S122	Community Development Department	5,963,317
	S140	General Services	99,800
	S299	Related Costs	1,956,469

4. Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	$188,356
	S299	Related Costs	80,258
To:	W101	Unallocated Funds	268,615

5. Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	$125,571
S299	Related Costs	53,506

6. Appropriate within the Youth Opportunities Fund No. 43Y, Account No.S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	$99,800

(Recommendations continued)

7. Transfer cash to the General Services Fund No. 100/40 from the Youth Opportunities Fund No. 43Y, Account No. S140, General Services, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee. The appropriation is for the lease and facility-related expenses for the following sites:

   C 1827 East 103rd Street, Los Angeles CA 90002
   C 2130 East First Street, Los Angeles CA 90033

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

Account	Title	Amount
1010	Salaries - General	$4,050,460
1070	Salaries - As Needed	494,400
2120	Printing and Binding	55,000
2130	Traveling Expense	47,000
3040	Contractual Service	143,000
3310	Transportation Expense	29,130
3340	Water and Electricity	45,000
4160	Governmental Meetings	5,000
6010	Office and Administrative Expense	201,000
6020	Operating Supplies	170,000
7300	Furniture & Office Equipment	409,400
	TOTAL	**$5,649,390**

9. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

19. Authorize the General Manager of CDD, or designee, to prepare additional Controller instructions relative to this report, including but not limited to, salaries for positions approved in the Position Authority Resolution, new positions approved herein, expense and equipment approved herein, and any technical adjustments, subject to the approval of OARS, and instruct the Controller to implement the instructions;

20. Authorize the General Manager of CDD, or designee, to transfer up to 20 percent of the WIA Dislocated Worker Funds to Adult Funds;

    Authorize the CDD to implement appropriate portions of the Annual Plan immediately upon approval of Council and Mayor;

(Recommendations continued)

21. Accept funding from the Department of Labor (DOL) if awarded, for a Youth Offender Demonstration Project and authorize implementation in accordance with the proposal submitted to DOL;

22. To authorize the General Manager, Community Development Department (CDD), or designee, to accept $252,757 from the National School to Work Opportunities Act funds through the Los Angeles Unified School District (LAUSD) to continue the development of Industry and IT Consortia up to June 30, 2002, subject to the review and approval of the City Attorney, as to form and legality;

23. Authorize the General Manager, CDD, or designee, to negotiate and execute contracts and/or contract amendments effective September 1, 2000 for contractual services up to a total amount of $261,038 (per Year Two Annual Plan Attachment BE (e)) to fund activities related to the continued development of Industry and IT Consortia up to June 30, 2002, subject to the review and approval of the City Attorney, as to form and legality;

24. Authorize the General Manager, CDD, or designee to incorporate the UNITE-LA budget in the CDD's program year PAY 2000-01 and PAY 2001-02 budgets;

25. Authorize the General Manager, CDD, or designee to prepare additional Controller instructions relative to this grant, including but not limited to salaries for positions approved in the Position Authority Resolution, and expenses approved herein, and any technical adjustments necessary to facilitate the successful implementation of the development of Industry and Labor Consortia; and,

26. Authorize the General Manager of CDD, or designee, to make any technical adjustments necessary to facilitate the successful implementation of the Annual Plan.

FISCAL IMPACT STATEMENT

There is no impact on the City General Fund. The above recommendations involve the allocation of $137.6 million in various grant sources. Approval of the recommendations would enable CDD to administer the Workforce Investment Act.

WTF:RLA:jhl

Attachments

Workforce Investment Act Grant-Funded Components

One-Stop System (ADULT COMPONENT) The Adult component provides services to eligible participants 18 years and older, who either are unemployed, underemployed, a dislocated worker, and/ or transitioning from welfare to work. This component also serves local business. The adult system is composed of:

1. One-Stop Centers
2. Customized Training
3. Business services, such as customized training, referrals, and access to tax credits.
4. First Source Hiring
5. Rapid Response
6. Welfare-to-Work
   a. City Jobs training
   b. Child Care training
   c. Entrepreneurial training
8. Brownfields
9. Day Laborer
10. Domestic Worker
11. Community Service Centers

YOUTH COMPONENT

1. Youth Opportunities System Consortia
2. Youth Opportunity Grant Program (Watts and Boyle Heights sites)
3. Cal WORKS
4. Youth Offenders
5. At-Risk Youth
6. LA Youth at Work
7. UNITE LA

ESTIMATED FUNDING AND EXPENDITURES, WORKFORCE INVESTMENT SYSTEM
FY 2001- 2002
In $ millions

SOURCES OF FUNDS	ESTIMATED FUNDING			ESTIMATED EXPENDITURES								UNCOMMITED FUNDS
	Available	Year 1 Carry-over	TOTAL	City Direct		City Indirect		System Providers	Others	TOTAL		
				Proposed	Requested	Proposed	Requested	Requested	Requested	Proposed	Requested	
WIA Title 1												
WIA Adult Funds	22.2	15.7	37.9	3.1	0.9	0.9	0.4	16.6	16.1	4.0	33.9	0.0
WIA Dislocated Worker Funds	25.0	5.6	30.6	3.1	0.9	0.9	0.4	14.6	10.7	4.0	26.5	0.0
WIA Youth Funds	24.8	7.1	31.9	2.7	1.4	0.9	0.6	18.7	7.7	3.6	28.4	0.0
State Rapid Response	1.2	0.0	1.2	0.5	0.2	0.2	0.0	0.0	0.2	0.7	0.5	0.0
DOL Youth Opportunity Grant	11.0	2.0	13.0	0.0	6.1	0.0	2.0	5.0	0.0	0.0	13.0	
Governor's Discretionary Fds.	0.5	0.0	0.5	0.0	0.0	0.0	0.0	0.5	0.0	0.0	0.5	0.0
Welfare to Work Funds	0.0	17.7	17.7	0.6	1.2	0.0	0.6	10.0	4.9	0.6	16.6	0.5
City General Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L. A. County Probation Dept.	0.2	0.0	0.2	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.2	0.0
State General Funds (At-Risk Youth Grant)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SALT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CALWORKS Incentive Funds (for youth jobs)	3.8	0.7	4.5	0.0	4.4	0.0	0.1	0.0	0.0	0.0	4.5	0.0
EPA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UNITE-LA School-to-Career	0.1	0.0	0.1	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.1	0.0
T O T A L	**88.8**	**48.8**	**137.6**	**10.1**	**15.1**	**2.8**	**4.2**	**65.5**	**39.5**	**12.9**	**124.3**	**0.5**

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WIA Proposed Staffing
New Positions

Attachment C

No. of Posn.	Description/Class Titles	Class Code
	I. New Positions	
	a. Youth Opportunity System	
2	Senior Project Coordinator	1538
1	Management Analyst II	1984-2
	b. One Stop	
1	Senior Project Coordinator	1538
	c. Executive Office	
1	Public Information Officer	1800
	d. Financial Management	
1	Accountant II	1513
2	Auditors	1517
	e. Human Resources	
1	Senior Clerk Typist	1368
1	Management Analyst II	1984-2
	f. Administrative Services-Budget	
1	Management Analyst II	1984-2
	g. Youth Opportunities Grant	
1	Project Coordinator	1537
1	Senior Project Assistant	1546
	h. Commission on Children, Youth and Families	
1	Management Analyst II	1984-2
14	**Total New Positions Requested**	

Attachment D

Technology Plan Budget 2001-2002

Desktop Computer	**Brand**	**Cost per unit**	**Quantity**	**Cost**
Computer	Compaq Deskpro PIII / 1GHZ / 128 MB	$ 1,175.00	1500	$ 1,762,500.00
Monitor	NEC 17in	$ 315.00	1500	$ 472,500.00
Accessories				
Scanner	Visioneer Paperport Strobe Pro	$ 250.00	1500	$ 375,000.00
Storage	Iomega Zip Drive and Media 3 pack	$ 215.00	1500	$ 322,500.00
Printers	Hewlett Packard 2100TN	$ 1,450.00	500	$ 725,000.00
File Servers				
Computer	Compaq ML530 - (ITA Standard for Mid Range User Level and Inter/Intranet access)	$ 25,000.00	35	$ 875,000.00
Cabling				
Enpointe	System Wide upgrade of wiring of contracted agencies	$ 20,000.00	1	$ 20,000.00
		Subtotal		$ 4,552,500.00
		Sales Tax 8 %		$ 364,200.00
		Total		**$ 4,916,700.00**

Proposed Service Providers	**Description**			**Cost**
Enpointe Technology	Field assessment of wiring and networking infrastructure of the City's One-Stop and Youth System and DSL Connectivity	$ 150 per hour	100	$ 15,000.00
Enpointe Technology	Project Management Configuration, Installation, Maintenance of all computers installed within this proposal	$ 50 per hour	1300	$ 650,000.00
Technology Assistance RFQ	Released RFQ for services by consultants to provide assistance in the implementation and development of project			$ 250,000.00
ITA	Fractional T3 Line for internet bandwidth, Installation, hardware, and maintenance	$ 110,000.00	1	$ 110,000.00
En Pointe Technology	PC Cascade and Trickle down surcharge	$ 215.37	700	$ 150,759.00
		Total		**$ 1,175,759.00**

Software/Support

Technology Plan Budget
2001-02

Attachment D

Oracle	Oracle 8i - Enterprise Edition License Fee (Power Unit - RISC)	$ 200,000.00	1	$	200,000.00
Oracle	Oracle 8i - Enterprise Edition 1 Year Silver Support (Power Unit - RISC)	$ 25,000.00	1	$	25,000.00
Sun	Maintenance on all ISIS Servers (4 Web and 2 Database Severs)	$ 50,000.00	1	$	50,000.00
Pacific Bell	DSL Support and Monthly Charge for citywide agencies	$ 2,000.00	50	$	100,000.00
Business Services	Development Cost for employer based application to access CDD Systems (ISIS)	$ 250,000.00	1	$	250,000.00
CDD	Development Cost for Phase II/III of Case Management components within ISIS	$ 200,000.00	1	$	200,000.00
Microsoft	Office Professional 2000	$ 300.00	1500		$450,000.00
Microsoft	Project 2000	$ 150.00	1000		$150,000.00
CDD	Training and Technical Services - Provide access/development to multimedia curriculum for agencies and internal staff which includes client and internal staff development, client job training, utilization of web-based training applications. Also provide help desk support system wide for all hardware and network related issues	$ 500,000.00	1	$	500,000.00
CDD	Discussion Forum Software - Intranet software for internal posting and discussion groups	$ 50,000.00	1	$	50,000.00
CDD	Virtual One Stop - Cost Accounting (system wide)	$ 300,000.00	1	$	300,000.00
Oracle/Sun/Iplanet	Annual Maintenance and Service fees for internet/intranet software housed on CDD Servers	$ 80,000.00	1	$	80,000.00
CDD	Contingency - proposed amount set aside for differential of estimates from above listed line items and to respond to identified needs from various surveys and assessments undertaken	$ 500,000.00		$	500,000.00
		Subtotal		$	2,855,000.00
		Sales Tax 8%			$228,400.00
		Total Software/Support		**$**	**3,083,400.00**
		Grand Total		$	9,175,859.00

- Consultant for case management services;
- Specialized support services such as record expungement, credit/debt counseling, tattoo removal, and access to health services;
- Specialized assessment;
- Development of a common cost accounting system;
- Consultant for customer satisfaction;
- Consultant for Rapid Response;
- Implementation of business service's plan;
- Services for offenders.

5. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute contracts and contract amendments as described in the Annual Plan, subject to the approval of the City Attorney as to form and legality, including, but not limited to:

- One-Stop Operators as shown on Attachment B3 (a) in the Annual Plan and in accordance with the Certification Policy, Attachment F5;
- Youth Opportunities Program Consortia as shown on Attachment B3 © in the Annual Plan;
- The city of Hawthorne (South Bay WIB) for Individual Training Accounts;
- Youth funding for the United Community Resource Agency (UCRA) and Los Angeles Unified School District East Los Angeles Skills Center;
- Increase funding of Youth Opportunities Program Consortia to expand the number of consortia members;
- Increase funding of high performing Youth Opportunities Program Consortia;
- Increase funding to One Stop Operators and Youth Providers to cover increased lease costs to meet threshold facility standards such as compliance with the Americans with Disabilities Act and signage;
- Training and technical assistance providers listed on the eligible list;
- Community Build, Inc. to provide services for at risk young adults;
- Continued funding of Welfare-to-Work system providers listed on Attachment B3 (b) in accordance with the Welfare-to-Work Performance Evaluation Policy;
- Funding for Youth Opportunities Movement contractors as shown on Attachment B3 (h);
- Los Angeles County for regional marketing;
- Purchase of equipment and training from C-TECH;
- Purchase of assessment tools;
- Grantsmanship services from the eligible list;
- Vendor for labor market information
- Multimedia University Academy Inc. to provide technology training for youth
- Facilitation services from the eligible list;
- Continue contracts for industry consortia with the Small Manufacturer's Institute, Entertainment Industry Development Corporation, Economic Alliance of the San Fernando Valley and Community Partners, Inc.;
- Continue contract with Lori Strumpf for One-Stop Certification and Quality Improvement;

- VXR Enterprises and/or additional contractors in accordance with the procurement for local marketing consultant conducted in early 2001;
- Build Rehabilitation for the Disabled Accommodations Network Web Site;
- Contracts with Covenant House California, The National Foundation for The Treatment of Emotionally Handicapped dba Penny Lane, and Community Build, Inc., to continue The at-Risk Youth Program for the period January 1, 2002 through June 20, 2002;
- One-Stop Operators and/or employers for customized training;
- One-Stop Operators to provide staff support for First Source hiring agreements;
- Continue contract with Lee Dudley Solutions to provide support to the WIB Board;
- INFO Line to maintain and staff the "1-800-FOR-A-JOB" phone line and support to the Welfare-to-Work System;
- Intermediary organizations such as unions, trade associations, economic development corporations and other industry recognized organizations to provide training customized for industry clusters; and,
- Job search assistance contractors selected as a result of procurement conducted by the County of Los Angeles to provide services and workshops to individuals being laid off.

6. AUTHORIZE CDD, under the direction of the WIB, to expend an amount not to exceed $9.1 million in FY 01-02 to implement the technology master plan, which will:

- Develop a network plan for the One-Stop System's electronic infrastructure, which, at a minimum, standardizes network capability within buildings to "switched 100" and "Cat 5.";

- Conduct a study by Synergy to review City staffing levels to determine the appropriate level of City staff needed to support the proposed electronic infrastructure. Any requests for additional positions will be brought to the WIB, Mayor, and Council for consideration;

- Conduct a field investigation to identify existing hardware and software used throughout the One-Stop System and between the One-Stop System and both mandatory and voluntary partners;

- Develop a schedule for purchase of new and/or upgrade equipment for the entire system;

- Enter into an agreement with the City vendor to acquire, ghost, deliver, install, and to take all other necessary actions to transition the One-Stop System to full operational use of the newly purchased equipment. Desktop computers will be either Pentium III's or Pentium IV's as determined by the WIB based on needs as identified by the field inspection;

- Fund an accelerated completion of the ISIS applications;

- Fund applications identified by the technology deliverable in the business services implementation plan;

- Acquire, either off the shelf, or through in-house development, software applications to meet the needs of the system; and,

- Based on reports from Synergy, either contract for, and/or increases the City staffing levels (with approval as stated in (B) above), to ensure proper maintenance and technical support for the system.

7. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners and the City of Los Angeles WIA One-Stop System, and the WIA Five Year Plan, subject to the approval of the City Attorney as to form and legality.

8. AUTHORIZE the General Manager, CDD, or designee, to accept and execute any unilateral Sub-Grant Agreements between the State of California and the City, or the Department of Labor and the City, for, WIA or Welfare to Work Funds.

9. AUTHORIZE the General Manager, CDD, or designee to accept the Governor's FY 00/01 WIA Discretionary Funds in the amount of $523,439 and enter into contracts with the Los Angeles County Probation Department, Los Angeles County Office of Education, and Community Build, Inc. to implement the Youth Offenders Program as described in the grant application, subject to the approval of the City Attorney as to form and legality.

10. ACCEPT and EXECUTE an agreement with the Los Angeles County Board of Supervisors in the amount of $200,000 for FY 00-01 and an additional $200,000 for FY 01-02 to coordinate services with the Los Angeles County Probation Department, subject to the review and approval of the City Attorney as to form and legality, and take all steps necessary for implementation.

11. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute an amendment to Contract No. 100824 for audit services with Balbin & Company and Quezada, Godsey & Company, a joint venture, in an amount not to exceed $100,000 to perform fiscal reviews and audit related services and extending the contract to June 30, 2002, subject to the approval of the City Attorney as to form and legality.

12. AUTHORIZE additional mileage authorities to Boyle Heights and Watts Youth Opportunities Movement staff, as listed in Attachment G.3. to the Annual Plan contained in the Council file.

13. APPROVE the following policies as contained in the Annual Plan:

- Definition of "Under-Employment" for Youth (as approved by the WIB);
- Definition of "Credential" (Adult, Dislocated Workers, and Older Youth);
- Determination of "Demand Occupations" (as approved by the WIB);

- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB);
- One-Stop Certification Revised;
- Work Experience (Adult, Dislocated Workers and Welfare-to-Work);
- Support Services and Needs-based Payments (Adult and Dislocated Workers);
- Support Services and Needs-based Payments (Youth);
- Customer Flow Adult and Dislocated Workers; and,
- Concept Paper on Customized Training.

14. AUTHORIZE the General Manager, CDD, or designee to enter into agreements for the use of facilities;

15. RESOLVE that the Employment Authority IS APPROVED for the following positions in the CDD from July 1, 2001 through June 30, 2002, subject to review and approval by the OARS as to the appropriate paygrade, and subject to review and approval by the Personnel Department as to Civil Service classification, allocation and, if applicable, exemption, in accordance with City Charter Section 1001 (d)(4), the exempt positions identified below are appropriate for exemption based on the temporary grant-funded nature of the programs within which they will operate:

No.	Civil Service Code	Title
3	1538	Senior Project Coordinator (Exempt)
3	1984-2	Management Analyst II
1	1800	Public Information Director
1	1513	Accountant II
2	1517	Auditors
1	1537	Project Coordinator (Exempt)
1	1546	Senior Project Assistant (Exempt)
1	1368	Senior Clerk Typist

16. RESOLVE that the Employment Authority IS APPROVED for the following position authorities in the Commission on Children, Youth, and Families from July 1, 2001 through June 30, 2002, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

No.	Civil Service Code	Title
1	1984-2	Management Analyst II

17. AUTHORIZE the Controller to establish receivables and accounts, transfer and decrease appropriations and expend funds upon presentation of documentation and proper demand of the General Manager, CDD, or designee, according to the instructions as listed in the OARS recommendations No. 17 and 18 of its report dated June 4, 2001.

18. AUTHORIZE the General Manager, CDD, or designee, to prepare additional Controller instructions relative to this report, including but not limited to, salaries for positions approved in the Position Authority Resolution, new positions approved herein, expense and equipment approved herein, and any technical adjustments, subject to the approval of OARS, and AUTHORIZE the Controller to implement the instructions.

19. AUTHORIZE the General Manager, CDD, or designee, to transfer up to 20 percent of the WIA Dislocated Worker Funds to Adult Funds;

    Authorize the CDD to implement appropriate portions of the Annual Plan immediately upon approval of Council and Mayor.

20. ACCEPT funding from the Department of Labor (DOL) if awarded, for a Youth Offender Demonstration Project and authorize implementation in accordance with the proposal submitted to DOL.

21. AUTHORIZE the General Manager, CDD, or designee, to accept $252,757 from the National School to Work Opportunities Act funds through the Los Angeles Unified School District (LAUSD) to continue the development of Industry and IT Consortia up to June 30, 2002, subject to the review and approval of the City Attorney, as to form and legality.

22. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute contracts and/or contract amendments effective September 1, 2000 for contractual services up to a total amount of $261,038 (per Year Two Annual Plan Attachment BE (e)), contained in the Council file, to fund activities related to the continued development of Industry and IT Consortia up to June 30, 2002, subject to the review and approval of the City Attorney, as to form and legality.

23. AUTHORIZE the General Manager, CDD, or designee, to incorporate the UNITE-LA budget in the CDD's program year PAY 2000-01 and PAY 2001-02 budgets.

24. AUTHORIZE the General Manager, CDD, or designee, to prepare additional Controller instructions relative to this grant, including but not limited to salaries for positions approved in the Position Authority Resolution, and expenses approved herein, and any technical adjustments necessary to facilitate the successful implementation of the development of Industry and Labor Consortia.

25. AUTHORIZE the General Manager, CDD, or designee, to make any technical adjustments necessary to facilitate the successful implementation of the Annual Plan.

Fiscal Impact Statement: There is no impact on the City General Fund. The above recommendations involve the allocation of $137.6 million in various grant sources. Approval of the recommendations would enable CDD to administer the Workforce Investment Act.

Summary:

On April 9, 2001 and May 9, 2001 the Community and Economic Development (CED) Committee held hearings on the Workforce Investment Board Year Two Annual Plan and the revised draft of the Workforce Investment Board Year Two Annual Plan. On June 4, 2001, the CED Committee considered the Mayor/CDD transmittal dated May 24, 2001 and the OARS transmittal dated June 4, 2001. The CED Committee approved the OARS's recommendations.

In its transmittal dated June 4, 2001, the OARS reported that the CDD and the WIB request approval of various actions related to the City/WIB's Year Two Annual Plan (Annual Plan) effective July 1, 2001 through June 30, 2002. The Local Elected Officials (LEO) agreement between the City and the WIB requires that development and approval of a joint Annual Plan. The federal WIA requires that the City and WIB adopt an Annual Plan. The purpose of the Annual Plan is to establish a Workforce Development program and administrative budget, and delineate service strategies, program priorities, goals for One-Stop Operators, Youth, and Welfare-to-Work service providers.

The Annual Plan encompasses all the grant-funded programs that fall under the auspices of the WIA, such as Welfare-to-Work and Youth Opportunity Programs. The proposed Annual Plan's budget involves $137.6 million from various grant sources for the 2001-02 Program Year. The $137.6 million includes $88.8 million in new funds and $48.8 million in PY 2000-01 carry-over funds.

This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

MCP
6/4/01
#990616.4c

Mo.
ADOPTED
to APP. Cmt. Rept. Recom.
JUN 08 2001
LOS ANGELES CITY COUNC
To the Mayor Forthwith

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE
SUGGESTED NOTIFICATION OF COUNCIL ACTION

Council File No. 99-0646-S1

- ☑ Council Member(s) All
- ☑ Interested Department ITA
- ☑ Mayor (with ~~without~~ file)
- ☑ Chief Legislative Analyst
- ☑ Office of Administrative and Research Services
- ☑ Controller
- ☐ City Clerk
  - ☐ City Clerk, Chief Administrative Services
- ☐ Treasurer
- ☑ City Attorney (~~with~~ / without file)
- ☑ General Services Department
- ☐ Department of Transportation
- ☑ Personnel Department
- ☑ Community Development Department, Lillian Y. Kawasaki, Interim General Manager
  - ☑ cc: Contact Person Ann Giagni
- ☐ Community Redevelopment Agency
- ☐ Board of Public Works
- ☑ Workforce Investment Board
- ☑ Workforce Investment Board, Youth Council
- ☑ County Board of Supervisors
- ☐

COUNCIL VOTE

08-Jun-01 11:16:12 AM, #3

Items for Which Public Hearings Have Been Held - Items 1-17
Voting on Item(s): 2,4-8,10-17
Roll Call

BERNSON	Yes
CHICK	Yes
FEUER	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Yes
PACHECO	Yes
PADILLA	Yes
RIDLEY-THOMAS	Yes
SVORINICH	Yes
WACHS	Absent
WALTERS	Absent
*GALANTER	Yes
	Absent
	Absent

Present: 11, Yes: 11 No: 0

6/4/01 Recvd in Cmte

REPORT FROM

OFFICE OF ADMINISTRATIVE and RESEARCH SERVICES

Date: *June 4, 2001*

OARS File No. 0220-01024-2428
Council File No. 99-0646 S4
Council District: All

To: The Mayor
The Council

From: William T Fujioka, Director WTF by mt

Reference: Community Development Department transmittal dated May 15, 2001 and received May 30, 2001

Subject: Approve Various Actions Concerning the Workforce Investment Board Year Two Annual Plan

SUMMARY

Community Development Department (CDD) and the Workforce Investment Board (WIB) request approval of various actions related to the City/WIB's Year Two Annual Plan (Annual Plan) effective July 1, 2001 through June 30, 2002. The Local Elected Officials (LEO) agreement between the City and the WIB requires the development and approval of a joint Annual Plan. The federal Workforce Investment Act (WIA) requires that the City and WIB adopt an Annual Plan. The Annual Plans' purpose is to establish a Workforce Development program and administrative budget, and delineate service strategies, program priorities, goals for One-Stop Operators, Youth, and Welfare-to-Work service providers.

The Plan encompasses all the grant-funded programs that fall under the auspices of the WIA, such as Welfare-to-Work and Youth Opportunity Programs. A complete list of programs is provided in Attachment A.

Approval of the Annual Plan results in the following:

- Adoption of the 2001-02 Program and Administrative Budget;
  a. Authority by resolution for 14 new positions
- Adoption of 2001-02 Goals and Major Activities;
- Approval of Proposed Policies; and,
- Approval of the Technology Master Plan.

(Summary continued)

Proposed Budget

The proposed Annual Plan's budget involves $137.6 million from various grant sources for the 2001-02 Program Year (PY). The $137.6 million includes $88.8 million in new funds and $48.8 million in 2000-01 PY carryover funds. The most significant funding amounts include:

- $38.3 million in WIA Adult funds;
- $31.9 million in WIA Youth funds;
- $30.2 million in Dislocated Worker funds;
- $17.7 million in Welfare-to-Work Youth Opportunity Grant funds; and,
- $13.0 million in Youth Opportunity Grant funds.

The balance of $6.5 million comes from various smaller grant-funded sources such as the Governor's Discretionary funds, L.A. County Probation Department, CalWORKS, Unite L.A., and the State's Rapid Response funds. A complete breakdown of the grant-funded sources is found in the Attachment B.

The Annual Plan incorporates the **$12.8 million** in WIA funds contained in the City's 2001-02 Proposed Budget. The $12.8 million is for administration (See Schedule 22 of the 2001-02 Proposed Budget). The Annual Plan also recommends an additional **$124.8 million** off budget funding in WIA funds (program and administration) for a total of **$137.6 million.**

The Annual Plan allocates $65.5 million of the $137.6 million for system provider, and $39.5 million for "Others" costs under the Annual Plan (see Attachment B).

The Office of Administrative and Research Services has reviewed this request and concurs with CDD and the WIB recommendations. We also recommend that any future amendments to this Annual Plan including personnel reallocations and changes in activities be reported by CDD and reviewed by this Office prior to submittal to the Council and Mayor for consideration.

Requested Position Authorities

CDD requests 14 new position authorities (See Attachment C). CDD reports that there are currently 226 positions in the Workforce Development Division (WDD) that support WIA, including resolution positions for Welfare-to-Work (WtW) and Youth Opportunities (YO) programs. To date, there are 34 vacancies, most of which are resolution authority positions.

Under Civil Service regulations, a position may remain exempt for three years. However, the WtW program may be extended from five to seven years. To avoid exceeding the exemption threshold, it's recommended that CDD review all its current exempt positions to associated with WIA to ensure compliance with the Civil Service regulation and report back if necessary.

(Summary continued)

New Positions. CDD requests a total of 14 new resolution authority positions. Attachment D of this report lists the 14 positions by class title and division/section. The resolution positions are for the Workforce Development /Youth Opportunities System (five positions), One-Stop Employment Development (one position), the Executive Office (one position), Financial Management (three positions), Human Resources (two positions), and Administrative Services Divisions (one position), and one position for the Commission on Children Youth and Families (Commission). These positions are required to provided expanded educational and employment services and to support CDD and the Commission's administration of WIA programs. Section G (Staffing) of the Annual Plan contains job descriptions and an organization chart for the Workforce Development Division.

Pay Grades. CDD's request will involve five pay grade decisions. The pay grade requests are subject to the review and approval of our Offices Employee Relations Division as to the appropriate pay grade.

Administrative Costs--$32.6 million

The Annual Plan includes a total administrative cost of **$32.6** million including direct and indirect costs.

System Providers--$65.5 million

CDD requests the allocation of $65.5 million for WIA Adult, WIA Youth, WIA Dislocated Worker, WtW, Rapid Response, Youth Opportunity, Governor's Discretionary, and CalWORKS programs. However, Council and the Mayor have already authorized $3.8 million of the $65.5 million for the CalWORKS Jobs Program (C.F. 00-1559). Attachment B3 (A-E) in the Annual Plan provides details on the $65.5 million including One Stop and Satellite Centers Adult funds totaling $16.5 million, and Dislocated Worker contractors for $14.6, WtW contractors for $10 million, Youth Opportunities formula service provides for $18.7 million and demonstration service providers for $4.9 million, and Unite LA contractors for $.3 million

Other Funding Requests--$39.5 million

The Annual Plan includes a request to fund an "Other" category of WIA related items for a total amount of $39.5 (see Attachment B(1) and B(2) of the Annual Plan). The CDD and WIB have identified these Other items as necessary activities to achieve the goals of the WIB as set forth in the Annual Plan. The $39.5 million includes such significant items as $3.1 million for Customized Training, City Jobs for $4.4 million, Youth System Enhancements for $2.9 million, $1 million for demonstration projects, $1 million for Limited English Speaking Education, and $9.1 million for the Technology Plan. The balances of the "Other" funding requests range from $50,000 for evaluation development to $650,000 for job information hotline number.

(Summary continued)

Technology Master Plan-$9.1 million

The Annual Plan includes a request funding to continue to develop and expand on the current infrastructure and system for the Workforce Development Division. The Technology Plan requires significant upgrading of the system in hardware, inter-connectivity, software, training and system maintenance. The Technology Plan focuses on Business Services, People Services, Training and Technical Assistant Services, Administration, Hardware and Connectivity. The significant technology proposals contained in the Annual include the purchase of 1,500 personal computers, printers and scanners and 35 mid-range file servers ($4.9 million) to provide network for One-Stop Centers, Youth Consortium, and Youth Opportunity Movement service providers. Funding for system program contractors, field assessment, project management, installation of T-3 lines, and case management ($1.25 million) is also being proposed. Attachment D, the Technology Section of the Annual Plan sets forth in detail the proposed Technology Plan, while, Attachment D of our report details the proposed technology budget.

New Policies

The Annual Plan includes WIA-mandated policies on the definition of underemployment of out-of-school youth and demand occupations, revised WtW Performance Evaluation and Reallocations policies, revised One-Stop Certification policies, a draft work experience policy, supportive services/ needs-based payment policy, a policy for customer flow and a concept paper for customized training.

Performance Evaluation and Reallocations Policies. The policies in the Annual Plan establish a comprehensive evaluation process for Welfare-to-Work programs. The policies are designed to do the following: identify poor performing service providers, provide technical assistance to improve poor performing agencies, if needed deobligate funds, reallocate deobligated funds and terminate agreements (See Annual Plan Attachment F4 for details).

One-Stop Certification Policies. Implement a certification process developed by a consultant and that is based on the Malcolm Baldridge National Quality Award. Each One-stop will be required to be certified to ensure high quality of services (See Annual Plan Attachment F5 for details).

Underemployment is defined as any out-of-school youth who is currently employed, but not earning at least Living Wage as defined by the City, or is earning at least a living wage, but is not employed full time (See Annual Plan Attachment F1 for details).

(Summary continued)

Definition of Demand Occupations. The Annual Plan provides guidelines to One-Stop operators to determine whether or not a job is in a demand occupation. A demand occupation meets the "self-sufficient" wage. One Stops would be responsible for monitoring customers' progress toward achieving self-sufficiency (See Annual Plan Attachment F3 for details).

Credential Policy. One of the core performance measures specified in the WIA is recognized educational credential. The Annual Plan established standards for recognition of credentials of service providers (such as educational institutes) and the minimum skill level attained by a participant once credentialed (See Annual Plan Attachment F2 for details).

Supportive Services/Need Based Payment Policy. The Annual Plan proposes policies to establish limits on supportive services including a maximum amount of funding and length of time available to participants (See Annual Plan Attachment F7 for details).

Draft Work Experience Policy. The Annual Plan proposes a policy that work experience include wages (See Annual Plan Attachment F6 for details).

Customer Flow Policy. The WIA provides for three levels of services; core, intensive, and training. The Annual Plan proposes policies that move participants sequentially from one level to the next level. The services are based on customer needs, choice, expertise of the One-Stop staff, and availability of funds. A detail of the proposed policies is found in Attachment F8 of the Annual Plan.

Customized Training Policy. The Annual Plan proposes policies that authorize the development of customized training for industries rather than individual employers and to develop innovative training environments similar to City Jobs. The new model would include collaborative planning with industry, generic core curriculum training to bridge skills gaps, and intensive case management. A detail of the proposed policies is found in Attachment F9 of the Annual Plan.

RECOMMENDATIONS

That the Council and Mayor:

1. Adopt the Workforce Investment Act (WIA) Year Two Annual Plan for 2001-2002 and supporting budget and authorize the General Manager, CDD, or designee, to take all actions necessary for full implementation;

2. Authorize the General Manager, CDD, or designee, to develop and submit proposals for funding to any County, State, or Federal entity for workforce preparation and related activities. Examples include, but are not limited to, Department of Labor, Department of

(Recommendations continued)

Commerce, Department of Education, Department of Justice, WIA and Welfare to Work Discretionary Funds, and funding under the Los Angeles County Long Term Family Self-Sufficiency Plan;

3. Authorize the General Manager, CDD, or designee, to apply for and accept WIA Governor's Discretionary and Rapid Response funds from the State of California;

4. Authorize the General Manager, CDD, or designee, to issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy and subject to the approval of the City Attorney as to form and legality. Anticipated RFPs/RFQs may include, but are not limited to, the following:

   - Labor market information;
   - Services for homeless;
   - Services for limited English speakers;
   - Demonstration projects;
   - Job search assistance for individuals about to be laid off;
   - Consultant for cost accounting;
   - Research and training on industry clusters;
   - Assistance in coordinating and leveraging external resources;
   - Consultant for older workers;
   - Consultant for persons with disabilities;
   - Researching existing skills certificates and development of a process for creating new industry recognized certificates;
   - Consultant for case management services;
   - Specialized support services such as record expungement, credit/debt counseling, tattoo removal, and access to health services;
   - Specialized assessment;
   - Development of a common cost accounting system;
   - Consultant for customer satisfaction;
   - Consultant for Rapid Response;
   - Implementation of business service's plan; and,
   - Services for offenders.

5. Authorize the General Manager, CDD, or designee, to negotiate and execute contracts and contract amendments as described in the Annual Plan subject to the approval of the City Attorney as to form and legality, including, but not limited to:

   - One-Stop Operators as shown on Attachment B3 (a) in the Annual Plan and in accordance with the Certification Policy, Attachment F5;

(Recommendations continued)

- Youth Opportunities Program Consortia as shown on Attachment B3 © in the Annual Plan;
- The city of Hawthorne (South Bay WIB) for Individual Training Accounts;
- Youth funding for the United Community Resource Agency (UCRA) and Los Angeles Unified School District East Los Angeles Skills Center;
- Increase funding of Youth Opportunities Program Consortia to expand the number of consortia members;
- Increase funding of high performing Youth Opportunities Program Consortia;
- Increase funding to One Stop Operators and Youth Providers to cover increased lease costs to meet threshold facility standards such as compliance with the Americans with Disabilities Act and signage;
- Training and technical assistance providers listed on the eligible list;
- Community Build, Inc. to provide services for at risk young adults;
- Continued funding of Welfare-to-Work system providers listed on Attachment B3 (b) in accordance with the Welfare-to-Work Performance Evaluation Policy;
- Funding for Youth Opportunities Movement contractors as shown on Attachment B3 (h);
- Los Angeles County for regional marketing;
- Purchase of equipment and training from C-TECH;
- Purchase of assessment tools;
- Grantsmanship services from the eligible list;
- Vendor for labor market information
- Multimedia University Academy Inc. to provide technology training for youth
- Facilitation services from the eligible list;
- Continue contracts for industry consortia with the Small Manufacturer's Institute, Entertainment Industry Development Corporation, Economic Alliance of the San Fernando Valley and Community Partners, Inc.;
- Continue contract with Lori Strumpf for One-Stop Certification and Quality Improvement;
- VXR Enterprises and/or additional contractors in accordance with the procurement for local marketing consultant conducted in early 2001;
- Build Rehabilitation for the Disabled Accommodations Network Web Site;
- Contracts with Covenant House California, The National Foundation for The Treatment of Emotionally Handicapped dba Penny Lane, and Community Build, Inc. , to continue The at-Risk Youth Program for the period January 1, 2002 through June 20, 2002;
- One-Stop Operators and/or employers for customized training;
- One-Stop Operators to provide staff support for First Source hiring agreements;
- Continue contract with Lee Dudley Solutions to provide support to the WIB Board;
- INFO Line to maintain and staff the "1-800-FOR-A-JOB" phone line and support to the Welfare-to-Work System;

(Recommendations continued)

- Intermediary organizations such as unions, trade associations, economic development corporations and other industry recognized organizations to provide training customized for industry clusters; and,
- Job search assistance contractors selected as a result of procurement conducted by the County of Los Angeles to provide services and workshops to individuals being laid off.

6. Authorize CDD, under the direction of the WIB, to expend an amount not to exceed $9.1 million in FY 01-02 to implement the technology master plan, which will:

- Develop a network plan for the One-Stop System's electronic infrastructure, which, at a minimum, standardizes network capability within buildings to "switched 100" and "Cat 5.";

- Conduct a study by Synergy to review City staffing levels to determine the appropriate level of City staff needed to support the proposed electronic infrastructure. Any requests for additional positions will be brought to the WIB, Mayor, and Council for consideration;

- Conduct a field investigation to identify existing hardware and software used throughout the One-Stop System and between the One-Stop System and both mandatory and voluntary partners;

- Develop a schedule for purchase of new and/or upgrade equipment for the entire system;

- Enter into an agreement with the City vendor to acquire, ghost, deliver, install, and to take all other necessary actions to transition the One-Stop System to full operational use of the newly purchased equipment. Desktop computers will be either Pentium III's or Pentium IV's as determined by the WIB based on needs as identified by the field inspection;

- Fund an accelerated completion of the ISIS applications;

- Fund applications identified by the technology deliverable in the business services implementation plan;

- Acquire, either off the shelf, or through in-house development, software applications to meet the needs of the system; and,

(Recommendations continued)

- Based on reports from Synergy, either contract for, and/or increases the City staffing levels (with approval as stated in (B) above), to ensure proper maintenance and technical support for the system.

7. Authorize the General Manager, CDD, or designee, to negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners and the City of Los Angeles WIA One-Stop System, and the WIA Five Year Plan, subject to the approval of the City Attorney as to form and legality;

8. Authorize the General Manager of the Community Development Department, or designee, to accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for, WIA or Welfare to Work Funds;

9. Authorize the General Manager, CDD, or designee to accept the Governor's FY 00/01 WIA Discretionary Funds in the amount of $523,439 and enter into contracts with the Los Angeles County Probation Department, Los Angeles County Office of Education, and Community Build, Inc. to implement the Youth Offenders Program as described in the grant application, subject to the approval of the City Attorney as to form and legality;

10. Accept and execute an agreement with the Los Angeles County Board of Supervisors in the amount of $200,000 for FY 00-01 and an additional $200,000 for FY 01-02 to coordinate services with the Los Angeles County Probation Department, subject to the review and approval of the City Attorney as to form and legality, and take all steps necessary for implementation;

11. Authorize the General Manager, CDD, or designee to negotiate and execute an amendment to Contract No. 100824 for audit services with Balbin & Company and Quezada, Godsey & Company, a joint venture, in an amount not to exceed $100,000 to perform fiscal reviews and audit related services and extending the contract to June 30, 2002, subject to the approval of the City Attorney as to form and legality;

12. Authorize additional mileage authorities to Boyle Heights and Watts Youth Opportunities Movement staff, as listed in Attachment G.3. to the Annual Plan;

13. Approve the following policies as contained in the Annual Plan:

- Definition of "Under-Employment" for Youth (as approved by the WIB);
- Definition of "Credential" (Adult, Dislocated Workers, and Older Youth);
- Determination of "Demand Occupations" (as approved by the WIB);
- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB);

(Summary continued)

- One-Stop Certification Revised;
- Work Experience (Adult, Dislocated Workers and Welfare-to-Work);
- Support Services and Needs-based Payments (Adult and Dislocated Workers);
- Support Services and Needs-based Payments (Youth);
- Customer Flow Adult and Dislocated Workers; and,
- Concept Paper on Customized Training.

14. Authorize the General Manager, CDD, or designee to enter into agreements for the use of facilities;

15. Authorize by resolution, the following positions to be employed in the Community Development Department from July 1, 2001 through June 30, 2002, subject to review and approval by the Office of Administrative and Research Services as to appropriate paygrade, and subject to review and approval by the Personnel Department as to Civil Service classification, allocation and, if applicable, exemption:

No.	Civil Service Code	Class Title
3	1538	Senior Project Coordinator (Exempt)
3	1984-2	Management Analyst II
1	1800	Public Information Director
1	1513	Accountant II
2	1517	Auditors
1	1537	Project Coordinator (Exempt)
1	1546	Senior Project Assistant (Exempt)
1	1368	Senior Clerk Typist

In accordance with City Charter Section 1001 (d)(4), the exempt positions identified above are appropriate for exemption based on the temporary grant-funded nature of the programs within which they will operate.

16. Authorize by resolution, employment in the following position authorities in the Commission on Children, Youth, and Families from July 1, 2001 through June 30, 2002, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

No.	Civil Service Code	Class Title
1	1984-2	Management Analyst II

(Recommendations continued)

17. Authorize the Controller to establish an interest-bearing fund named "Schiff Cardenas Act Fund."

18. Authorize the Controller to:

a. **Schiff Cardenas Act Fund**:

1. Establish a receivable from the County of Los Angeles for $400,000;

2. Establish a new Account No. R200 titled "Schiff Cardenas - LA County" within the Schiff Cardenas Act Fund No. XXX and appropriate $200,000;

3. Establish new accounts and transfer appropriations within the Schiff Cardenas Act Fund No. XXX as follows:

Account	Title	Amount
R122	Community Development Dept.	$155,423
R299	Related Costs	44,577

4. Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	R122	Community Development Dept.	$4,613
	R299	Related Costs	1,966
To:	W101	Unallocated Funds	$6,579

5. Decrease appropriations within the Workforce Investment Act Fund No. 44A as follows:

Account	Title	Amount
R122	Community Development Department	$3,076
R299	Related Costs	1,310

Account	Title	Amount
1010	Salaries - General	$96,928
2130	Traveling Expense	2,000
3040	Contractual Service	35,000
6020	Operating Supplies	4,897
7300	Furniture and Office Equipment	8,909

(Recommendations continued)

6. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

b. **Workforce Investment Act - CDD Costs (Appropriations net of 01-02 Adopted Budget)**

1. Establish a receivable from the State for $73,331,430.

2. Establish new accounts and appropriate within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S201	WIA Adult Program	$18,709,407
S207	WIA Dislocated Worker Program	21,403,509
S203	WIA Youth Program	21,235,811
S227	WIA Rapid Response	550,742

3. Establish new accounts and transfer appropriations within the WIA Trust Fund No. N44A/22 as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	$1,211,131
	S207	WIA Dislocated Worker Program	1,211,127
	S227	WIA Rapid Response	254,367
		TOTAL	**$4,550,052**
To:	S122	Community Development Department	$3,093,204
	S140	General Services	198,429
	S299	Related Costs	1,258,419
		TOTAL	**$4,550,052**

4. Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	$123,040
	S140	General Services	85,473
	S299	Related Costs	52,428
To:	W101	Unallocated Funds	$260,941

(Recommendations continued)

5. Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	$82,026
	S140	General Services	56,982
	S299	Related Costs	34,952

6. Appropriate within the WIA Trust Fund No. 44A, Account No.S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	$55,974

7. Transfer cash to the General Services Funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

8. Increase appropriations within Fund No. 100/22 as follows:

Account	Title	Amount
100	Salaries - General	$2,748,272
1090	Overtime	5,000
2120	Printing and Binding	10,000
2130	Traveling Expense	5,000
3040	Contractual Service	16,000
3310	Transportation Expense	1,000
4160	Governmental Meetings	6,000
6010	Office and Administrative Expense	34,838
6020	Operating Supplies	25,000
7300	Furniture & Office Equipment	,888,138
	TOTAL	**$2,888,138**

9. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

c. **Workforce Investment Act - Information Training Agency (ITA)**

1. Establish new Account No. S132 titled Information Tech Agency within the WIA Trust Fund No. 44A/22 and transfer appropriation as follows:

(Recommendations continued)

	Account	Title	Amount
From:	S201	WIA Adult Program	$ 78,042
	S207	WIA Dislocated Worker Program	78,042
	S203	WIA Youth Program	78,039
		TOTAL	**$234,123**
To:	S132	Information Tech Agency	$164,170
	S299	Related Costs	69,953
		TOTAL	**$234,123**

2. Appropriate from the WIA Trust Fund No. 44A/22, Account No. S132, Information Tech Agency, to Fund No. 100/32, Account No. 1020, Salaries Grant Reimbursed for $164,170.

3. Transfer cash to the Information Tech Agency Fund No. 100/32 from the WIA Trust Fund No. 44A, Account No. S132, Information Tech Agency, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

4. Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

d. **Workforce Investment Act - Children, Youth & Their Families Commission**

1. Establish new account No. S127 titled Children, Youth & Families Commission within the WIA Trust Fund No. 44A/22 and transfer appropriation as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	$29,183
	S203	WIA Youth Program	59,250
		TOTAL	**$88,433**
To:	S127	Children, Youth & Families Commission	$62,930
	S299	Related Costs	25,503
		TOTAL	**$88,433**

2. Appropriate from the WIA Trust Fund No. 44A/22, Account No. S127, Children, Youth & Families Commission, to Fund No. 100/27, Account No. 1020, Salaries Grant Reimbursed for $62,930.

(Recommendations continued)

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TO	DATE	COUNCIL FILE No.
THE COUNCIL	MAY 24 2001	
FROM		**COUNCIL DISTRICT**
THE MAYOR		

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

MAYOR

COMNTY & ECON DEV

MAY 25 2001

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CITY OF LOS ANGELES
CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014

RICHARD J. RIORDAN
MAYOR

MAY 15 2001

Council File Number: 99-0646-54
Council Districts: All
Contact Persons & Ext:
Ann Giagni x. 55019
Manny Chavez x. 56806

The Honorable Richard J. Riordan
Mayor, City of Los Angeles
Eighth Floor, City Hall East

Attn: June Lagmay
Legislative Coordinator
Eighth Floor, City Hall East

COMMITTEE TRANSMITTAL: APPROVAL OF CITY OF LOS ANGELES WORKFORCE INVESTMENT BOARD YEAR TWO ANNUAL PLAN – JULY 1, 2001 THROUGH JUNE 30, 2002

DEADLINE FOR ACTION

This transmittal is forwarded for Mayor and Council consideration prior to final approval by the Workforce Investment Board (WIB), in order to initiate the process to schedule this item in the Community and Economic Development (CED) Committee. The WIB Executive Committee will hear this item on the morning of May 21st. The Plan has been heard in all WIB committees, including the Executive Committee, during the month of April 2001. In addition, two public hearings on the draft Annual Plan were scheduled before the CED Committee on April 9, 2001 and May 8-9, 2001. Any changes occurring at the May 21st Executive Committee meeting will be immediately reported via addendum to this transmittal, if time permits, or orally at the Committee. At this time, no changes are expected.

RECOMMENDATIONS

The General Manager of the Community Development Department (CDD) and the President of the Workforce Investment Board (WIB) request that the Council and Mayor:

1. Adopt the Workforce Investment Act (WIA) Year Two Annual Plan for 2001-2002 and supporting budget and authorize the General Manager, CDD, or designee, to take all actions necessary for full implementation;

2. Authorize the General Manager, CDD, or designee, to develop and submit proposals for funding to any County, State, or Federal entity for workforce preparation and related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce, Department of

Recyclable and made from recycled waste.

Education, Department of Justice, WIA and Welfare to Work Discretionary Funds, and funding under the Los Angeles County Long Term Family Self-Sufficiency Plan;

3. Authorize the General Manager, CDD, or designee, to apply for and accept WIA Governor's Discretionary and Rapid Response funds from the State of California;

4. Authorize the General Manager, CDD, or designee, to issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy and subject to the approval of the City Attorney as to form and legality. Anticipated RFPs/RFQs may include, but are not limited to, the following:

   - Labor market information
   - Services for homeless
   - Services for limited English speakers
   - Demonstration projects
   - Job search assistance for individuals about to be laid off
   - Consultant for cost accounting
   - Research and training on industry clusters
   - Assistance in coordinating and leveraging external resources
   - Consultant for older workers
   - Consultant for persons with disabilities
   - Researching existing skills certificates and development of a process for creating new industry recognized certificates
   - Consultant for case management services
   - Specialized support services such as record expungement, credit/debt counseling, tattoo removal, and access to health services
   - Specialized assessment
   - Development of a common cost accounting system
   - Consultant for customer satisfaction
   - Consultant for Rapid Response
   - Implementation of business services plan
   - Services for offenders

5. Authorize the General Manager, CDD, or designee, to negotiate and execute contracts and contract amendments as described in the Annual Plan subject to the approval of the City Attorney as to form and legality, including, but not limited to:

   - One-Stop Operators as shown on Attachment B3(a) and in accordance with the Certification Policy, Attachment F5
   - Youth Opportunities Program Consortia as shown on Attachment B3(c)
   - City of Hawthorne (South Bay WIB) for Individual Training Accounts
   - Youth funding for the United Community Resource Agency (UCRA) and Los Angeles Unified School District East Los Angeles Skills Center
   - Increase funding of Youth Opportunities Program Consortia to expand the number of consortia members
   - Increase funding of high performing Youth Opportunities Program Consortia
   - Increase funding to One Stop Operators and Youth Providers to cover increased lease costs to meet threshold facility standards such as compliance with the Americans with Disabilities Act and signage
   - Training and technical assistance providers listed on the eligible list

- Community Build, Inc. to provide services for at risk young adults
- Continued funding of Welfare-to-Work system providers listed on Attachment B3(b) in accordance with the Welfare-to-Work Performance Evaluation Policy
- Funding for Youth Opportunities Movement contractors as shown on Attachment B3(h)
- Los Angeles County for regional marketing
- Purchase of equipment and training from C-TECH
- Purchase of assessment tools
- Grantmanship services from the eligible list
- Vendor for labor market information
- Multimedia University Academy Inc. to provide technology training for youth
- Facilitation services from the eligible list
- Continue contracts for industry consortia with the Small Manufacturer's Institute, Entertainment Industry Development Corporation, Economic Alliance of the San Fernando Valley and Community Partners, Inc.
- Continue contract with Lori Strumpf for One-Stop Certification and Quality Improvement
- VXR Enterprises and/or additional contractors in accordance with the procurement for local marketing consultant conducted in early 2001
- Build Rehabilitation for the Disabled Accommodations Network Web Site
- Contracts with Covenant House California, The National Foundation for The Treatment of Emotionally Handicapped dba Penny Lane, and Community Build, Inc. to continue The At Risk Youth Program for the period January 1, 2002 through June 20, 2002
- One-Stop Operators and/or employers for customized training
- One-Stop Operators to provide staff support for First Source hiring agreements
- Continue contract with Lee Dudley Solutions to provide support to the WIB Board
- INFO Line to maintain and staff the "1-800-FOR-A-JOB" phone line and support to the Welfare-to-Work System
- Intermediary organizations such as unions, trade associations, economic development corporations and other industry recognized organizations to provide training customized for industry clusters
- Job search assistance contractors selected as a result of procurement conducted by the County of Los Angeles to provide services and workshops to individuals being laid off.

6. Authorize CDD, under the direction of the WIB, to expend an amount not to exceed $9.1 million in FY 01-02 to implement the technology master plan, which will:

   A. Develop a network plan for the One-Stop System's electronic infrastructure, which, at a minimum, standardizes network capability within buildings to "switched 100" and "Cat 5."

   B. Conduct a study by Synergy to review City staffing levels to determine the appropriate level of City staff needed to support the proposed electronic infrastructure. Any requests for additional positions will be brought to the WIB, Mayor, and Council for consideration.

   C. Conduct a field investigation to identify existing hardware and software used throughout the One-Stop System and between the One-Stop System and both mandatory and voluntary partners.

   D. Develop a schedule for purchase of new and/or upgrade equipment for the entire system.

   E. Enter into an agreement with the City vendor to acquire, ghost, deliver, install, and to take all other necessary actions to transition the One-Stop System to full operational use of the newly

purchased equipment. Desktop computers will either be Pentium III's or Pentium IV's as determined by the WIB based on needs as identified by the field inspection.

F. Fund an accelerated completion of the ISIS applications.

G. Fund applications identified by the technology deliverable in the business services implementation plan.

H. Acquire, either off the shelf, or through in-house development, software applications to meet the needs of the system.

I. Based on reports from Synergy, either contract for, and/or increase the City staffing levels (with approval as stated in (B) above), to ensure proper maintenance and technical support for the system.

7. Authorize the General Manager, CDD, or designee, to negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five Year Plan, subject to the approval of the City Attorney as to form and legality;

8. Authorize the General Manager of the Community Development Department, or designee, to accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for, WIA or Welfare to Work Funds;

9. Authorize the General Manager, CDD, or designee to accept the Governor's FY 00/01WIA Discretionary Funds in the amount of $523,439 and enter into contracts with the Los Angeles County Probation Department, Los Angeles County Office of Education, and Community Build, Inc. to implement the Youth Offenders Program as described in the grant application, subject to the approval of the City Attorney as to form and legality;

10. Accept and execute an agreement with the Los Angeles County Board of Supervisors in the amount of $200,000 for FY00-01 and an additional $200,000 for FY01-02 to coordinate services with the Los Angeles County Probation Department, subject to the review and approval of the City Attorney as to form and legality, and take all steps necessary for implementation;

11. Authorize the General Manager, CDD, or designee to negotiate and execute an amendment to Contract No. 100824 for audit services with Balbin & Company and Quezada, Godsey & Company, a joint venture, in an amount not to exceed $100,000 to perform fiscal reviews and audit related services and extending the contract to June 30, 2002, subject to the approval of the City Attorney as to form and legality;

12. Authorize additional mileage authorities to Boyle Heights and Watts Youth Opportunities Movement staff, as listed in Attachment G.3. to the Annual Plan;

13. Approve the following policies as contained in the Annual Plan:
    - Definition of "Under-Employment" for Youth (as approved by the WIB)
    - Definition of "Credential" (Adult, Dislocated Workers, and Older Youth)
    - Determination of "Demand Occupations" (as approved by the WIB)
    - Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB)
    - One-Stop Certification Revised

- Work Experience (Adult, Dislocated Workers and Welfare-to-Work)
- Support Services and Needs Based Payments (Adult and Dislocated Workers)
- Support Services and Needs Based Payments (Youth)
- Customer Flow Adult and Dislocated Workers
- Concept Paper on Customized Training

14. Authorize the General Manager, CDD, or designee to enter into agreements for the use of facilities;

15. Authorize by resolution, the following positions to be employed in the Community Development Department from July 1, 2001 through June 30, 2002, subject to review and approval by the Office of Administrative and Research Services as to appropriate paygrade, and subject to review and approval by the Personnel Department as to Civil Service classification, allocation and, if applicable, exemption:

No.	Civil Service Code	Class Title
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1	1513	Accountant II
2	1517	Auditors
1	1537	Project Coordinator (Exempt)
1	1546	Senior Project Assistant (Exempt)
1		Senior Clerk Typist

In accordance with City Charter Section 1001 (d)(4), the exempt positions identified above are appropriate for exemption based on the temporary grant funded nature of the programs within which they will operate.

16. Authorize by resolution, employment in the following position authorities in the Commission on Children, Youth, and Families from July 1, 2001 through June 30, 2002, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

No.	Civil Service Code	Class Title
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17. Authorize the Controller to establish an interest-bearing fund named "Schiff Cardenas Act Fund."

18. Authorize the Controller to:

a . **Schiff Cardenas Act Fund**:

(1) Establish a receivable from the County of Los Angeles for $400,000.

(2) Establish a new account no. R200 titled "Schiff Cardenas - LA County" within the Schiff Cardenas Act Fund No. XXX and appropriate $200,000.

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(4) Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

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To	W101	Unallocated Funds	6,579

(5) Decrease appropriations within the Workforce Investment Act Fund No. 44A as follows:

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(6) Increase appropriations within Fund 100/22 as follows:

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2130	Traveling Expense	2,000
3040	Contractual Service	35,000
6020	Operating Supplies	4,897
7300	Furniture and Office Equipment	8,909

(7) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

b. **Workforce Investment Act - CDD Costs (Appropriations net of 01-02 Adopted Budget)**

(1) Establish a receivable from the State for $73,331,430.

(2) Establish new accounts and appropriate within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S201	WIA Adult Program	18,709,407
S207	WIA Dislocated Worker Program	21,403,509
S203	WIA Youth Program	21,235,811
S227	WIA Rapid Response	550,742

(3) Establish new accounts and transfer appropriations within the WIA Trust Fund No. 44A/22 as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	1,211,131
	S207	WIA Dislocated Worker Program	1,211,127
	S203	WIA Youth Program	1,873,427
	S227	WIA Rapid Response	254,367
		TOTAL	**4,550,052**
To:	S122	Community Development Department	3,093,204
	S140	General Services	198,429
	S299	Related Costs	1,258,419
		TOTAL	**4,550,052**

(4) Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	123,040
	S140	General Services	85,473
	S299	Related Costs	52,428
To:	W101	Unallocated Funds	260,941

(5) Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	82,026
S140	General Services	56,982
S299	Related Costs	34,952

(6) Appropriate within the WIA Trust Fund No. 44A, Account #S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	55,974

(7) Transfer cash to the General Services Fund No. 100/40 from the WIA Trust Fund No. 44A, Account #S140, General Services, for CDD employees' parking fees, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(8) Increase appropriations within Fund 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	2,748,272
1090	Overtime	5,000
2120	Printing and Binding	10,000
2130	Traveling Expense	5,000
3040	Contractual Service	16,000
3310	Transportation Expense	1,000
4160	Governmental Meetings	6,000
6010	Office and Administrative Expense	34,838
6020	Operating Supplies	25,000
7300	Furniture & Office Equipment	37,028
	T O T A L	**2,888,138**

(9) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

c . **Workforce Investment Act - Information Training Agency (ITA)**

(1) Establish new account #S132 titled Information Tech Agency within the WIA Trust Fund No. 44A/22 and transfer appropriation as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	78,042
	S207	WIA Dislocated Worker Program	78,042
	S203	WIA Youth Program	78,039
		TOTAL	**234,123**
To:	S132	Information Tech Agency	164,170
	S299	Related Costs	69,953
		TOTAL	**234,123**

(2) Appropriate from the WIA Trust Fund No. 44A/22, Account #S132, Information Tech Agency, to Fund 100/32, Account #1020, Salaries Grant Reimbursed for $164,170.

(3) Transfer cash to the Information Tech Agency Fund No. 100/32 from the WIA Trust Fund No. 44A, Account #S132, Information Tech Agency, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(4) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

d . **Workforce Investment Act - Children, Youth & Their Families Commision**

(1) Establish new account #S127 titled Children, Youth & Families Comsn within the WIA Trust Fund No. 44A/22 and transfer appropriation as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	29,183
	S203	WIA Youth Program	59,250
		TOTAL	**88,433**
To:	S127	Children, Youth & Families Comsn	62,930
	S299	Related Costs	25,503
		TOTAL	**88,433**

(2) Appropriate from the WIA Trust Fund No. 44A/22, Account #S127,Children, Youth & Families Commission, to Fund 100/27, Account #1020, Salaries Grant Reimbursed for $62,930.

(3) Transfer cash to the Children, Youth & Families Commission Fund No. 100/27 from the WIA Trust Fund No. 44A, Account #S127, Children, Youth & Families Comsn., upon

presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(4) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

e . **Workforce Investment Act - "Others"**

(1) Transfer appropriations within the WIA Trust Fund No. 44A/22 as follows:

	Account	Title	Amount
From:	S201	WIA Adult Program	9,591,288
	S207	WIA Dislocated Worker Program	7,280,288
	S203	WIA Youth Program	2,561,500
	S227	WIA Rapid Response	68,000
		TOTAL	**19,501,076**
To:	S122	Community Development Department	12,001,076
	S221	Individual Training Acct-Adult	3,170,000
	S217	Individual Training Acct-Disl Worker	4,330,000
		TOTAL	**19,501,076**

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

Account	Title	Amount
3040	Contractual Service	3,780,215
6010	Office and Administrative Expense	1,467,608
7300	Furniture & Office Equipment	6,753,253
	T O T A L	**12,001,076**

(3) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

f . **Workforce Investment Act & Welfare to Work** (To transfer appropriations from WIA Fund No. 44A to WtW Fund No. 41F. The WtW budget was included in the City Budget Schedule 22 for WIA in error.)

(1) Decrease appropriation within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	570,904

(2) Establish new accounts and transfer appropriations within the Welfare-to-Work Fund No. 41F/22 as follows:

	Account	Title	Amount
From:	N240	Welfare-to-Work	570,904
To:	S122	Community Development Department	570,904

(3) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

g. **Welfare-to-Work - CDD Costs**

(1) Transfer appropriations within the Welfare-to-Work Fund No. 41F/22 as follows:

	Account	Title	Amount
From:	N240	Welfare-to-Work	1,716,506
To:	S122	Community Development Department	1,155,833
	S140	General Services	68,172
	S299	Related Costs	492,501

(2) Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	49,979
	S140	General Services	28,453
	S299	Related Costs	21,296
To:	W101	Unallocated Funds	99,728

(3) Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	33,319
S140	General Services	18,969
S299	Related Costs	14,198

(4) Appropriate within the Welfare-to-Work Fund No. 41F, Account #S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	20,750

(5) Transfer cash to the General Services Fund No. 100/40 from the Welfare-to-Work Fund No. 41F, Account #S140, General Services, for CDD employees' parking fees, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

(6) Increase appropriations within Fund 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	1,072,535

(7) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

h . **Youth Opportunities - CDD Costs**

(1) Establish a receivable from the Department of Labor for $11,000,000.

(2) Establish new account #S403 titled Youth Opportunities and appropriate $11,000,000 within the Youth Opportunities Fund No. 43Y/22.

(3) Establish new accounts and transfer appropriations within the Youth Opportunities Fund No. 43Y/22 as follows:

	Account	Title	Amount
From:	S403	Youth Opportunities	8,019,586
To:	S122	Community Development Department	5,963,317
	S140	General Services	99,800
	S299	Related Costs	1,956,469

(4) Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	S122	Community Development Department	188,356
	S299	Related Costs	80,258
To:	W101	Unallocated Funds	268,615

(5) Decrease appropriations within the WIA Trust Fund No. 44A/22 as follows:

Account	Title	Amount
S122	Community Development Department	125,571
S299	Related Costs	53,506

(6) Appropriate within the Youth Opportunities Fund No. 43Y, Account #S140, General Services, to the General Services Fund No. 100/40 as follows:

Account	Title	Amount
6030	Property Management Expense	99,800

(7) Transfer cash to the General Services Fund No. 100/40 from the Youth Opportunities Fund No. 43Y, Account #S140, General Services, upon presentation of documentation and proper demand of the General Manager of CDD, or her designee. The appropriation is for the lease and facility-related expenses for the following sites:

- 1827 East 103rd Street, Los Angeles CA 90002
- 2130 East First Street, Los Angeles CA 90033

(8) Increase appropriations within Fund 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	4,050,460
1070	Salaries - As Needed	494,400
2120	Printing and Binding	55,000
2130	Traveling Expense	47,000
3040	Contractual Service	143,000
3310	Transportation Expense	29,130
3340	Water and Electricity	45,000
4160	Governmental Meetings	5,000

6010	Office and Administrative Expense	201,000
6020	Operating Supplies	170,000
7300	Furniture & Office Equipment	409,400
	TOTAL	**5,649,390**

(9) Expend funds upon presentation of documentation and proper demand of the General Manager of CDD, or her designee.

19. Authorize the General Manager of CDD, or designee, to prepare additional Controller instructions relative to this report, including but not limited to, salaries for positions approved in the Position Authority Resolution, new positions approved herein, expense and equipment approved herein, and any technical adjustments, subject to the approval of OARS, and instruct the Controller to implement the instructions;

20. Authorize the General Manager of CDD, or designee, to transfer up to 20% of the WIA Dislocated Worker Funds to Adult Funds;

21. Authorize the CDD to implement appropriate portions of the Annual Plan immediately upon approval of Council and Mayor;

22. Accept funding from the Department of Labor (DOL) if awarded, for a Youth Offender Demonstration Project and authorize implementation in accordance with the proposal submitted to DOL; and

23. To authorize the General Manager, Community Development Department (CDD), or designee, to accept $252,757 from the National School to Work Opportunities Act funds through the Los Angeles Unified School District (LAUSD) to continue the development of Industry and IT Consortia up to June 30, 2002, subject to the review and approval of the City Attorney, as to form and legality.

24. Authorize the General Manager, CDD, or designee, to negotiate and execute contracts and/or contract amendments effective September 1, 2000 for contractual services up to a total amount of $261,038 (per Year Two Annual Plan Attachment B3 (e)) to fund activities related to the continued development of Industry and IT Consortia up to June 30, 2002, subject to the review and approval of the City Attorney, as to form and legality.

25. Authorize the General Manager, CDD, or designee to incorporate the UNITE-LA budget in the CDD's program year PY 2000-01 and PY 2001-02 budgets.

26. Authorize the General Manager, CDD, or designee to prepare additional Controller instructions relative to this grant, including but not limited to salaries for positions approved in the Position Authority Resolution, and expenses approved herein, and any technical adjustments necessary to facilitate the successful implementation of the development of Industry and Labor Consortia.

27. Authorize the General Manager of CDD, or designee, to make any technical adjustments necessary to facilitate the successful implementation of the Annual Plan.

SUMMARY

These actions will adopt the Workforce Investment Board Year Two Annual Plan for July 1, 2001 - June 30, 2002, appropriate $136.8 million in WIA and Welfare to Work funds, authorize new positions, and authorize the General Manager of the Community Development Department, or designee, to take all actions necessary to implement the Year Two Annual Plan in accordance with the agreement between the City of Los Angeles and the Workforce Investment Board.

Approval of the Plan includes the following:

- Allocation of $65.4 million for system providers for Welfare to Work, WIA Youth Consortia, Youth Opportunities Movement, and One-Stop Operators
- Authorization by resolution for 14 new positions
- Allocation of $19.2 million for City Direct and Indirect Costs
- Allocation of $39.5 million for other funding
- Acceptance of $523,439 from the Governor's WIA Discretionary Fund
- Acceptance of $400,000 from the Los Angeles County Board of Supervisors
- Approval of ten new or revised policies

FISCAL IMPACT STATEMENT

There is no impact on the City's General Fund. All new appropriations discussed herein are from grant funds.

BACKGROUND

The agreement between the City of Los Angeles and the Workforce Investment Board of the City of Los Angeles, executed March 29, 2000 (CF# 99-0646), requires the development of an Annual Plan. The purpose of this Annual Plan is to establish the administrative and program budget, service strategies, program goals, and priorities for FY 01/02. These programs will be carried out through our One-Stop and Satellite Operators in conjunction with Youth and Welfare to Work program providers operating as a "system" within the City.

The plan ties directly to the following seven goals of the Workforce Investment Board:

1. Providing consistently high quality services through a system that is user friendly and responsive to business, service providers, and job seekers
2. Providing job training for first time job seekers, unemployed individuals, and incumbent workers that is focused on demand occupations with career paths which lead to self-sufficiency and which includes all of the skills employers and employees need
3. Promoting collaboration and leveraging of funds and resources
4. Providing quality assurance through a system of standards and accountability
5. Improving services to business
6. Ensuring access and training to diverse populations
7. Minimizing bureaucracy

The plan supports the WIA and the State of California goals of tying together education, workforce preparation, and economic development to improve workforce quality, career mobility, and workforce productivity and brings to life key WIA principles:

- Integration of many workforce development programs
- The empowerment of individuals to guide their career
- A stronger role for the Workforce Investment Board
- More local flexibility
- Improved youth programs

Public Comment and WIB Approval

The Draft Year Two Annual Plan was released for public comment on March 21, 2001. 500 copies of the draft plan were printed and distributed to the public. In addition, the plan was accessible via the City's website. Five hearings were held to receive public comments, three by the WIB, and two by the Community and Economic Development Committee. Public comments were also accepted in writing, by fax and e-mail. The public comment period closed April 20, 2001.

The draft plan was considered by each committee of the WIB in April and is scheduled to be considered by the Executive Committee of the WIB on May 21, 2001. There was an opportunity for public comment at each of these meetings. A summary of comments received and the Department's response is included as Attachment H to the Annual Plan.

Status of Implementation of the 2000-01 Annual Plan

Attachment C contains a status report on the implementation of the 2000-01 Annual Plan. Attachment C1 discusses major accomplishments including the release of 16 RFPs/RFQs, the increase in carry-in funds from JTPA and Welfare-to-Work, and preliminary performance data. Detailed performance data are contained in Attachment C4.

Because the first Annual Plan was not adopted until November 2000, most of the activities are still in an early phase of implementation and will be continued into year two. Attachment C2 provides the status of each activity contained in the Annual Plan. Attachment C3 shows obligations and expenditures to date.

Changes From First Year Plan

The Year Two Plan is predicated on a projected $136.8 million available funds. As discussed below, this is $16.4 million less than the first Annual Plan. For the most part, the Year Two Plan continues the goals and activities laid out in the first year plan. Many of the initiatives included in the first year plan were not funded until near the end of the year and sufficient funds are still available in those contracts to complete the work during year two. Other initiatives envisioned in year one were not implemented and funds have been requested again in year two.

A major infrastructure investment in Technology is proposed. Attachment D is a draft technology plan which is still under development. Several members of the WIB, John Byrnes of Transamerica, John Hughes of Rhythm and Hughes, Don Jue of IBM, and a volunteer, Peter Quan of the State University System, have agreed to serve as a task force to complete the technology plan. All of these individuals have substantial high level systems management experience in large organizations. Nine million dollars has been set aside as a maximum amount this year. The task force has requested additional information from staff before proceeding with further development of the plan.

Other significant changes include $2.2 million in increased funding for the enhancement of the Youth System to incorporate additional agencies as part of the Youth Consortia and to increase funding to high performing agencies. Funds requested for demonstration projects are reduced from $1.9 million to $1 million and the amount for customized training has been increased from $1.8 million to $3.1 million. At

the same time there is an increased emphasis on Goal 6: Ensuring Access and Training for Diverse Populations. The plan includes a Senior Project Coordinator position and $1 million for services for persons with Limited English Proficiency, $500,000 to improve services for Persons with Disabilities, $265,000 to improve services for Older Workers, and $400,000 for services for homeless. Funding for Individual Development Accounts for the Welfare-to-Work program ($2 million) was deleted in order to increase the amount available for participant training. Even with this change, funds available for Welfare-to-Work service providers is decreased from $33.7 million to $10 million. Funds have also been allocated for system-wide case management and assessment; funding for marketing is increased.

Estimated Revenue and Proposed Expenditures

The Annual Plan is based on an estimated $136.7 million available for FY 01-02. The following chart shows ***estimated*** funds available for FY 01-02 as compared with FY 00-01:

FUNDS AVAILABLE

	Last Year Yr 1 2000-2001	NEW FUNDS	CARRY OVER	TOTAL	CHANGE FROM YEAR 1
WIA	84.2	$84.7	$29.6	$114.3	$30.1
Welfare-to-Work	52.3	0.0	17.7	17.7	(34.6)
Other	16.7	4.1	0.7	4.8	(11.9)
TOTAL	153.2	$88.8	$48.0	$136.8	$(16.4)

CDD has not yet been notified by the State of the WIA formula grant amounts for 2001-02. Consequently, the New Funds column for WIA assumes level funding from the State and Department of Labor for Adult, Dislocated Workers, Youth, Rapid Response, and Youth Opportunity Grant. The WIA Carryover includes an additional $9.5 million in JTPA carryover as discussed in the Status Report (C1). The additional JTPA carryover is reflected in the $30.1 million increase over year one. The remaining change is projected WIA carryover from year one and the addition of $5 million from the Governor's Discretionary Grant.

Although Congress extended the time for performance for the Welfare-to-Work grants, it did not appropriate any additional funds, therefore the only funds available are the carryover funds remaining in the initial $62 million grant. This results in a decrease of $34.6 million for Welfare to Work and contributes to the $22.5 million overall decrease in available funds.

"Other" includes CAL Works funding from Los Angeles County for the Vacation Jobs Program ($3.8 million), Schiff-Cardenas funds from Los Angeles County for coordination with the Probation Department ($400,000) and School-to-Career funds from the Los Angeles Unified School District ($75,000).

The sources of funds and planned expenditures are shown in Attachment B of the Plan. The columns labeled "proposed" on Attachment B1 show the expenditures contained in CDD's proposed City Budget. A significant portion of the Community Development Department's Workforce Development budget is not included in the City Budget. The Annual Plan, appropriates these "off-budget" requests, as shown in Attachment B1 in columns marked "requested." The "City Direct" column includes salaries, expenses,

and equipment as detailed on Attachment B4. Approval of this plan will result in a significant investment in system infrastructure and increased capacity to provide services to youth and persons who have significant barriers to employment. Attachment A provides a narrative description of the requested expenditures in support of the seven WIB goals.

Position Authorities

Approval of the Plan will result in the obligation of the funds needed for the positions which will be included as a part of the Personnel Authority Resolution to be submitted in July 2001. Additional positions are requested as a part of the Plan. We are requesting fourteen new positions as follows (see Attachment G for job descriptions):

3	Senior Project Coordinators (exempt) in the Workforce Development Division
1	Management Analyst II to link Workforce Programs to other youth programs such as Proposition A and L.A. Bridges
1	Project Coordinator and 1 Senior Project Assistant to increase coordination with the Los Angeles County Probation Department
1	Management Analyst II for Human Resources Division
1	Public Information Director for Executive Management
2	Auditors for Financial Management Division
1	Accountant II for Financial Management Division
1	Management Analyst II for Administrative Services Division to handle budget
1	Management Analyst II for the Commission on Children, Youth, and their Families
1	Bilingual Senior Clerk Typist for Equal Opportunities Compliance
1	Management Analyst II for Workforce Development Division to link Workforce Development Program with other City and County Programs

Policies

The plan includes four policies that were approved as a part of the First Annual Plan and requests approval for nine new policies as follows:

- Definition of "Under-Employment" for Youth (as approved by the WIB)
- Definition of "Credential" (Adult, Dislocated Workers, and Older Youth)
- Determination of "Demand Occupations" (as approved by the WIB)
- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB)
- One-Stop Certification (Revised)
- Work Experience (Adult, Dislocated Workers and Welfare-to-Work)
- Support Services and Needs Based Payments (Adult and Dislocated Workers)
- Customer Flow (Adult and Dislocated Workers)
- Concept paper on Customized Training

Procurement

Procurement of services authorized under this plan will be in accordance with the WDD procurement policies. WDD maintains and will use a list of agencies and individuals that have requested notification of the release of any Request for Proposals or Request for Qualifications. Notification will also be sent to the Mayor and Councilmembers.

Report Back

WDD will report back to Council and the Mayor regarding the status of the implementation of this plan in January 2002. A new Annual Plan will be developed and submitted in the Spring of 2002 for the period July 1, 2002 through June 30, 2003. The new plan will include a report of the accomplishments under the current plan.

Prepared by:

ANN GIAGNI
Division Chief

Reviewed by:

SUE CLEERE FLORES
Assistant General Manager

Approved by:

LILLIAN KAWASAKI
General Manager

c: Rockard Delgadillo

LK:SCF:AG

attachments

Transmittal yr 2 annual plan version 2(HR version).doc
Annual Plan Disk #3 (green)

FORM GEN. 160 (Rev. 6-80)

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

Date: MAY 24 2001

To: All Interested Parties

From: Ann Giagni, Director
Workforce Development Division
Community Development Department

Subject: **WORKFORCE INVESTMENT ACT YEAR TWO ANNUAL PLAN APPROVED BY THE WORKFORCE INVESTMENT BOARD ON MAY 21, 2001**

Attached is a copy of the City's Workforce Investment Act Year Two Annual Plan. This document was approved by the Workforce Investment Board on May 21, 2001. The plan must now be considered by the Community and Economic Development Committee and the City Council.

The plan is also available via the City's website at www.lacity.org/wib

For additional information or additional copies of this plan, please call David Eder at 213-485-1504.

Cover letter on Year Two Annual Plan

BY _____ DEPUTY
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MAY 25 2001

WIB

Workforce *Investment* Board

City of Los Angeles

Year Two Annual Plan 2001 - 2002

ADOPTED BY
WORKFORCE INVESTMENT BOARD
ON MAY 21, 2001

City of Los Angeles
Workforce Investment Board
Year Two Annual Plan
July 1, 2001 - June 30, 2002

The agreement between the City of Los Angeles and the Workforce Investment Board of the City of Los Angeles executed March 29, 2000 (CF# 99-0646), requires the development of an Annual Plan. The purpose of this Second Annual Plan is to establish the administrative and program budget, service strategies, program goals, priorities, and One-Stop Operator, Youth, and Welfare-to-Work program providers for FY 01/02.

GOALS

Initially the Workforce Investment Board used a meta-planning process to identify and prioritize goals. In December 2000, the Executive Committee reviewed and reconfirmed the goals as follows:

- Provide consistently high quality service through a system that is user friendly and responsive to business, service providers, and job seekers.
- Provide job training for first-time job seekers, unemployed individuals, and low wage workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need
- Promote collaboration and leveraging of funds and resources
- Provide quality assurance through a system of standards and accountability
- Improve Service to Business
- Ensure access and training for diverse population
- Minimize Bureaucracy

The 2001/02 goals, strategies and activities are shown in Attachment A. Many of the activities contemplated in the First Year Plan have not been completed and are being continued in this plan.

The WIB is committed to becoming more strategic with an increased focus on labor market trends and connections to economic development and education.

ONE-STOP SYSTEM

The City of Los Angeles One-Stop System is primarily funded from two sources: Workforce Investment Act and Welfare-to-Work. The projected available funds for the entire system for PY 01/02 totals $136.8 million as shown in Attachment B1. As discussed below, the system has two major components, Adult and Youth. The expected performance levels are for 01/02 have not yet been negotiated with the State. Once negotiated, they will be incorporated into the plan.

A. Adult Component

The adult component provides services for individuals who are 18 years old or older including unemployed, underemployed, dislocated workers, and person's transitioning from welfare to work. It also provides services for businesses. This component consists of the following:

One-Stop Career Centers – Fifteen One-Stop Career Centers and ten Satellites strategically located throughout Los Angeles [Attachment B 3(a)] provide core services to individuals who are 18 or older and to businesses. Intensive and training services are available to eligible participants including work experience and on-the-job training. Classroom training is provided by vendors listed on the Eligible Training Providers List (ETPL) utilizing Individual Training Accounts (ITAs).

Customized Training – Training programs may be customized to meet the needs of a specific employer or group of employers based on projected job openings in demand occupations that lead to self-sufficiency.

Business Services – In partnership with the Mayor's Office of Economic Development and LA's Business Team, One-Stop Centers coordinate customized training, provide access to tax credits and refer appropriate job seekers to employers for specific economic development projects such as Genesis LA.

First Source Hiring – First Source Hiring Agreements negotiated by the City with developers and unions provide a structure for increasing the number of local residents employed in new construction projects and post-construction jobs.

Rapid Response – Services are provided to employers and individuals affected by layoffs or plant closures to assist them in accessing the One-Stop System, including EDD's Unemployment Insurance, and services needed to transition to new employment.

Welfare-to-Work – Comprehensive employment and post-employment services are provided to eligible recipients of Temporary Assistance to Needy Families (TANF) and non-custodial parents. Former foster youth age 18-24 and custodial parents whose income is below the poverty level are also eligible. Through a network of service providers [Attachment B 3 (b)], many of which are One-Stop Centers, clients are referred to jobs that can lead to careers. Upward mobility is stressed through skills enhancement and customized or entrepreneurial training. Special Welfare-to-Work Initiatives include:

> **City Jobs Program** – Provides job placement within the City of Los Angeles supplemented by classroom training. The program is available to eligible Welfare-to-Work participants.
>
> **Child Care Training** – Provides work experience and technical assistance to enable eligible participants to become Childcare providers.
>
> **Entrepreneurial Training** – Provides business classes for eligible participants interested in pursing self-employment as a means to self-sufficiency.

Brownfields – A $100,000 U.S. Environmental Protection Agency grant is used to train low-income residents of the City's Federal Empowerment Zone to become environmental technicians through a contract with the Los Angeles Conservation Corps.

Day Laborer – This program operates six sites, which provide a safe and orderly environment for the hiring of day laborers. Sites operate with the guidance of individual Neighborhood Advisory Boards. (CDBG and City General Fund).

Domestic Worker – This program helps women who currently make a living by cleaning houses to upgrade their job skills, increase their salaries, and access greater career opportunities. (CDBG funds)

Community Service Centers – Concentrated, comprehensive youth and family development services are provided for residents at five Housing Authority of the City of Los Angeles sites. (CDBG and WIA funds)

B. Youth Component

Oversight for the youth programs is provided by the Youth Council in conjunction with the WIB. The Youth Council's vision is that "All youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training".

The Youth Council developed a youth plan based on the following principles: accessibility, meeting the needs of youth, promoting integration of all components of the system and community resources, simplifying goals and processes, and continuous improvement. Since the development of the Youth Plan we have received several, new grants including the Youth Opportunity Movement Grant. The Youth Council is committed to increasing the integration of all of the youth programs with each other and with the One-Stop Centers and other youth programs such as L.A. Bridges and Proposition A construction projects. The following programs are part of the youth system:

Youth Opportunities System Consortia – Eleven consortia of agencies [Attachment B 3 (c)] provide comprehensive youth activities designed to increase employability, educational attainment and leadership development for low-income youth, ages 14-21, who have barriers to employment. At least 30% of the funds must be spent on out-of-school youth.

TANF/CalWORKS – funds provide vacation jobs and employment preparation for approximately 2700 youth in TANF families, with a priority for teen parents.

Youth Opportunity Movement Grant Program: Watts and Boyle Heights – This program is designed to improve the educational, vocational and long-term employment opportunities for youth, ages 14-21, who reside in specific census tracts within the Empowerment Zone in Watts and Boyle Heights. Funding is from the $11 million Youth Opportunity Grant. Approximately 70% of the funds will be spent on out-of-school youth. Services are provided directly by City staff and through sub-contractors [Attachment B 3 (d)].

Youth Offenders – Pilot program to provide work readiness skills and training in cabling for youth in probation camps. Support services are provided to entire family. Upon release youth are placed into employment and an educational program with intensive follow-up services. Program partners are the Probation Department, LA County Office of Education, Family Development Networks, and Community Build.

At-Risk Youth – Three non-profit agencies are funded to provide educational support, job training, support services and placement for current and former foster and homeless youth. This special State grant ends December 31, 2001. We anticipate that funding after that time will be through WIA.

LA Youth at Work – LA Youth at Work is a project of the WIB. It is designed to obtain private sector commitments for jobs, prepare young people for the interview process, and match young job seekers to appropriate job openings. Funding is through a combination of CDBG and private sector funds.

UNITE LA – Urban Networks for the Improvement of Training and Education in Los Angeles (UNITE LA) is a local school-to-career partnership of employers, labor, parents and education. As a member of the partnership, the City has accepted the responsibility for the development of industry consortia, which guide workforce preparation in their fields, including the development of skills standards and certificates. The consortia include: entertainment and new media, health and biotechnology, manufacturing, and hospitality, travel and tourism.

STATUS OF FIRST YEAR PLAN

An update of the implementation of the 2000-2001 Annual Plan is contained in Attachment C.

CHANGES FROM FIRST YEAR PLAN

The Year Two Plan is predicated on a projected $136.8 million available funds, $16.5 million less than the first Annual Plan. For the most part, the year two plan continues the goals and activities laid out in the first year plan. Many of the initiatives included in the first year plan were not funded until near the end of the first year and sufficient funds are still available in those contracts to complete the work during year two. Other initiatives envisioned in year one were not implemented and funds have been requested again in year two.

The most significant change from the first year is the reduction in Welfare-to-Work (WtW) funds. These funds were one-time grants and no new WtW funds are anticipated. As a result the available WtW funds decreased from $52.3 million in the first year to approximately $17.7 million in for 2001-02, a decrease of $34.6 million. Funds recommended for WtW service providers decreased from $33.7 million to $10 million. A transition plan is being developed to move participants to WIA funding for continued services as appropriate. Funding for Individual Development Accounts for the Welfare-to-Work program ($2 million) was deleted in order to increase the amount available for participant training.

An investment in Technology of $9.1 million is proposed (Attachment D.) Other significant changes include an increase in the enhancements of the Youth System from

$0.7 million to $2.9 million to incorporate additional agencies as part of the Youth Consortia and to increase funding to high performing agencies. The amount for customized training has been increased from $1.8 million to $3.1 million and funding for industry clusters and industry consortia increased from $40,00 to $375,000. Funds requested for demonstration projects are reduced from $1,925,000 to $1,050,000. At the same time there is an increased emphasis on Goal 6: Ensuring Access and Training for Diverse Populations. The plan includes a Senior Project Coordinator position and $1 million for services for persons with Limited English Proficiency, $500,000 to improve services for Person with Disabilities, $265,000 to improve services for Older Workers, and $500,000 for services for homeless. Funds have been also been allocated for system-wide case management and assessment and funding for marketing is increased.

POLICIES

The following policies adopted by the WIB and the City as part of the first Annual Plan is incorporated herein: (Attachment E)

- Definition of Self-Sufficiency
- Policies for Youth System Funding and Youth Eligible List
- Definition of Youth Barriers to Employment
- Policy on Use of Individual Training Accounts

The following policies have been approved by the WIB as a part of this plan are included herein for approval (Attachment F):

- Definition of "Under-Employment" for Youth (as approved by the WIB)
- Definition of "Credential"
- Determination of "Demand Occupations" (as approved by the WIB)
- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB)
- One-Stop Certification (Revised)
- Work Experience and Internships (One-Stops)
- Support Services and Needs Based Payments (Adults and Dislocated Workers)
- Support Services (Youth)
- Customer Flow (One-Stops)

The following policies are still under development and will be submitted for approval as appropriate to the WIB, Council, and Mayor at a later date:

- Customized Training Policy
- One-Stop Evaluation and Reallocation Policy
- Youth System Evaluation and Reallocation Policy
- Criteria for Training Providers (One-Stops)
- Fee for Service (One-Stops)
- Criteria and Process for Decertification of One-Stops
- Individual Development Accounts (Welfare-to-Work)
- Criteria for ITA Exceptions for Special Populations (One-Stops)
- Training Wage (One-Stops)
- Self-Sufficiency for Displaced Homemakers and Persons with Disabilities
- Work Related Relocation Expenses (Dislocated Workers)
- Services for persons with Limited English Proficiency

PROCUREMENT

Procurement for the youth component was accomplished through a Request for Proposals process for 2000-05. Funding recommendations for FY 01/02 are shown in Attachment B3(c). Additional funds may be awarded to contractors on the youth eligible list in accordance with the Policy for Youth System Funding (Attachment E2).

Procurement for services in the adult system varies by source of funding. Welfare-to-Work procurement was by Request for Proposals. Funded contractors are listed on Attachment B3(b). Funding recommendations for FY 2001/2002 are being developed based on performance and availability of funds.

One-Stop operators were initially procured through a Request for Proposal process in 1997. One-Stops are now being certified. Authority for this method derives from WIA section 121(e). Recommended funding levels for One-Stop operators and directly funded Satellites are shown in Attachment B3(a).

One-Stop funding recommendations are subject to successful certification by each operator. Failure to be certified will result in loss of funding to that operator. In the event that a particular One-Stop Operator is not certified, we will consider the impact of closing that site. If it is determined that the services are needed at that site, then a new operator will be sought. WIA allows for the operator to be selected by the partner agencies without formal procurement.

Policies for Decertification of a One-Stop will be developed and submitted to the WIB and City for approval at a later date.

Procurement of services authorized under this plan will be in accordance with the WDD procurement policies as required by Federal Law with the concurrence of the City Attorney. The Workforce Development Division maintains a list of agencies and individuals that want to be notified of the release of any Request for Proposals or Request for Qualifications. Notification is also sent to the Mayor and Council Offices.

The activities authorized in the plan will be coordinated through the One-Stop system. This coordination may occur in a variety of ways including direct funding of the One-Stop Operators and Youth Consortia, priority for One-Stops in bidding, participation in the design and, where no conflict exists, in the selection process for consultants. Participants in all activities will be required to be registered at a One-Stop Center, Youth Consortia, and/or Welfare-to-Work contractor as appropriate.

STAFFING

This annual plan incorporates funding for all authorized positions within the Workforce Development Division (See Attachment G1) and all related positions funded under the Workforce Investment Act and Welfare-to-Work Grants in other divisions and departments of the City. Please note that only a portion of this funding is included in the proposed City Budget, the remainder is considered to be "off-budget."

We are requesting 14 new positions, 13 of which are within CDD (see Attachment G for job descriptions):

3 Senior Project Coordinators (exempt) in the Workforce Development Division

- Senior Project Coordinator-Youth Educational Coordinator
  WIA has increased emphasis on the educational preparation of young people. A Senior Project Coordinator with expertise in the field of education will be hired to advise city staff on educational assessment and competencies, assist agency staff with curriculum and instructional methodology, and increase coordination with the educational system.

- Senior Project Coordinator-Job Specialist
  This person will provide job development services for the youth system in fields related to technology, network cabling, and telecommunications. Increasingly, we are emphasizing training for young people in technology related fields, yet our contract agency job development staff have limited experience in this field. In addition, we want to test a centralized industry specific job development model.

- Senior Project Coordinator-Limited English Proficiency
  Los Angeles has a significant number of persons who speak little or no English. We need to increase the capacity of our WIA system to provide services to this diverse population. A Senior Project Coordinator will be hired to staff an interagency workgroup, provide training and technical assistance, and oversee the development of programs that are responsive to the unique needs of this population.

1 Management Analyst II - Human Resources Division
Position is requested to assist with the increase workload associated with additional position authorities related to the WIA. This MA II will assist in the development, review and tracking of budget, exempt, substitute, and in lieu authorities. An MA II dedicated to providing these services will create greater efficiency within the Department, and will allow technical professional staff sufficient time to address other WIA related priorities.

1 Public Information Director - Executive Management (70% WIA)
Position will be responsible for managing and directing staff in the planning and execution of a comprehensive media and public outreach program for the Community Development Department, encompassing the various programs and services administered by the Department.

2 Auditors & 1 Accountant II - Financial Management Division
The Auditors and Accountants are responsible for acting as "fiscal monitors" for all contracts. Each auditor has an average workload of approximately 30 contracts while each Accountant is handling an average of 17. The normal workload for an Auditor/Accountant is an average of 15 contacts. Adding two auditors will reduce an auditor's current workload by 50% and will enable them to also act as "leads" for the accounting staff. The additional Accountant II position will reduce the four Accountants' workload and help update various internal management reports.

1 Management Analyst II - Administrative Services Division
This person will act as the Budget Analyst for the Workforce Development Division to process purchases, track availability of funds, and ensure compliance with federal regulations.

1 Senior Clerk Typist (bilingual) – Human Resources Division
A Senior Clerk Typist is requested to provide clerical support to the EEO Compliance Unit. New Federal Regulations related to persons with Limited English Proficiency are expected to increase the workload of EEO staff and require bilingual capacity.

1 Management Analyst II - Workforce Development Division
Position will be responsible for assisting youth involved in various programs such as LA Bridges to connect with Workforce Programs including WIA, CalWorks, LA Youth at Work, and Proposition A.

1 Project Coordinator (exempt) - Workforce Development Division
Position will be responsible for supervising case management, employment counseling and job development services for all Probation youth served by the AB1913 Grant Program. Position will also coordinate objective assessments or youth designed to identify their basic skill level (reading, math, ESL) interests aptitudes, educational goals, vocational goals and personal goals.

1 Senior Project Assistant (exempt) - Workforce Development Division
These positions are to provide coordination with the Probation Department and will be funded from the Schiff-Cardenas funds received from Los Angeles County.

An additional position is requested from WIA funds for the Commission on Children, Youth, and Families as follows:

1 Management Analyst II
Responsible for working with the Community Development Department to develop, implement and maintain a resource and referral system on public health issues to improve communication and accessibility of public health services to the Family Resource Networks.

BUDGET

Attachment B1 shows a summary of the proposed FY 2001/2002 budget by funding source. By Federal law the City has access to WIA money for two years: in the first year 80% must be obligated and by the end of the second year 100% must be spent. Any funds that do not meet these requirements revert to the State.

The "Available Funds" column of Attachment B1 is an estimate. We have not yet been notified by the State of our 2001/02 grant amount. However, this is a good estimate. The Federal Budget has been adopted, and the formula used to distribute these monies to the States has not changed. Should there be a significant change at the State or Federal level, the WIB will submit a revised budget.

"Year 1 Carryover" is broken down by funding source in Attachment B1. This column reflects any WIA money we anticipate will be either unspent or unobligated by June 30, 2001. Actual expenditures through January 31, 2001 were used. Projected expenditures cover the period February 1, 2001 through June 30, 2001.

"City Direct" includes all salary, expense, and equipment included in the proposed CDD budget (Schedule 22) and this annual plan. "City Indirect" is a standard calculation based on salaries. Attachment B4 itemized by account and funding source lists the resources requested in this plan by the Workforce Development Division for FY 01/02. The Watts and Boyle Heights columns include salaries, as needed and expense accounts which were omitted from the CDD proposed budget. "System Providers" are listed in Attachment B3. "Other" is shown on Attachment B2.

Welfare-to-Work funds are governed by a different set of federal regulations. The City originally received two grants in two consecutive years, each of which was to be spent in three years. The first deadline for complete expenditure was June 30, 2001. In a recent Federal action the deadline for each grant has been extended two years. However, the amount of money allowed for administration of the grant has not been increased. We estimate that the City's Welfare-to-Work (WtW) grant funds will be fully spent by June 30, 2002. Staff will work to integrate WtW strategies with the One-Stop System so the public does not experience an abrupt end of services.

DEMOGRAPHICS

In 2000, approximately 254,500 persons in the City of Los Angeles received TANF. In addition, there were approximately 58,629 offenders; 118,329 unemployed persons; and 187,053 veterans.

According to the 1990 Census, Los Angeles had 341,578 economically disadvantaged persons between the ages of 22 and 54 and 52,789 ages 55-72. In addition there were 112,812 economically disadvantaged youth ages 14-21. Of the economically disadvantaged population (22-54) 60% do not have a high school diploma. For youth, this figure drops to 34%. Fifteen percent (15%) of economically disadvantaged 22-54 year olds were disabled and 43% had limited proficiency in English. When the 2000 Census results are available they will be analyzed and appropriate adjustments made.

SUMMARY OF ACTIONS

Adoption of this Annual Plan will authorize the Community Development Department to take the following actions:

1. Develop and submit proposals for funding to any County, State, or Federal entity having funding available for workforce preparation and related activities

2. Apply for and accept WIA Governor's Discretionary, Rapid Response, and WIA formula funds from the State of California

3. Issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy. Anticipated RFPs/RFQs include, but are not limited to, the following:

- Demonstration Projects
- Job Search Assistance for individuals about to be laidoff
- Leverage External Resources/Resource Coordination
- Staffing Firms for Welfare-to-Work
- Research existing Skills Certificates and development of a process for creating new industry recognized certificates
- Services for Limited English Speaking
- Specialized Assessment
- Development of Common Cost Accounting system
- Case Management
- Industry Clusters
- Training for Homeless
- Labor Market Information
- Consultant for Older Workers
- Consultant for Persons with Disabilities
- Consultant to improve Rapid Response
- Customer Satisfaction
- Support Services
- Customized Training (Sole Source)

4. Development and execution of contracts and contract amendments as described in the Annual Plan including:
   - Youth Opportunities System Collaboratives listed in Attachment B 3 (c)
   - Youth Opportunities Movement listed in Attachment B 3 (d)
   - One Stop Centers and Satellites listed in Attachment B 3 (a)
   - Welfare to Work providers listed in Attachment B 3 (b)

- City of Hawthorne for Individual Training Accounts
- Los Angeles County Department of Community and Senior Services for Regional Marketing (Reingold and Associates)
- Purchase of equipment and training from C-TECH
- Purchase of Assessment tools
- Enhancement of Youth Services through contracts with Los Angeles Unified School District, East Los Angeles Skill Center and United Community Resource Agency (UCRA)
- INFO Line to maintain and staff the "1-800-For A Job" and Welfare-to-Work services
- Lori Strumpf for Quality Improvement
- Industry Consortia
- At Risk Youth Providers
- Grantswriting Services
- Training and Technical Assistance
- ERISS or comparable agency selected by RFP for Labor Market Information
- Multi-media University Academy, Inc.
- VXR for Local Marketing
- Build Rehabilitation for the Disabled Accessibility Web-site

5. Negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five-Year Local Plan.

6. Accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for WIA or Welfare to Work Funds.

7. Provide funds for all authorized staff positions and add additional positions

8. Approve the following policies:

- Definition of "Under-Employment" for Youth (as approved by the WIB)
- Definition of "Credential" (Adult, Dislocated Workers, and Older Youth)
- Determination of "Demand Occupations" (as approved by the WIB)

- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB)
- One-Stop Certification (Revised)
- Work Experience and Internships (Adult and Dislocated Workers)
- Support Services and Needs Based Payments (Adults, Dislocated Workers and Youth)
- Customer Flow (Adult and Dislocated Workers)

9. Accept $400,000 for 2000-02 from Los Angeles County for coordination with the Probation Department.

10. Transfer up to 20% of the total FY 2000-2001 Dislocated Worker funds to Adult funds.

11. Authorize the implementation and expenditures for projects that were contemplated in the first year plan but were not completed and for which funds were not encumbered.

Attachments

Attachment A: Goals / Major Activities 2001-2002

Attachment B: Budget

- B.1. Estimated Funding and Expenditures, Workforce Investment System
- B.2. Other Requested
- B.3. System Providers
  - B.3.a. One Stop and Satellite Centers
  - B.3.b. Proposed Welfare to Work Contractors
  - B.3.c. Youth Opportunity Grant Contractors
  - B.3.d. Youth Opportunities Grant Program
  - B.3.e UNITE LA
- B.4. WDD Requested Summary

Attachment C: Status Report 2000-2001

- C.1. Status Report - Narrative
- C.2. Status Report - Goals / Major Activities
- C.3. Expenditures to Date
- C.4. Performance Reports

Attachment D: Technology Plan

Attachment E: Approved Policies

- E.1. Definition of Self Sufficiency
- E.2. Policy for Youth System Funding and Youth Eligible List
- E.3. Definition of Youth Barriers to Employment
- E.4. Policy on Use of Individual Training Accounts

Attachment F: Proposed Policies

Attachments

F.1. Definition of "Under-Employment" for Out-of-School Youth (WIB Approved)

F.2. Definition of "Credential" Policy

F.3. Definition of "Demand Occupations" (WIB approved)

F.4. Welfare-to-Work (WtW) Performance Evaluation and Reallocation Policy (WIB approved)

F.5. One-Stop Certification Policies (Revised)

F.6. Draft - Work Experience Policy

F.7. Support Services/Needs-Based Payment Policy (Adults and Dislocated Workers)

F.8. Draft - Policy for Customer Flow (One-Stops)

F.9. Concept Paper on Customized Training

Attachment G: Staffing

G.1. Workforce Development Division Organizational Chart

G.2. Position Descriptions

G.3 Mileage Authorities for Youth Opportunities Movement

Attachment H: Public Comments

Attachment I: Written Public Comments

I.A. SCWP Comments

I.B. CDD Staff Comments on SCWP's Gap Analysis Matrix

I.C. Welfare to Work Oversight Board's Comments

Attachment A: Goals / Major Activities 2001-2002

GOALS/MAJOR ACTIVITIES
2001-2002

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business, service providers, and job seekers

WIB Strategy	Activities	Requested 01-02
1.a Administer One-Stop System – Administer system composed of One-Stop centers and satellites, Youth Service Providers, and Welfare-to-Work contractors	1.a. (1) – <u>One Stop Centers</u> Provide services to Adults and Dislocated Workers at 15 One-Stop Centers and 9 satellite facilities [(Attachment B3(a)] provided they are certified by June 30, 2001.	(1)
	1.a (2) – <u>Individual Training Accounts (ITAs)</u> Continue contract with the City of Hawthorne (South Bay WIB) to provide individual training accounts for Adults and Dislocated Workers.	$7,500,000
	1.a. (3) – <u>Youth Opportunities Program</u> Provide services to WIA eligible youth through 11 consortia of youth agencies [Attachment B3(c)]	(1)
	1.a. (4) – <u>Youth System Enhancement</u> In accordance with the previously adopted policies for additional funding in the youth system [Attachment E2] the following is recommended. Expansion of Youth Consortia ($2,500,000) Funds are requested to expand the number of agencies providing youth services in accordance with the youth funding policy, increase funding for high performing consortia, and address space issues UCRA ($250,000) UCRA has a well known accessible location in the East Los Angeles area. The addition of UCRA to the Area 8 collaborative headed by Catholic Charities will provide necessary enhancement to the occupational training opportunities and job placement services currently available through the WIA youth system provider in the area. Los Angeles Unified School District/East Los Angeles Skills Center ($150,000) The East Los Angeles Skills Center (ELASC) has demonstrated ability serving out-of-school and older youth. These target populations have been identified by the youth system as the hardest to recruit and enroll. The addition of ELASC to the Collaborative headed by Catholic Charities will enhance services in areas 6, 7, and 8.	$2,900,000
	1.a. (5) – <u>Youth Opportunities YO Movement</u> Provide services to approximately 1650 youth in Boyle Heights and Watts YO target areas directly and through contract agencies as shown on [Attachment B3(d)].	(1)
	1.a. (6) – <u>Lease Needs</u> All WIA agencies will meet threshold facility standards such as Americans with Disabilities Act (ADA) and signage. Although WIA prohibits building rehabilitation and maintenance cost, tenant improvements can be amortized via the lease. These funds would be held aside and only used to cover increased lease costs arising from City mandated tenant improvements.	$550,000
	1.a. (7) – <u>Welfare- to-Work Program</u> Provide services for TANF eligible individuals through contract agencies as shown on Attachment B3(b) and develop a plan for transitioning participants to WIA One-Stop providers due to the depletion of WTW funds.	(1)

(1) Funds Requested are included on schedule – Under System Providers

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business, service providers, and job seekers

WIB Strategy	Activities	Requested 01-02
1.b Build Capacity – Invest in the development of organizational infrastructure and training of staff at all levels;	1.b. (1) – Training and Technical Assistance Funds are needed to provide training and technical assistance to City staff and service providers including One-Stop, Youth, YO Grant and Welfare-to-Work.	$300,000
1.c Customer Satisfaction – Measure satisfaction of both employers and job seekers and use the results for continuous improvement	1.c. (1) – Customer Satisfaction Customer Satisfaction is a WIA and WTW performance measure and an important element of our local evaluation and continuous improvement process. Funds are needed to implement recommendations of consultant.	$100,000
1.d Customer Reports – Implement a consumer report system so job seekers and businesses have access to performance information about training providers (youth and adult) and One-Stop Centers	1.d. (1) – Consumer Reports Contractor performance evaluation results will be displayed using an electronic solution developed in coordination with the Workforce Investment Board.	$50,000

GOAL 2. Provide job training for first-time job seekers, unemployed individuals, and incumbent workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need.

WIB STRATEGY	ACTIVITIES	Requested 01-02
2.a Industry Clusters – Continue to identify and assess industry clusters to ensure that training is being provided in high quality, high growth sectors, and that placement will lead to high wage jobs.	2.a (1) – Industry Clusters Funds are requested to update information on industry clusters, identify the demand occupations with high wages within those clusters, define the career ladder, and provide training on the use of this information. 2.a (2) – Industry Consortia Funds are requested to continue the work of the Industry Consortia with the WIA Youth agencies and expand to benefit the entire system through contracts with: Small Manufacturer's Institute, Entertainment Industry Development Corporation, Economic Alliance of the San Fernando Valley, and Community Partners. *An additional $50,000 will be received from LAUSD for a total of $125,000 available. 2.a. (3) – City Jobs Funds are requested to continue the City Jobs Program. This program prepares participants for employment at entry level positions with the City of Los Angeles. These placement opportunities will focus on demand occupations with clear career paths within the City of Los Angeles. Funds are needed to reimburse City departments for wages during training, instructional costs, and support services. 2.a. (4) – Health Occupations In collaboration with labor unions, community organizations, training, and educational institutions, and employers, staff will develop a healthcare industry training to provide clients with the skills and placement needed to enter and advance within the health industry.	$300,000 $75,000* $4,400,000
2.b Labor Market Information – Provide current Labor Marker Information via the internet	2.b. (1) – Labor Market Information Partner with other local WIA's to update Labor Market Information for Los Angeles County and make it available via the internet.	$415,000
2.c Technology – Invest in technology needed to provide job seekers with up-to-date skills; reduce the digital divide for program participants	2.c. (1) – Technology Academy Continue funding for the Multimedia University Academy Inc. to provide technology training for youth who are referred from WIA youth programs. 2.c.(2) – Technology Training Capital Investment Funds will be used to continue the existing sites and/or expand to other locations and purchase equipment, tools, supplies and materials necessary to provide hands on training in network cabling, network administration, computer repair and network and computer trouble shooting. C-Tech, a New Jersey based DOL endorsed company, is recommended as the sole source provider of the equipment, training curriculum and train-the-trainer training.	$280,000 $120,000

GOAL 3. Promote collaboration and leveraging of funds and resources

WIB STRATEGY	ACTIVITIES	Requested 01-02
3.a Integrate Partner Services – Continue work with the 19 partners to develop and integrated system that included the following: EDD co-located at every One-Stop Center; staffing plans to extend hours of service; a resource sharing plan; common definitions and vocabulary; common technology; a common intake, assessment and tracking system; and a unified approach to the business community.	3.a.(1) Integration of Partner Services Will be enhanced through shared technology, shared assessment and a common cost accounting system all of which are described elsewhere in this plan. 3.a.(2) Case Management Funds are requested to secure the services of a consultant to design and implement a case management approach across mandatory partners.	$0 $400,000
3.b Integrate Youth and Adult Services – Increase integration of the Welfare-to-Work, Youth and Family Development Networks, and One stop Centers particularly in the areas where they share common customers and common needs.	3.b. – No Funds Requested	$0
3.c Recognize Efforts that promote System Approach – Develop qualitative measure of collaboration and a team measure to encourage total system collaboration.	3.c. – No Funds Requested This will be included in the evaluation and reallocation policy.	$0
3.d Secure Additional Funds – Apply for additional funds such as the Governor's Discretionary Funds; secure the services of a grants writer; investigate revenue-generating activities and develop policy for One-Stop operators.	3.d. – Secure Additional Funds Funds are requested to secure grants writing services on an as needed basis to increase the competitiveness of our system in applying for other funds.	$100,000
3.e UNITE LA – Continue to participate as a partner in UNITE LA	3.e – Industry Consortia No funds requested	$0
3.f Promising Practices – Provide opportunities for contractors to share practices	3.f. – Promising Practices Funds are requested to host a resource fair	$5,000

GOAL 3. Promote collaboration and leveraging of funds and resources

WIB STRATEGY	ACTIVITIES	Requested 01-02
3.g Expand Partnership – Involve additional community partners including labor organizations	3.g. (1) – Empowerment Zone Linkages Increase outreach to empowerment zone residents and provide post employment services to ensure retention.	$0
	3.g. (2) – Leverage External Resources – Funds will be used to secure the services of a consultant to expand the partnership and improve the ability of the One-Stop System to leverage additional resources.	$100,000
	3.g. (3) – Demonstration Projects – Staff recommends developing new strategies or identifying promising practices for working with high risk and/or underserved populations. Each demonstration project may be funded up to an amount not to exceed $250,000. Participating agencies in this Demonstration Projects Program may be agencies with a well established track record as recipients of federal monies or grass roots/emerging agencies which are established in their respective community but have minimal or no track record as recipient of federal dollars. All Demonstration Projects shall not duplicate existing services and shall have as their primary goal either better preparing a targeted population for work, or better assisting employer in their search for qualified workers. Demonstration Projects will be for a specified period time, with a small group of participants, closely monitored during implementation and evaluated at the conclusion.	$1,050,000
3.h. Seek Opportunities for Regional Collaboration – Seek opportunities for collaboration with the WIB's, particularly those in LA County, to promote commonality of forms and processes and seek opportunities for co-funding of initiatives as appropriate	3.h. – Regional Collaboration Continue regular meetings with the other LA County WIA Directors, collaboration for Regional Marketing, and development of Local Labor Market Information; seek additional opportunities to collaborate; explore development of County-wide Workforce Academy for WIA staff training.	$0
3.i. Assessment	3.i. – Assessment Funds are requested to review current assessment practices, develop a partnership-wide approach to assessment, and identify additional assessment tools, methodologies, and staff training needs.	$500,000

GOAL 4 Provide quality assurance through a system of standards and accountability

WIB STRATEGY	ACTIVITIES	Requested 01-02
4. a Quality Improvement – Develop minimum standards for all One-Stop Centers and incorporate these into the certification process; develop criteria and process for decertification.	4.a. (1) Quality Improvement Continue contract with Lori Strumpf for continuous quality improvement (CQI) training, process improvement, and organizational change.	$150,000
4.b. Performance Evaluations – Revise and implement Performance Evaluation and Reallocation Policies for Youth, One-Stop Centers, and Welfare-to-Work providers, including OJT, Customized Training, and Classroom Training (ETPL) providers.	4. b – Evaluation Development Funds are requested to implement the recommendations of the consultants developing the Performance Evaluation.	$50,000
4.c. Skills Certification – Develop skills certificates that are industry recognized	4.c - Skills Certification/Credentials One of the performance indicators under WIA is the number of individuals who obtain credentials including "industry-recognized certificates." Consultant services are being procured to build upon the efforts of the Industry Consortia, research industry-recognized certificates currently in use elsewhere, review training provider curriculum for relevance to business, and develop additional certificates in high wage, demand occupations.	$400,000
4.d. Meet or Exceed Performance Levels – Develop and implement strategies for continuous improvement of performance.	4.d. – No funds requested Continue to provide training and technical assistance to contractor staff on performance; Support the Continuous Quality Improvement (CQI) teams. Negotiate performance levels for 2001-02 with the State.	$0
4.e. Audit – Conduct Annual Audit of all contracted agencies.	4.e – Audit Fees Funds are needed to pay the WIA share of the Single Audit of contracted agencies.	$150,000

GOAL 5. Improve Service to Business

WIB STRATEGY	ACTIVITIES	Requested 01-02
5.a. Marketing -	5.a. (1) Regional Marketing Continue countywide marketing campaign with other SDAs, EDD, and DPSS with single point of contact for business, publicize successes (Contract is with Reingold) 5.a. (2) Local Marketing Funds will be used to promote City specific programs. This includes funds for brochures, promotional items, hosting events, etc. Contract is with VXR.	$250,000 $500,000
5.b Business Services – Develop a systematic approach to assist businesses with meeting their employment and training needs.	5.b. Business Services Funds are requested for the implementation of Business Services Plan being developed by consultants	$500,000
5.c Customized Training – Expand the use of customized training including incumbent workers training to meet business needs.	5.c. Customized Training Funds are requested to provide customized training for high wage occupations in growth industries in accordance with customized training policy. Priority will be given to the following clusters: health, technology, manufacturing and apparel, food services, and trades.	$3,125,000
5.d Economic Development – Ensure that economic development projects, such as Genesis LA, public works projects, and those of CDD's Industrial Commercial Development Division and the Mayor's Office of Minority Business Opportunities Committee (MBOC), are directly tied to workforce development	5.d. Coordinate with Economic Development Projects Funds will be used to coordinate first source hiring for large, publicly funded projects involving both construction and post-construction jobs.	$380,000
5.e Upgrade Technology – Invest in technology upgrades to standardize the system used by One-Stop operators and increase the systems ability to be responsive to business.	5.e. – Technology Funds are requested to implement technology plan (Attachment D)	$9,176,076
5.f Rapid Response – Provide assistance to employers and individuals affected by staff downsizing or plant closures. Including readjustment, retraining, and employment services	5.f. Job Search Assistance Provide job search assistance for individuals being laid off. In addition to providing job search assistance workshops, a consultant will be sought to assist One-Stop job developers to increase their skills in working with employers facing layoffs and those with potential job opportunities for laid off workers.	$150,000
5.g. Maintain High Level WIB Board	5.g. Business Involvement with WIB Continue contract with Lee Dudley to involve high level business representatives in the work of the WIB, Youth Council, and committees; secure experts to *assist the WIB* in analyzing economic and demographic trends	$100,000

GOAL 6. Ensure access and training for diverse population

WIB STRATEGY	ACTIVITIES	Requested 01-02
6.a Specialized Training – Contract for training for specific populations such as offenders, homeless, and persons with significant language barriers whose needs are not well met through the existing (ETPL) Eligible Training Providers List.	6.a. (1) - Training for Offenders – Demonstration Continue pilot program to provide work readiness skills and training in cabling for youth in probation camps. Support services are provided to entire family. Upon release youth are placed into employment and an educational program and intensive follow-up of services are provided. The contracts are with the Los Angeles County Probation Department, L.A County Office of Education, and Community Build. Develop pilot for adults. A program will be developed in conjunction with the Los Angeles County District Attorney and the LA County Sheriff to serve non-custodial parents of children receiving TANF. Funds will be used to provide counseling and other supportive services impacting their ability to maintain employment and become responsible parents, both financially and emotionally.	$400,000
	6.a. (2) - Training for Homeless Release an RFP and select vendors to provide training for the homeless.	$500,000
	6.a. (3) - Limited English Proficient Funds are requested to provide specialized services for adults who speak little or no English.	$1,000,000
	6.a. (4) – At Risk Young Adults The recent increase in violence in South Central LA necessitates a community wide response. An important component of this response is job preparation and placement especially of adults in the 21 to 24 year old range. Contract is with Community Build.	$420,000

GOAL 6. Ensure access and training for diverse population

WIB Strategy	Activities	Requested 01-02
6.b Capacity Building Provide training and technical assistance to increase ability of service providers and employers to work with diverse populations including persons with limited English proficiency; increase capacity to assess for learning disabilities and provide staff development in meeting identified needs; increase access to substance abuse, mental health treatment, and other support services through a coordinated information and referral system.	6.b. (1) – Specialized Assessment Funds are needed to obtain (or develop) and provide training on screening tools for barriers to employment such as learning disabilities, mental or emotional health problems, substance abuse, and borderline metal retardation. Funds are also needed for in-depth assessment services when the initial screening indicates a potential need and services are not available from partners or other entities. 6.b. (2) – INFOLine Funds are requested to continue to contract with INFOLine to maintain the "1-800 – For A Job" number and a dedicated number for Welfare-to-Work. Business and Job Seekers calling INFOLine will be referred by trained INFOLine staff to the appropriate service provider. This contract will also pay for the salary of a dedicated INFOLine staff person, to handle walk-ins and telephone inquiries at the City. A Welfare-to-Work specialist markets the services of WTW funded agencies and provides information to callers on post-employment services specifically designed to meet the needs of welfare recipients such as transportation, child care, skills upgrade training, substance abuse treatment, and domestic violence services.	$60,000 $645,000
	6.b. (3) – Earned Income Tax Credit Funds are requested to continue to inform employees and employers about the Earned Income Tax Credit (EITC) a wage supplement in the form of a refundable federal tax credit for eligible low-to-moderate income workers. 6.b. (4) - Persons with Disabilities Funds are requested for two initiatives to increase the capacity to provide services to persons with disabilities: Funds are requested for Goodwill Industries to expand work of providing training to contractor staff to recognize assess, accommodate and arrange for appropriate training for customers with disabilities and to work with employers to facilitate the hiring of persons with disabilities ($250,000). Funds are also requested for Build Rehabilitation to expand the Disabled Accommodations Network Web-site and train service providers on its use. ($250,000) 6.b. (5) – Older Workers Funds are requested to secure the services of a consultant through an RFP and/or One Stop Career Center(s) with expertise in serving Older Workers to increase the capacity of One-Stop and Satellite staff to understand and accommodate the unique needs facing the Older Worker population, and to work with businesses to facilitate the hiring of Older Workers. Continue funding to Career Encores to facilitate the Older Workers Network which provides training and technical assistance to the One-Stops on serving Older Workers (funds are included in their One-Stop contract)	$80,000 $500,000 $265,000

GOAL 6. Ensure access and training for diverse population

WIB Strategy	Activities	Requested 01-02
6.c Assistive Technology – Invest in assistive technology to assist persons with disabilities in using One-Stop system services and assist employers in securing adaptive equipment for disabled employees hired through the One-Stop system.	6.c (1) – Assistive Technology Job seekers with disabilities have inconsistent access to services because not all agencies are equipped with assistive technology. These funds will provide a minimum threshold of programmatic and physical access to resources for job seekers with disabilities.	$300,000
6.d At-Risk-Youth – Increase services for youth exiting foster system, youth with disabilities and returning from probation camps	6.d – At Risk Youth Funds received from the State General Fund are being used to provide services for foster youth, former foster youth and homeless youth. The State General Funds are scheduled to end on December 31, 2001. Depending on the future status of those funds and the performance of the funded agencies, funds may be added to existing WIA youth consortia to continue these services.	$250,000
6.e Specialized Support Services Provide services to remove barriers to employment	6.e – Specialized Support Services Funds are requested to purchase specialized services necessary for an individual to participate in training and/or employment. These may include, but are not limited to, tattoo removal, records expungement, substance abuse treatment, access to healthcare, background checks, and driver's license reinstatement.	$400,000

GOAL 7 Minimize Bureaucracy

WIB STRATEGY	ACTIVITIES	Requested 01-02
7.a MIS Reporting – Develop computerized tracking system for all youth and One-Stop providers (ISIS) that includes easy capture of use of core services by non-registered participants	7.a – Integrated Services Information System (ISIS) Continue to develop and maintain a regional electronic case management system via an open architecture Web based application for the One-Stop System, including all WIA funded programs, Welfare-to-Work, and Human Service systems. This application is currently being developed internally with the assistance of the Information Technology Agency (City of Los Angeles Technology Department). Funds are requested to pay for contract programmers and database specialists used in the continued development of each individual program module.	$295,000
7.b Participant Tracking – Develop standard method for collecting data and tracking services across partner systems including the use of core, non-staff assisted services.	7.b. Swipe Card Systems Develop a system wide process in which all participants are issued a photo identification card for the purpose of tracking services throughout the region. This swipe card system will interact with ISIS to further expand the capability of the common participant and case management tool developed for the City's Service Delivery Area. The use of this system will enable agencies to further follow up on the tracking of services provided to participants.	$150,000
.7.c Financial Reports – Revise financial management tools and provide training and technical assistance to city staff and contractors; develop common cost accounting system and process for electronic submission	7.c – System Cost Accounting An important tool for continuous improvements is good financial information. At this time there is no common cost accounting system throughout the Workforce Development System. These funds will be used to secure a consultant to assist in determining how shared costs should be distributed among partner agencies.	$150,000
7.e Easy Access for Employers – Ensure bureaucratic process confronting employers is minimized	7.e. – No funds requested	$0

Attachment B: Budget

ESTIMATED FUNDING AND EXPENDITURES, WORKFORCE INVESTMENT SYSTEM
FY 2001-2002
In $ millions

SOURCES OF FUNDS	ESTIMATED FUNDING			E S T I M A T E D E X P E N D I T U R E S								UNCOMMITED FUNDS
	Available	Year 1 Carry-over	TOTAL	City Direct		City Indirect		System Providers	Others	TOTAL		
				Proposed	Requested	Proposed	Requested	Requested	Requested	Proposed	Requested	
WIA Title 1												
WIA Adult Funds	22.2	15.3	37.5	2.7	0.9	0.9	0.4	16.6	16.1	3.6	33.9	0.0
WIA Dislocated Worker Funds	25.0	5.2	30.2	2.7	0.9	0.9	0.4	14.6	10.7	3.6	26.5	0.1
WIA Youth Funds	24.8	7.1	31.9	2.7	1.4	0.9	0.6	18.7	7.7	3.6	28.4	0.0
State Rapid Response	1.2	0.0	1.2	0.5	0.2	0.2	0.0	0.0	0.2	0.7	0.5	0.0
DOL Youth Opportunity Grant	11.0	2.0	13.0	0.0	6.1	0.0	2.0	5.0	0.0	0.0	13.0	0.0
Governor's Discretionary Fds.	0.5	0.0	0.5	0.0	0.0	0.0	0.0	0.5	0.0	0.0	0.5	0.0
Welfare to Work Funds	0.0	17.7	17.7	0.6	1.2	0.0	0.6	10.0	4.9	0.6	16.6	0.5
City General Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
L. A. County Probation Dept.	0.2	0.0	0.2	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.2	0.0
State General Funds (At-Risk Youth Grant)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SALT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CALWORKS Incentive Funds (for youth jobs)	3.8	0.7	4.5	0.0	4.4	0.0	0.1	0.0	0.0	0.0	4.5	0.0
EPA	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UNITE-LA School-to-Career	0.1	0.0	0.1	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.1	0.0
T O T A L	**88.8**	**48.0**	**136.8**	**9.2**	**15.1**	**2.8**	**4.2**	**65.5**	**39.5**	**12.0**	**124.3**	**0.6**

ATTACHMENT B1

		Adult	Dislocated Worker	Youth	Welfare to Work	Rapid Response	Total
1a	(2) ITA	3,170,000	4,330,000				7,500,000
	(4) Youth System Enhancement			2,900,000			2,900,000
	(6) Lease needs	185,000	295,000	70,000			550,000
1b	(1) Training & Technical Assistance	168,000	57,000	57,000		18,000	300,000
1c	(1) Customer Satisfaction	28,000	56,000	16,000			100,000
1d	(1) Consumer Reports	12,500	25,000	12,500			50,000
2a	(1) Industry Clusters	100,000	100,000	100,000			300,000
	(2) Industry Consortia	15,000	15,000	45,000			75,000
	(3) City Jobs	100,000	100,000		4,200,000		4,400,000
2b	(1) Labor Market Information	128,750	278,750	7,500			415,000
2c	(1) Technology Academy			280,000			280,000
	(2) Technology Training Capital Investment	80,000	40,000				120,000
3a	(2) Case Management	175,000	75,000	150,000			400,000
3d	Secure Additional Funds	33,000	33,000	34,000			100,000
3f	Promising Practices	2,500	2,500				5,000
3g	(2) Leverage External Resources	33,000	33,000	34,000			100,000
	(3) Demonstration Projects	500,000	400,000	100,000	50,000		1,050,000
3i	Assessment	250,000		250,000			500,000
4a	(1) Quality Improvement	50,000	50,000	50,000			150,000
4b	Evaluation Development	25,000	25,000				50,000
4c	Skills Certification/ Credentials	166,667	66,667	166,667			400,000
4e	Audit Fees	50,000	50,000	50,000			150,000
5a	(1) Regional Marketing	87,500	87,500	75,000			250,000
	(2) Local Marketing	200,000	150,000	150,000			500,000
5b	Business Services	150,000	250,000	100,000			500,000
5c	Customized Training	2,250,000	400,000		475,000		3,125,000
5d	Economic Development Co-ordination	165,000	165,000			50,000	380,000
5e	Technology Plan	5,138,038	2,038,038	2,000,000			9,176,076
5f	Job Search Assistance					150,000	150,000
5g	Business Involvement with WIB	33,000	33,000	34,000			100,000

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OTHERS - REQUESTED

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		Adult	Dislocated Worker	Youth	Welfare to Work	Rapid Response	Total
6a	(1) Training for Offenders - Demonstration	325,000		75,000			400,000
	(2) Training for Homeless	175,000	175,000	150,000			500,000
	(3) Limited English Proficient	750,000	250,000				1,000,000
	(4) At Risk Young Adults	420,000					420,000
6b	(1) Specialized Assessment	30,000	15,000	15,000			60,000
	(2) INFOline	180,000	200,000	100,000	165,000		645,000
	(3) EITC	34,000	34,000	12,000			80,000
	(5) Persons with Disabilities	160,000	240,000	100,000			500,000
	(6) Older Workers	100,000	165,000				265,000
6c	(1) Assitive Technology	150,000	100,000	50,000			300,000
6d	At Risk Youth			250,000			250,000
6e	Specialized Support Services	200,000	100,000	100,000			400,000
7a	Integrated Services Information System (ISIS)	135,000	125,000	35,000			295,000
7b	Swipe Card Systems	50,000	50,000	50,000			150,000
7c	System Cost Accounting	50,000	50,000	50,000			150,000
	TOTAL	**16,054,955**	**10,659,455**	**7,668,667**	**4,890,000**	**218,000**	**39,491,076**

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SYSTEM PROVIDERS
ONE-STOP AND SATELLITE CENTERS

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LEAD	ADULT	Dislocated Worker	TOTAL
Build Rehabilitation Industries	875,000	825,000	1,700,000
Career Planning Center, Inc.	904,130	745,870	1,650,000
City of Torrance (as Administering Entity for Carson/Lomita/Torrance WIB)	778,760	871,240	1,650,000
Casa de Hermandad dba West Area Opportunity Center	865,000	785,000	1,650,000
CHARO Community Development Corporation	590,000	1,075,000	1,665,000
Chicana Service Action Center	825,000	825,000	1,650,000
Community Career Development Inc	1,114,000	566,000	1,680,000
Community Centers, Inc.	925,000	725,000	1,650,000
El Proyecto del Barrio, Inc.	795,000	855,000	1,650,000
Los Angeles Urban League, Inc.	1,069,800	580,200	1,650,000
Pacific Asian Consortium in Employment	775,000	875,000	1,650,000
TTI America Inc. (Van Nuys)	860,000	790,000	1,650,000
TTI America Inc. (Canoga Park)	850,000	800,000	1,650,000
UAW - Labor Employment Training Corporation	665,000	985,000	1,650,000
Watts Labor Committee Action Center	1,025,000	625,000	1,650,000
Sub-total LEAD	12,916,690	11,928,310	24,845,000
SATELLITE			
Advanced Computing Institute, Inc.	332,510	492,510	825,020
Career Encores, Inc.	390,185	140,185	530,370
Goodwill Industries of Southern California	396,891	182,391	579,281
Housing Authority of the City of Los Angeles	612,510	212,510	825,020
City of Hawthorne on behalf of South Bay WIB	208,045	558,045	766,090
United Community Resource Agency	612,510	212,510	825,020
City of Glendale (Verdugo Consortium Service Delivery Area)	208,045	558,045	766,090
Chinatown Service Center	310,451	25,451	335,901
Los Angeles Community College District	236,790	116,790	353,580
MCS Rehabilitation	331,506	163,506	495,012
Sub-total SATELLITE	3,639,442	2,661,942	6,301,384
TOTAL	**16,556,132**	**14,590,252**	**31,146,384**

Note:

The amounts listed above represent the $1.4 million approved in FY 00-01 plus a $250,000 augmentation for full One-Stops and a pro-rated increase for satellites. The City has agreed to review the cost of operating One-Stops and satellites under WIA and as savings are identified to adjust contract budgets to ensure sufficient funding.

SYSTEM PROVIDERS
WELFARE TO WORK

AGENCY NAME	AMOUNT
Round 1 - Year One Comprehensive Providers 7/1/01 - 12/31/01 (1)	
TTI, America Inc. - Van Nuys	166,667
TTI, America Inc. - Canoga Park	166,667
Sub-total	**333,334**
Round 1 - Year Two Comprehensive Providers 7/1/01 - 12/31/01	
Build Rehabilitation Industries	617,647
City of Torrance (as administering entity for Carson-Lomita-Torrance WIB)	535,294
City of Hawthorne (as administering entity for South Bay WIB)	411,216
Community Career Development, Inc.	926,471
Community Centers, Inc.	364,124
Housing Authority of the City of Los Angeles	617,647
Pacific Asian Consortium in Employment	573,529
UAW-Labor Employment Training Corporation	442,367
United Community Resource Agency	573,529
Sub-total	**5,061,824**
Round 1 - Child Care Training Providers 7/1/01 - 12/31/01	
Child Care Resource Center	132,157
LA Harbor College	297,000
Sub-total	**429,157**
Round 3 Comprehensive Providers 7/1/01 - 6/30/02	
LA Valley College	826,000
Beyond Shelter	668,272
Build Rehabilitation Industries	1,000,000
United Community Resource Agency	755,748
Housing Authority of the City of Los Angeles	2,086,000
Community Centers, Inc.	1,409,198
Sub-total	**6,745,218**
Specialized Providers 5/1/01 - 12/31/01	
Valley Economic Development Center, Inc. (Entrepreneural)	184,000
Sub-total	**184,000**
Round Two - Comprehensive Providers 7/1/01 - 12/31/01	
Asian American Drug Abuse Program	350,000
Community Employment Project	300,000
Housing Authority of the City of Los Angeles	300,000
Harbor Interfaith Shelter	300,000
LA Mission College	200,000
MCS Rehabilitation Inc.	500,000
Sub-total	**1,950,000**
Child Care Training Providers 7/1/01 -6/30/02	
LA Mission College	400,000
Housing Authority of the City of Los Angeles (7/1/01 - 6/30/02)	750,000
Sub-total	**1,150,000**
TOTAL SERVICE PROVIDERS	**15,853,533**
Less: Contracts already encumbered in FY 00-01	**5,824,315**
TOTAL FUNDING for FY 01-02	**10,029,218**

Note 1:

$166,667 covers the period 7/1/01 through 9/10/01. As savings are identified, contract amounts will be increased to fund activity through 12/21/01.

ATTACHMENT B3 (c)
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SYSTEM PROVIDERS
YOUTH OPPORTUNITIES (Formula)

Area	AGENCY NAME	Amount	LEAD	JOINT
1	**Housing Authority of the City of Los Angeles**	**1,668,600**	x	
	Catholic Charities of Los Angeles, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
2	**El Proyecto Del Barrio, Inc.**	**741,600**	x	
3	**El Proyecto Del Barrio, Inc.**	**1,362,600**	x	
4	**Housing Authority of the City of Los Angeles**	**723,600**	x	
	Catholic Charities of Los Angeles, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
5	**Los Angeles Urban League, Inc.**	**2,822,600**	x	
	Catholic Charities of Los Angeles, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
	Unified Community Resource Agency			x
6	**Chicana Service Action Center, Inc.**	**2,367,600**	x	
6	**Catholic Charities of Los Angeles, Inc.**	**2,100,000**	x	
	Chinatown Service Center			x
	Housing Authority of the City of Los Angeleles			x
	Los Angeles Conservation Corps, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
	Watts Labor Community Action Committee			x
7	**Catholic Charities of Los Angeles, Inc.**	**2,228,200**	x	
	Chinatown Service Center			x
	Los Angeles Conservation Corps, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
	Unified Community Resource Agency			x
8	**Catholic Charities of Los Angeles, Inc.**	**1,110,600**	x	
	Los Angeles Unified School District			x
	Regents of the University of California			x
9	**Watts Labor Community Action Center**	**2,784,400**	x	
	Catholic Charities of Los Angeles, Inc.			x
	Housing Authority of the City of Los Angeleles			x
	Los Angeles Conservation Corps, Inc.			x
	Los Angeles Unified School District			x
	UAW Labor Employment Training Corporation			x
	Regents of the University of California			x
	Community Build, Inc.			x
10	**Los Angeles Unified School District**	**790,200**	x	
	Catholic Charities of Los Angeles, Inc.			x
	Housing Authority of the City of Los Angeleles			x
	Regents of the University of California			x
	Total WIA	**18,700,000**		

Note:
Joint proposer will negotiate individual contract amounts with each lead agency and subject to approval by CDD provided that the total of all individual contracts does not exceed the approved funding level for each consortia area.

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SYSTEM PROVIDERS
YOUTH OPPORTUNITIES MOVEMENT (Demonstration)

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AGENCY	AMOUNT
BOYLE HEIGHTS	
Barrio Action	80,000
Community Partners/Inner City Struggle	70,000
Community Partners/LA Youth at Work	75,000
El Centro de Ayuda	200,000
Hollenbeck Police Business Council	80,000
Jovenes, Inc.	80,050
Los Angeles Conservation Corps	250,000
Los Angeles Conservation Corps - Girls Today, Women Tomorrow	158,048
LA Family Housing	100,000
Los Angeles Unified School District, East L. A. Skills Center	300,000
Operation Youth Educational Services, Inc.	75,000
Project Amiga	75,000
Proyecto Pastoral	150,000
Salesian Boys & Girls Club	203,380
Soledad Enrichment Action	80,000
Teen Post	150,000
United Community Resource Agency	250,000
White Memorial Medical Center/ Charitable Foundation	199,765
TBD/RFP Mentoring	100,000
Subtotal - Contractors	2,676,243
Stipends/Training	450,000
Sub - Total Boyle Heights	**3,126,243**
WATTS	
Community Build	222,000
Entrepreneur Education Center, Inc.	75,000
Glen Williams/WebMaster	60,000
L. A. Conservations Corps High School	117,400
L. A. Conservation Corps Training	91,700
L. A. Conservation Corps Retail Management	35,000
Community Partners/L. A. Youth at Work	154,200
Los Angeles Community College District (East LA College)	100,000
Los Angeles Community College District (Southwest)	65,000
Parents of Watts-Parent Academy	32,500
Secure Transitions	25,000
Shields for Families	25,000
TBD/RFP Juvenile Offender & Probation Services	75,000
TBD/RFP Mentoring & Leadership Development	75,000
TBD/Camp Returnees Program	50,000
TBD/RFP Performing Arts Program	145,250
TBD/RFP Traditional and Multimedia Visual Arts Program	145,250
TBD/RFP Work Experience/Paid Internships	260,000
Subtotal - Contractors	1,753,300
Stipends	100,000
Sub-total Watts	**1,853,300**
TOTAL	**4,979,543**

Note:

Most of the 00/01 contracts for the Boyle Heights end June 30, 2001, therefore the funds shown are for a 12-month period. Most of the 00-01 Watts contracts are funded through December 31, 2001, therefore, the funds shown are only the amount needed to extend those contracts through June 30, 2002.

System Providers
UNITE LA

CDD budget	Year 4	Year 5	TOTAL
	9/1/00 to 6/30/01	7/1/01 to 6/30/02	
Salaries	27724	16,614	$ 44,338
Rent & Parking	1793	1,074	$ 2,867
Fringe & Indirect	12,202	7,312	$ 19,514
Total CDD	**41,719**	**25,000**	**$ 66,719**

Industry Consortia	Year 4	Year 5	TOTAL
EIDC	$ 26,620	$ 17,000	$ 43,620
Community Partners	$ 60,000	$ 38,000	$ 98,000
SCAG	$ -	$ -	$ -
SMI	$ 33,000	$ 21,000	$ 54,000
Economic Alliance	$ 37,000	$ 24,000	$ 61,000
IT Consortium	$ 4,418		$ 4,418
TOTAL Industry Consortia	**$ 161,038**	**$ 100,000**	**$ 261,038**

Total Funds	**$ 202,757**	**$ 125,000**	**$ 327,757**

Note: Year 5 funding allocation includes $75,000 from WIA Title I Youth and $50,000 from School to Work Opportunities Act

POSITION COSTING - EXISTING & NEW A/C #	DESCRIPTION	TOTAL	A	DW	Y	W	RR	WATTS	BOYLE HTS
DIRECT									
1010	Salaries - General	7,047,011	482,536	482,533	893,432	1,046,175	91,874	2,266,299	1,784,161
1070	Salaries - As Needed	494,400	0	0	0	0	0	86,400	408,000
1090	Overtime	5,000	0	0	0	0	5,000	0	0
2120	Printing and Binding	65,000	0	0	0	0	10,000	25,000	30,000
2130	Traveling Expense	52,000	0	0	0	0	5,000	20,000	27,000
3040	Contractual Services	159,000	0	0	0	0	16,000	107,000	36,000
3310	Transportation Expense	30,130	0	0	0	0	1,000	14,130	15,000
3340	Water and Electricity	45,000	0	0	0	0	0	40,000	5,000
4160	Government Meetings	11,000	0	0	0	0	6,000	0	5,000
6010	Office and Admin Expense	226,398	675	675	4,048	0	20,000	50,000	151,000
6020	Operating Supplies	195,000	0	0	0	0	25,000	20,000	150,000
7300	Furniture and Office Equipment	434,320	865	865	5,190	0	18,000	234,500	174,900
	Rent	99,800						64,800	35,000
		0							
	Share in GASP	546,172	37,398	37,398	69,245	81,083	7,121	175,647	138,280
Total Direct - Existing & New		9,410,231	521,474	521,470	971,916	1,127,258	204,995	3,103,776	2,959,341
INDIRECT									
	General Services Account								
	Office Rent								
	Cost	121,968	20,814	20,814	37,567	38,606	4,167	0	0
	Employees Parking								
	Cost	57,725	10,902	10,902	13,517	20,222	2,182	0	0
	Share in GASP								
	Office Rent	22,687	3,944	3,944	7,303	6,745	751	0	0
	Employees Parking	2,752	479	479	885	818	91	0	0
	Total General Services Account	205,132	36,139	36,139	59,272	66,391	7,191	0	0
	Related Costs Account								
	Pension, Retirement & Health Insurance	1,455,092	95,011	95,011	175,917	205,992	18,090	458,037	407,034
	Allowable General City Indirect Costs	1,644,442	110,597	110,596	204,775	239,783	21,057	524,551	433,083
	Share in GASP								
	Pension, Retirement & Health	107,539	7,363	7,363	13,634	15,965	1,402	34,585	27,227
	Allowable Gen. City Ind. Costs	125,183	8,572	8,572	15,871	18,584	1,632	40,258	31,694
	Total Related Costs Account	3,332,256	221,543	221,542	410,197	480,324	42,181	1,057,431	899,038
Total Indirect - Existing & New		3,537,388	257,682	257,681	469,469	546,715	49,372	1,057,431	899,038
GRAND TOTAL - Existing & New		12,947,619	779,156	779,151	1,441,385	1,673,973	254,367	4,161,207	3,858,379

ATTACHMENT B4

Attachment C: Status Report 2000-2001

STATUS REPORT
2000-01 ANNUAL PLAN

July 1, 2000, the Workforce Investment Act replaced the Job Training Partnership Act and made significant changes in the provision of workforce development services in Los Angeles. As a part of this transition the City and WIB developed a Five Year Plan as required by the legislation and an Annual Plan as required by the WIB/LEO. Both plans were adopted prior to the release by the Department of Labor of the Final WIA Regulations.

The first annual plan was approved by the WIB on September 11, 2000, by the Council on October 25, 2000 and by the Mayor on November 3, 2000. It was based on Goals and Objectives developed by the WIB through a public meta-planning process. Attachment C2 is a status report on the implementation of the first annual plan.

SIGNIFICANT RESULTS OF THE FIRST YEAR ANNUAL PLAN

Although Attachment C2 is a detailed status report of the First Year Annual Plan, the following are items of significance:

1. Start up of WIA Youth System

The Workforce Investment Act required significant changes to the youth system. Under JTPA we directly operated a summer youth employment program, which provided short term, subsidized employment to youth during their school vacation. Ninety percent of the youth served in this program were in-school. We also contracted out a much smaller year round program focused on job training and placement for 2600 youth. As a result of WIA we now operate a single program of which summer employment is only one element. In addition, WIA provides for a richer mix of services emphasizing education and youth development in addition to job training and placement and requires at least one year of follow up services for every participant. At least 30% of the funds must be spent on out-of-school youth.

Youth Opportunities System started on June 1, 2000. It is composed of eleven (11) consortia areas within the City of Los Angeles School to Career areas, which are operated by a lead and joint partners, selected through a Request for Proposal process. Contractors activities during the first six months of the operation centered on program start-up activities which included space acquisition/site development, integration of collaborative partners, staffing and training, development of policies and procedures for the consortia.

At present, contractors activities are focused towards enhancement of the service delivery program which includes development and implementation of marketing strategies for outreach and recruitment of participants, refining of the operating manual and work readiness curriculum, and expansion of work experience sites.

2. Implementation of Youth Opportunities Grant

A major new youth initiative was launched with an $11 million Youth Opportunities Grant. The YO! Program provides services to youth 14-21 who reside in the Boyle Heights and Watts target areas. Major activities included the hiring and training of nearly 100 new staff, development of additional service sites, and contracting with community agencies. To date over 800 youth have been enrolled into this program. Plans have been developed to renovate the "Old" Watts City Hall to create the new Watts Youth Opportunity Center. In Boyle Heights we are purchasing property for a new Youth Center.

3. Certification of One Stop Operators

A major investment in organizational change and process improvement has been

undertaken in implementing the certification process of the One-Stop Centers and satellites based on the private sector framework associated with the Malcolm Baldridge National Quality Award Criteria. The framework for quality certification was based on the One-Stop and satellites achieving the three objectives of successful organization as defined by the Baldridge Award: superior performance, continuous improvement and highly satisfied customers. In order to achieve certification, the One-Stops and satellites must receive a score of at least 70 on each of seven standards.

The WIB established a Certification Subcommittee comprised of representatives from business and labor. To date, all One-Stops and satellites have established Continuous Quality Improvement (CQI) teams. Team members received CQI training from Lori Strumpf, the City's consultant who is administering the certification process.

The focus of certification is to establish and maintain a high level of quality systemwide for all customers – both job seekers and business. The CQI process is forcing City contractors and City staff to evaluate and improve physical plant, customer flow, customer satisfaction, service integration with partners and business results. To support all contractors in achieving certification, Lori Strumpf has trained the WIB Certification Sub-Committee members on reviewing certification applications provided on-site training to all training One Stop Centers and she has trained City staff to provide technical assistance to the contractors as they prepare their applications for certification.

One-Stop operators must have an application in process or be certified by July 1, 2001. Operators who have not achieved certification must respond by making improvements outlined in the Technical Assistance reports they have received from the WIB Certification Subcommittee. The operators have 90 days to correct deficiencies and reapply for certification. Operators who do not successful reapply within 90 days will no longer receive funding from the WIB. This does not necessarily mean the One-Stop will cease to operate. If the WIB determines that a One-Stop is still needed in that geographic area, a new operator will be sought. The Workforce Investment Act allows the operator to be selected by agreement of the partners without formal procurement.

Once a One-Stop or satellite is certified, the quality level must be maintained and improved. Certification is good for two years. After two years, when a One-Stop or satellite applies for a new certification, there must be demonstrated improvement from the level at which the center or satellite operated at the time of the first certification. If an operator falls below an acceptable quality level, the operator can be de-certified. Policies for de-certification of a One-Stop or satellite will be developed and submitted for WIB and City approval at a later date.

Satellites will also undergo a certification procedure. The schedule for applying and being certified is one quarter later than for One-Stop. Satellite must meet all seven of the standards but are not required to have all of the core services of all of the mandatory partners, but just the core services of the partners they do have.

4. **Regional Cooperation**

Los Angeles County has eight Local Workforce Investment Areas: LA City, LA County, South Bay, Carson-Lomita-Torrance, Foothill, Pasadena, Verdugo, and South East Los Angeles County (SELACO). Seven of these areas have expressed a strong interest in working together. The following are some of the projects where regional collaboration is being explored in conjunction with the Employment Development Department (EDD) and the Department of Public Social Services (DPSS):

Marketing
A regional collaboration has been established to set up a regional business call center and to collectively market to all businesses in the greater Los Angeles area. This is to address the concerns that (a) only 3% of businesses are aware of the One-Stop system; and (b) businesses do not like multiple governmental agencies contacting them for the same information. A marketing consultant has been procured to create a county wide "branding".

Labor Market Information
In FY 00/01, each local area individually contracted with ERISS Corporation to provide local Labor Market Information. A regional RFP for Labor Market Information is currently being prepared for 2001/02.

Case Management
Other local areas are exploring the possibility of adopting ISIS the City's Internet-Based Case Management System. This opens the door to other areas of cooperation. Specifically, the South Bay WIB is discussing the feasibility of connecting ISIS with the electronic vendor management system they maintain for the State.

5. **Development of Technology Plan**
As the first year plan was being implemented, it became apparent that the City's workforce development system needed a coherent technology plan that would enable the system to keep technologically compatible with the private sector. A Technology Master Plan has been developed and submitted for approval to the WIB and the City.

6. **Submission of Proposals for funding as follows:**
- Governor's Discretionary Fund – for a Youth Offender Program
- Department of Labor – for a Youth Offender Program
- Department of Labor – for a Rewarding Youth Achievement (RYA) grant for the Youth Opportunity Movement
- State of California – for funding under Schiff-Cardenas Bill to coordinate with Probation Department

We received from the Governor's Discretionary Fund for the Youth Offender Program and $200,000 under the Schiff-Cardenas Bill for coordination with the Probation Department.

In addition, we have supported a number of other entities in developing and submitting proposals that would benefit the system, several of which have been funded.

7. **Implementation of ISIS**
The Integrated Services Information System (ISIS) has been fully implemented at the two Youth Opportunity Movement sites (Watts and Boyle Heights); Phase I has been installed at almost all of the Youth and One Stop Centers, allowing agencies to do on-line data entry.

8. **Rapid Response**

Received Rapid Response funds in the amount of $1,280,645 for FY 2001-02. During the first six months 7/1/00 – 12/31/00, Rapid Response services were provided to 15 companies facing lay off or closure. In the first three months of 2001, services were provided to additional 38 companies, a total of 53 companies with layoffs affecting 7280 employees. A total of 2117 individuals received services.

9. **Youth Offender**

We developed a pilot program to provide work readiness skills and training in cabling for youth in probation camps. Support services are provided to entire family. Upon release youth are placed into employment and or and educational program with intensive follow-up services. Program partners are the Probation Department, LA County Office of Education, Family Development Network, and Community Build. Governor's Discretionary Funds will be used to augment formula WIA funds.

10. **Youth Work Experience Program**

The City of Los Angeles received funding from the County of Los Angeles Department of Community and Senior Services to implement the California Work Opportunity and Responsibility for Kids (CalWORKs) Youth Jobs Program. The program provides work experience and training services during vacation time to youth ages 14 through 19 who are members of families receiving CalWORKs or Temporary Aid to Needy Families (TANF) cash assistance, with priority to CalWORKs teenage parents. To date, 2,548 youth have been served under the CalWORKs program.

City General Funds were used to provide an additional 1,913 youth with work experience during the summer of PY 2000-01.

11. **Partners**

The mandatory partners signed an MOU in which they agreed to the principles of common reporting and shared information through electronic One-Stop concepts and mechanisms including shared technology. Discussions have begun to implement this concept.

Employment Development Department staff are now on-site at 14 of our One-Stop facilities. Operating and shared staff agreements are currently being developed with partners. The partners are participating on the One-Stop Continuous Quality Improvement Teams.

12. **City Jobs**

The City Jobs program was significantly expanded. City Jobs provides a combination of on-the-job training and classroom training to prepare eligible clients for entry level civil service jobs in the City. To date 122 Welfare-to-Work clients have participated, most of whom are still enrolled. Forty-three trainees have received Certificates of Proficiency after completion of the on-the-job and classroom instruction. Thirty trainees are transitioning into regular Civil Service positions.

CityJobs now offers two career tracks: unskilled labor and clerical. Positions in unskilled labor include street repair, landscaping, grounds maintenance and animal care. CityJobs created a clerical pool that receives 20 hours of classroom training and 20 of on-the-job training per week. Once trainees become proficient, they will be made available to other City departments during peak periods of work and unexpected absences, thereby eliminating the need to use "temp" agencies.

PROCUREMENT

To date the following Requests for Proposals/Requests for Qualifications authorized under the Annual Plan have been released and contracts are being developed with successful bidders:

- Regional Marketing Campaign (in conjunction with partner agencies)
- Local Marketing Campaign
- Performance Management and Evaluation
- Customer Satisfaction
- Development of System Report Card
- Business Services
- Grantswriting and Grantsmanship Training
- Facilitation and Facilitation Training
- Youth Opportunities Movement - Training Services for Boyle Heights
- Youth Opportunities Movement - Support Services for Boyle Heights
- Youth Opportunities Movement - Services for Watts
- Second Round Welfare to Work Childcare Training Providers
- Training and Technical Assistance
- Systems Support

We anticipate release of the following additional RFQs prior to the end of this fiscal year:

- Labor Market Information (A regional collaboration)
- Credentials/Certificates in demand occupations

In addition, we have released a Call for Ideas, the results of which will be used to develop an RFP to provide services to adults with Limited English proficiency.

FUNDS AVAILABLE

The 2000-01 Annual Plan Budget was based on an estimated carry-in of $52.3 million in Welfare-to-Work and $4.9 million in JTPA funds. The actual carry-in amounts were $54.0 million in Welfare-to-Work and $14.4 million from JTPA. In January 2001, Congress extended the Welfare to Work legislation for an additional two years with no additional funds. The $54 million Welfare-to-Work funds are thus available for expenditure through 2004.

The actual carry-in from JTPA to WIA as calculated by the City is as follows:

Adult	$8.5 million
Dislocated Worker	$2.9 million
Youth	$2.9 million
JTPA Incentive	$0.1 million
TOTAL	**$14.4 million**

In the preparation of the Annual Plan, estimates were made of the JTPA savings that would be carried into WIA. These estimates were calculated into the plan. The following chart shows the newly available amount which is the difference between the estimated amount and the actual amount of JTPA carry-in:

	Estimated	Actual	Available
Adult	$4.1 million	$8.5 million	$4.4 million
Dislocated Worker	0.0	2.9	2.9
Youth	0.8	2.9	2.1
Incentive	0.0	0.1	0.1
TOTAL	**$4.9**	**$14.4**	**$9.5**

At this time, the City is waiting for an amendment from the State to confirm and incorporate the

JTPA carry-in into the WIA agreement.

EXPENDITURES TO DATE

Attachment C3 shows all reported expenditures through March 31, 2001. Please note that several agencies have not yet invoiced us for this period so the actual expenditures are probably higher. To avoid recapture, 80% of WIA funds must be encumbered by the end of the fiscal year.

To date, approximately $2.4 million has been spent for Individual Training Accounts (ITAs).

PERFORMANCE

WIA data currently available to us from our MIS system is shown in Attachment C4. As of February 28, 2001 we had registered 2863 Adults, 1417 Dislocated Workers, and 1444 Youth. The following chart compares the registrations for the first six months of WIA (7/1/00 – 12/31/00) to the equivalent six months under JTPA (7/1/99 – 12/31/99):

	JTPA	WIA	%
Adult	3408	2863	84.0%
Dislocated	2735	1417	51.8%
Youth (year round)	1986	1444	72.7%

The higher percent of Adults than Dislocated Workers may be due, at least in part, to the broader definition of "adult" under WIA than JTPA. The lower number of Dislocated Workers enrolled may also be due to fewer layoffs and a change in definition of "dislocated workers" which reclassified the "long term unemployed" from "dislocated workers" to "adults". An additional measure is the number of persons who use our One-Stop Centers and do not register. Unfortunately that information is not currently available in a useful format. We will be asking our providers to begin keeping it in a uniform manner so that it can be reported on in the future.

The number of youth to be served under WIA should be significantly greater than the JTPA Youth Program. Enrollment into the Youth System was low for the first half of PY 2000-2001 due to contractors focusing on program start-up activities and implementation of the CALWorks vacation jobs program. To address this issue, the City is providing technical assistance and training, facilitating meetings to discuss and resolve issues, and assisting in the development and implementation of marketing strategies to enhance program service delivery.

In addition to the WIA youth program, we enrolled 2548 youth into the Vacation Jobs program funded by CALWorks, 1913 youth into summer employment funded by City General funds and 939 youth at the Youth Opportunity Movement's Watts and Boyle Heights sites.

Performance for the first six months of WIA is based primarily on individuals who exited JTPA between October 1, 1999 and March 31, 2000. Unfortunately, the State does not yet have the programming in place to provide a comprehensive performance report and although we have been evaluated on our first quarter performance, the only information we have been able to obtain from the State is as follows:

	GOAL	ACTUAL
Adult Entered Employment	61.49%	78.63%
Dislocated Worker Entered Employment	65.97%	81.60%

This data was obtained by the State from the Base Wage files and is still considered "unofficial".

The following chart shows outcomes reported in our MIS system for adult and dislocated workers who exited during the first eight months of WIA (7/1/00 – 2/28/01):

	# Exited	% Employed	Average Wage
Adult	1114	91%	$9.65
Dislocated Worker	608	87%	$13.14

Since only 6 youth exited during this time the information is not provided here.

STATUS REPORT
GOALS/MAJOR ACTIVITIES
2000-2001

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business service providers and job seekers

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
1.a Administer One-Stop System - Administer system composed of One-Stop centers and satellites, Youth Service Providers, and Welfare-to-Work contractors	1.a (1) - Lease Needs The certification process will require all One-Stops to meet threshold facility standards such as Americans with Disabilities Act (ADA) and signage. Although WIA prohibits building rehabilitation and maintenance cost, tenant improvements can be amortized via the lease. These funds would be held aside and only used to cover increased lease costs arising from City mandated tenant improvements (excluding seismic).	$490,000		• EDD identifying its priorities for completing lease needs • Conducting survey of needs relative to ADA • Need to develop payment mechanism • Need prior approval from State
	1.a (2)- Individual Training Accounts (ITAs) Only $2.2 million was appropriated for the current year pending further study. This amount will be exhausted by September. Staff recommends an additional $6.3 million be appropriated for the year and the contract with South Bay be extended through June 30, 2001 to manage the ITAs. Last year we allocated $7,250,000. The additional funds requested herein will bring the total to $8,545,000 for this year.	$6,345,000	$6,345,000 (1)	• Contract executed (only $3 mil of $8.5 million encumbered in ITA's through 2/28) • Providing training & technical assistance to One-Stops on use of ITAs
	1.a (3) - Youth System Enhancements Several high quality youth providers were not successful in the recent youth RFP process. The Appeals Panel asked staff to explore ways and means to ensure the City did not lose the investment already made in these well performing agencies. From this discussion arose a new policy adopted by the Youth Council, and the City Council (Attachment J). Funds are recommended for implementation of this policy. Priority consideration will be given to the following:			
	UCRA, Boyle Heights: The Youth Opportunity (YO) grant in the Boyle Heights area may only be spent on youth ages 14-21 who live within the empowerment zone. Much of the residential population lives outside of the zone. These funds will be used to serve the youth who have raised expectations because of the outreach efforts for the YO grant but who are ineligible. Additional funds are provided for this purpose to insure there will be no adverse financial impact on the youth consortia serving this area.	$250,000	$250,000	Contract executed

(1) Actual obligation is $8,545,000 including the $2.2 million previously allocated for this year

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
	Community Build: This organization focuses on the most barriered youth and has historically worked successfully with gang involved individuals. The recent increase of violence in the South-Central area and the subsequent hearings held by the Ad-Hoc Task Force on Gang and Violence have highlighted the need for more efforts to move highly barriered individuals into successful employment. ($250,000)	$250,000	$250,000	• Contract executed
	UCRA Hollywood: The agency has a strategic, well-known accessible location in Hollywood. The consortium funded to serve this area does not have Hollywood location (although they are willing to develop one). The youth service population in Hollywood is substantially within immigrant family structures where knowledge/trust of the service provider is critical. ($200,000)	$200,000	$200,000	• Contract executed
	1.a (4)- Adult System Enhancement (1) Community Build: The recent increase in violence in South Central LA necessitates a community wide response. An important component of this response is job preparation and placement especially of adults in the 21 to 24 year old range. These funds will be provided to the One-Stop operator (Community Centers, Inc.) to sub contract with Community Build to provide services primarily to the 21 to 24 year old population.	$200,000		Scope of work under development
	(2) Assessment: Funds are requested for the purchase of assessment materials that are tied to specific job skills. The requested funds would allow for piloting of the materials in a limited number of One-Stop Centers. If this system is determined to be particularly effective, consideration will be given to system-wide implementation.	$20,000		Purchasing equipment to implement (approximately $250,000)
	1.a (5)- Non-custodial Parent Program A program will be developed to serve non-custodial parents of TANF recipients in conjunction with the Los Angeles County Sheriff, District Attorney, and the Employment Development Department. Funds will be used to provide counseling and other supportive services impacting their ability to maintain employment and become responsible parents, both financially and emotionally.	$210,000		Will be combined with services for offenders in year two plan

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
1.b Build Capacity – Invest in the development of organizational infrastructure and training of staff at all levels; expand electronic connectivity	1.b (1)- Training and Technical Assistance Funds are needed to provide training and technical assistance to city staff and service providers including One-Stop, Youth, and Welfare to Work. [see Attachment Q]	$386,500		• RFQ's being reviewed • Some training being provided every month
1.c Customer Satisfaction – Develop methodology for measuring satisfaction of both employers and job seekers and for using the results for continuous improvement	1.c (1) - Customer Satisfaction Customer Satisfaction is a WIA and WTW performance measure and an important element of our local evaluation and continuous improvement process. Although the State will be conducting a customer satisfaction survey, the methodology that they plan to use will not provide us with information that is useful at the local level. A consultant will be procured to develop and conduct a Customer Satisfaction Survey. Procurement would be through a Request for Proposal, Request for Qualifications, or other similar process.	$450,000	$450,000 (2)	Cal State Northridge Selected by RFP – Contract to be effective 5/1/01
1.d Consumer Reports - Develop a consumer report system so job seekers and businesses have access to performance information about training providers (youth and adult) and One-Stop Centers	1.d (1) - Consumer Reports Develop the process for the implementation of a "Report Card" of the One-Stop and Youth programs. Contractor performance evaluation results will be displayed using an electronic solution developed in coordination with the Workforce Investment Board. A consultant is needed to identify the required factors for the "Report Card" and develop the necessary software.	$200,000	$200,000 (2)	Cal State Northridge Selected by RFP – Contract to be effective 5/1/01

(2) The combined funds for 1c(1), 1d(1), and 4b totaled $750,000;
The contract with Cal State Northridge is for the total amount and includes all three activities.

	GOAL 2. Provide job training for first-time job seekers, unemployed, and incumbent workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need.			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
2.a Industry Clusters - Continue to identify and assess industry clusters to ensure that training is being provided in high quality, high growth sectors, and that placement will lead to high wage jobs.	2.a (1) - Industry Clusters Continue the contract with UCLA to provide training to service providers on growth industries and their employment needs, how to work with businesses within industry clusters, and how to develop long-term relationships with industries. Training will assist them in making the most effective contacts and improve ongoing work with businesses.	$40,000		• Implementation not expected until after July 1, 2001
	2.a (2) - Entertainment Industry The City has entered into a contract with the Entertainment Industry Development Corporation (EIDC) to develop a guide to getting a job in the entertainment industry and to provide related training to our service providers	$195.000* (CF #00-0559)	$195,000	• Contract executed
	2.a (3) - City Jobs Funds are requested to expand the existing City Jobs Program to serve approximately 275 additional TANF clients. This program prepares participants for employment at entry level positions within the City of Los Angeles. Marketing and outreach will be conducted in order to expand the number of potential placement opportunities for participants in other operating City Departments. These placement opportunities will focus on demand occupations with clear career paths within the City of Los Angeles. Funds are needed to reimburse City Departments for wages during training, instructional costs, and support services.	$3,182,000	$3,182,000	• 15 enrolled in clerical training at CDD - being expanded to 30 • Clerical class started at Library Dept • Class for custodians started • Trying to develop Communications Operator Training • Animal Trainer Class at Zoo under development
2.b Labor Market Information - Provide current local Labor Market Information via the internet	2.b (1) - Labor Market Information The City has entered into a contract with ERISS to conduct a survey of local employers and provide the resulting labor market information via the internet	$415,000	$415,000	• System up on Web • Initial training completed • System Administrator trained • Training on Self Service Module being provided • Discussing Regional Approach with other WIBs
2.c Training Policy - Develop self-sufficiency definition and ITA policy that is focused on demand occupations with career paths that lead to self sufficiency	2.c - No funds requested	$0		• Policy adopted

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
2.d Technology - Invest in technology needed to provide job seekers with up-to-date skills; reduce the digital divide for program participants	2.d. (1)- Technology Upgrades Upgrade technology (hardware and software) to facilitate the development of skill sets for job seekers including development of online assessment program. Develop a plan to upgrade and maintain a level of acceptable technology standards within the One-Stop system for use by job seekers and staff. (Note: Includes $876,000 WtW approved last year)	$1,426,000	$500,000	• Technology plan developed with input from providers and partners • RFP for Systems and Network Services to be released • Hardware ordered to expand ISIS • Orders for additional hardware upgrades ($400,000) being prepared • Virtual One-Stop software being evaluated ($100,000) • Partnership with South Bay being explored
	2.d (2)- Youth System Enhancement - Technology Academy There is a growing digital divide which parallels economic demographics. In order for low-income citizens to move up the economic ladder they must have access to computer training which begins with the basics and moves them to skills in high demand. The Community Technology and Education Center (C-TECH) is a cooperative effort of Glendale Community College, Los Angeles Unified School District, and the Mountains Recreation and Conservation Authority. It is located on the grounds of the Los Angeles River Center and Gardens (formerly the Lawry's California Center). The proposed funds would be used to incorporate the Multimedia University Academy into C-TECH and make this unique training available to the entire youth system.	$280,000		• Contract with New Multimedia University Academy Inc. being processed
	2.d (3) - Technology - Capital Investment The Department of Labor has urged consideration of training in high tech occupations. These funds will be used to purchase the equipment, tools, supplies and materials necessary to provide hands on training in network cabling, network administration, computer repair, and network and computer trouble shooting. C-Tech, a New Jersey based DOL endorsed company, is recommended as the sole source provider of the equipment, training curriculum and train-the-trainer training. Initially one center will be piloted. Cost of equipment and training is estimated at $40,000. If this pilot is successful a second site will be set up.	$80,000		• Negotiating Contract with East Los Angeles Skills Center

	GOAL 3. Promote collaboration and leveraging of funds and resources			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
3.a Integrate Partner Services - Continue work with the 19 partners to develop an integrated system that includes the following: EDD co-located at every One-Stop Center; staffing plans to extend hours of service; a resource sharing plan; common definitions and vocabulary; common technology; a common intake, assessment and tracking system; and a unified approach to the business community. Revise MOU accordingly and develop Center- specific MOUs.	3.a - No funds requested	$0	$0	• City Attorney drafting MOU for mandatory partner services • System cost being calculated • Established minimum level of mandatory partner services for each One Stop • Training being provided on partnership development in April and May
3.b Integrate Youth and Adult Services - Increase integration of the Welfare-to-Work and Youth components into One-Stop System particularly in the areas where they share common customers and common needs; integrate youth programs into the partner MOU.	3.b - No funds requested	$0	$0	• Youth and Welfare-to-Work providers are included in the One Stop CQI Teams • Plan being developed to integrate Welfare-to-Work into One-Stops
3.c Recognize Efforts that Promote System Approach - Develop qualitative measure of collaboration and a team measure to encourage total system collaboration	3.c - No funds requested	$0	$0	Part of Evaluation Contract under development with Cal State Northridge

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
3.d Secure Additional Funds - Apply for additional funds such as the Governor's Discretionary Funds; secure the services of a grants writer; investigate revenue-generating activities and develop policy for One-Stop operators	3.d – Secure Additional Funds Authorization is requested to apply to any County, State, or Federal entity having funding available for workforce preparation related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce (for technology related grants), Department of Education, Department of Justice (for job training for offenders), Governor's WIA and WTW Discretionary Funds, and funding under Los Angeles County Long-Term Family Self-Sufficiency Plan. We also want to increase the competitiveness of our system in applying for other funds. Funds are requested to procure grants writing services to be available on an as needed basis.	$110,000		• Received Gov's Discretionary funds • Applied for DOL Youth Offender and Recognizing Youth Achievement grants • Supported proposals to other funding sources • Received $200,000 under Schiff-Cardenas Bill • List of Qualified Grants Writers established as result of RFQ
3.e UNITE LA - Continue to participate as a partner in UNITE LA and expand the Industry Consortia to benefit the entire system	3.e - No funds requested This effort is funded through School-to-Work Opportunities Act	$0	$0	• Hosted two Networking Events for UNITE LA Staff, Youth Agencies & Industry Consortia
3.f Best Practices - Provide opportunities for contractors to share best practices; including hosting a resource fair.	3.f - No funds requested	$0	$0	• Executive Workshop on Best Practices held 2/21
3.g Expand Partnership – Involve additional community partners including labor organizations	3.g (1) – Empowerment Zone Linkages The Empowerment Zone Overnight Committee (EZOC) has identified two pilot projects for which it has requested financial support be targeted. These funds will be used to augment the One-Stop system to provide: (1) targeted outreach to empowerment zone residents and (2) post employment supportive services to ensure retention.	$100,000	$0	• Waiting for information from the EZOC, Implementation not expected until after July 1, 2001
	3.g (2) – Leverage External Resources There are numerous community resources that the One-Stop System is not currently fully utilizing. For example, DPSS provides substance abuse and mental health assessment and treatment for persons enrolled in CalWORKS. These funds are currently underutilized. At the same time, our Welfare to Work providers have identified a need for these services. Making these connections is usually labor intensive and can more efficiently be initiated at the system level. Funds would be used to secure the services of a consultant to expand the partnership and improve the ability of the One Stop System to leverage additional resources.	$75,000	$0	Implementation not expected until after July 1, 2001.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
	3.g (3) – Demonstration Projects There are high risk and underserved populations - both workers and employers - who are not adequately served by the existing system. There are also small and grass roots organizations which may do a better job addressing this situation, but they do not successfully compete in a standard RFP process. Staff recommends developing new strategies or identifying best practices for working with high risk and/or underserved populations to include but not be limited to mono-lingual non-English speakers, individuals returning from incarceration, etc. Each demonstration project may be funded up to an amount not to exceed $500,000. Participating agencies in this Demonstration Projects Program may be agencies with a well established track record as recipients of federal monies or grass roots/emerging agencies which are established in their respective community but have minimal or no track record as recipients of federal dollars. These Demonstration Projects must meet the requirements for the funding source in WIA or Welfare-to-Work, etc. and accept Technical Assistance deemed necessary and appropriate by CDD staff. Technical Assistance may be in the area of financial management, program design and implementation, performance accountability, etc. Procurement will be by RFP or RFQ or IFB Participants on the selection panel may include staff from CDD, affected Council Offices, Mayors Office, CAO and WIB. All Demonstration Projects shall have as their primary goal either better preparing a targeted population for work, or better assisting employers in their search for qualified workers. Demonstration projects will be for a specified period of time, with a small group of participants, closely monitored during implementation and, evaluated at the conclusion.	$1,925,000		• Reviewing Call for Ideas for LEP, anticipated RFP release after July 1, 2001 • Will Develop Call for Ideas for employed workers • Met with Manny Valenzuela re Labor Project • Unlikely that any funds will be obligated this year

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
3.h Seek Opportunities for Regional Collaboration - Seek opportunities for collaboration with the WIB's, particularly those in LA County, to promote commonality of forms and processes and seek opportunities for co-funding of initiatives as appropriate	3.h No funds requested	$0	$0	• Established meetings of LA Area LWIA Directors • Collaboration underway on Regional Marketing, Labor Market Information, and Case Management (ISIS)

	GOAL 4. Provide quality assurance through a system of standards and accountability			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
4.a Certify One-Stop Centers - Develop minimum standards for all One-Stop Centers and incorporate these into the certification process; develop criteria and process for decertification.	4.a <u>One-Stop Certification</u> The City has entered into a contract with Lori Strumpf to lead the certification process. Ms. Strumpf is currently assisting in the certification of the Los Angeles County One-Stops. We would like to ensure consistency between the County and City One-Stops, so using the same consultant is critical for this.	$50,000* (CF #00-1297)	$100,000	• Certification process underway • Amended contract to increase amount by $50,000 • Revised Certification Policy now includes Satellites
4.b Performance Evaluations - Revise and implement Performance Evaluation and Reallocation Policies for Youth, One-Stop Centers, and Welfare-to-Work providers	4.b – Evaluation Development Funds would be used to secure the services of a consultant to design evaluation criteria and tools for use under WIA. The resulting tools will enable us to evaluate performance of individual One-Stop Operators and Youth Collaborators.	$100,000	$100,000 (2)	• Contract with Cal State Northridge will be executed 5/1/01
4.c Evaluate Training Providers - Develop criteria for evaluating training providers listed on the ETPL	4.c – No funds requested	$0	$0	• Criteria and methodology for evaluating OJT & customized training providers to be developed as part of Performance Evaluation (4b)
4.d Skills Certification - Develop skills certificates that are industry recognized	4.d – <u>Skills Certification/Credentials</u> One of the performance indicators under WIA is the number of individuals who obtain credentials including "industry-recognized certificates." Consultant services will be procured to research industry-recognized certificates currently in use elsewhere and to review training provider curriculum for relevance to business and develop additional certificates in high wage, demand occupations.	$150,000		• RFP being developed, anticipate May release

(2) The combined funds for 1c(1), 1d(1), and 4b totaled $750,000;
The contract with Cal State Northridge is for the total amount and includes all three activities.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
4.e Meet or Exceed Performance Levels - Attachment D shows the performance levels the State has established for Los Angeles; develop and implement strategies for continuous improvement of performance	4.e – No funds requested	$0	$0	• Performance Management Training ongoing • Continuous Quality Improvement Teams operational • Waiting for Negotiations with State re 2001-02 performance • Unable to obtain any info from state regarding performance to date
4.f Certification of Staffing Firms	4.f – Staffing Firms – No funds requested Authority requested to release a Request for Qualifications (RFQ) to identify staffing firms that are qualified to provide specialized employment agency services to Welfare to Work participants. Requirements for qualifications include: temporary jobs leading to permanent employment, firm offers relevant skills training, and available employment that leads to jobs providing benefits and a living wage. Contractors will only be allowed to utilize staffing firms on the "qualified list".	$0	$0	• No implementation expected

WIB STRATEGY	GOAL 5. Improve services to business ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
5.a Marketing	5.a (1) Regional Marketing Implement a countywide marketing campaign (Attachment R) with other LWIA's, EDD, and DPSS with single point of contact for business, publicize successes.	$200,000		• Board of Supervisors approved Marketing Contract • Payment process under development • Infrastructure to be developed by Consultant selected for Business Services
	5.a (2) Local Marketing Funds will be used to promote City specific programs. This includes funds for brochures, promotional items, hosting events, etc.	$160,000	$250,125	• VXR selected thru RFP – Contract being processed
5.b Business Services - Develop a systematic approach to assist businesses with meeting their employment and training needs.	5. b - Business Services Develop and maintain a One-Stop system for employers with Account Representatives responsible for specific industry clusters. Assist One Stop Operators to improve their interface with Business Assistance Centers and expanding the types of service they provide to businesses.	$500,000	$250,500	• Proposals being reviewed for Consultants; anticipate obligating at least $500,000 more
	Of the total, $167,000 will be used to contract with the Valley Economic Development Corporation for the period July 1, 2000 to December 31, 2000, to continue development of the business network in the San Fernando Valley. The remaining funds will be used for consulting services to develop system approach and train contractor staff.			• Contract for $250,000 executed with VEDC; ended 3/31/01
5.c Customized Training – Expand the use of customized training including incumbent workers training to meet business needs.	5.c Customized Training Staff recommends that each One-Stop Operator be given an additional $100,000 to provide a quick response for customized training requests and that $300,000 be retained by CDD for larger long term projects and for allocation to One- Stops based on demand.	$1,800,000		• Developed Task Force from One Stop & WTW staff and contractors • Concept paper developed • Projects being developed for 2001-02
5.d Economic Development – Ensure that economic development projects, such as Genesis LA, public works projects, and those of CDD's Industrial Commercial Development Division and the Mayor's Office of Minority Business Opportunities Committee (MBOC), are directly tied to workforce development	5.d First Source Hiring Provide funds to selected One-Stop Operator to hire staff to coordinate first source hiring for large publicly funded construction projects, involving both construction jobs and post construction jobs similar to the agreement with the Staples Center.	$380,000		• First source hiring project at Hollywood and Highland is ongoing (Trizec Hahn). Sufficient funds previously committed to MCS and UCRA. • No new agreements have been developed

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
5.e Upgrade Technology - Invest in technology upgrades to standardize the system used by One-Stop operators and increase the system's ability to be responsive to business	5.e No Funds Requested. This is included as a part of item 2.d (1)	$0	$0	Part of 2.d (1)
5.f Rapid Response - Provide assistance to employers and individuals affected by staff downsizing or plant closures. Including readjustment, retraining, and employment services	5.f Job Search Assistance RFP The City currently has contracts with seven entities to provide job search assistance for individuals being laid off. $50,000 is required to extend these contracts through December 31, 2000. To ensure we are using the most qualified and cost-effective contractors, we are requesting authority to release an RFP. In addition to providing job search assistance workshops, a consultant will be sought to assist One-Stop job developers to increase their skills in working with employers facing layoffs and those with potential job opportunities for laid off workers. The remaining $150,000 would fund the successful bidders for the period January 1, 2001 through June 30, 2001. Contracts could be renewed for up to four additional years based on performance and availability of funds.	$200,000	$100,000	Contracts executed; being amended to extend time through June 30, 2001.
5.g. Brownfields - Provide job training and placement of Empowerment Zone residents into entry-level employment in environmental remediation and establish a career continuum for upgrading of skills.	5.g No funds requested. All funds are from the EPA grant or existing system provider resources. Authority is requested to accept the grant funds and contract for the services with the South Central One-Stop operated by Community Centers, Inc.	$0	$0	• Contract being developed with Los Angeles Conservation Corps using EPA funds

	GOAL 6. Ensure access and training for diverse populations			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
6.a Specialized Training - Contract for training for specific populations such as offenders, homeless, and persons with significant language barriers whose needs are not well met through the existing (ETPL) Eligible Training Providers List	6.a (1) Training for Offenders -Demonstration Develop and implement a pilot program for youth/young adults returning from incarceration. The program will leverage resources with the Probation Department, LA County Office of Education, Los Angeles Unified School District, One Stop Career and Industry Centers, Family Development Networks, and Community Based Organizations. Prior to release participants will be involved in educational and life management skills development. A specific re-entry plan will be developed and a neighborhood mentor and job coach will begin meeting with the youth. Upon release, youth will enter a combination of paid work and additional education and skills training with intensive coaching. Additional readjustment services will involve the family and other significant relationships and the development of peer support groups. Support services will include tattoo removal, bonding, records expungment and access to background check data. Required community service will be designed to increase feelings of self-worth while making restitution.	$400,000	$463,004	• Received $523,439 Governor's Discretionary Funds, will augment the $400,000 from WIA • Contracts being developed with LA County Office of Education, LA County Probation Department, and Community Build being processed • Program to be implemented 5/1 • Submitted proposal to DOL for expanded program • Received $400,000 from LA County (Schiff-Cardenas Bill) for coordination with Probation Department
	6.a (2) Training for Homeless Funds are requested to develop and implement a pilot project for homeless individuals whose needs are not well met through the ETPL.	$60,000	$0	Implementation not expected until after July 1, 2001.
	6.a (3) Day Laborer No funds requested. Funds for this program come through CDBG. Authority requested to release a request for Proposal for April 1, 2001 - March 30, 2002 to select operators for the Day Laborer sites.	$0	$0	CED approved funding through March 31, 2002. Will report back to CED regarding possibility of releasing an RFP.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
6.b Capacity Building – Provide training and technical assistance to increase ability of service providers and employers to work with diverse populations including persons with limited English proficiency; increase capacity to assess for learning disabilities and provide staff development in meeting identified needs; increase access to substance abuse, mental health treatment, and other support services through a coordinated information and referral system.	6.b (1) – Specialized Assessment Funds are needed to obtain (or develop) and provide training on screening tools for barriers to employment such as learning disabilities, mental or emotional health problems, substance abuse, and borderline mental retardation. Funds are also needed for in-depth assessment services when the initial screening indicates a potential need and services are not available from partners or other entities.	$20,000		Identifying existing resources. Implementation not expected until after July 1, 2001
	6.b (2) – INFOLine Funds are requested to continue to contract with INFOLine to maintain the "1-800- For A Job" number. Business and Job Seekers calling INFOLine will be referred by trained INFOLine staff to the appropriate service provider. This contract will also pay for the salary of a dedicated INFOLine staff person, to handle walk-ins and telephone inquiries at the City and the EITC Hotline.	$480,000	$480,000	Contract executed
	6.b (3) - Earned Income Tax Credit Funds are requested to continue to inform employees and employers about the Earned Income Tax Credit (EITC) a wage supplement in the form of a refundable federal tax credit for eligible low-to-moderate income workers	$45,000	$45,000	Campaign underway, being coordinated through CDD's Industrial and Commercial Development Division (ICD)
	6.b (4) – IDA'S Funds are requested to implement an Individual Development Account (IDA) Program to help low-income individuals and families accumulate savings that can be used for education or job training, homeownership and microentreprise development. Eligible individuals will contribute a portion of their earnings and, grant funds will be used to match this amount. An RFP will be issued to select the financial institutions and partners to administer this program	$2,000,000		Implementation not expected due to depletion of W-T-W funds

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
6.c Adaptive Technology - Invest in adaptive technology to assist persons with disabilities in using One-Stop system services and assist employers in securing adaptive equipment for disabled employees hired through the One-Stop system	6.c - Adaptive Technology Job seekers with disabilities have inconsistent access to One-Stop services because not all One-Stops are equipped with adaptive technology. These funds will provide a minimum threshold of programmatic and physical access to One-Stop resources for job seekers with disabilities.	$147,255		• Agencies being surveyed to determine needed equipment • Anticipate funds to be fully obligated
6.d Understand Community - Develop demographic reports and community asset mapping	6.d GIS Mapping No funds requested	$0	$0	Part of technology plan
6.e At-Risk Youth – increase youth services for youth exiting foster system, youth with disabilities and returning from probation camps	6.e – No funds requested. Funds received from the State General Fund are being used to provide services for youth in residential treatment facilities.	$0	$0	• Contracts for Covenant House and Penny Lane executed • Contract with Community Build executed – Casey Family Program partnering with Community Build • All Funds are from the State General Fund

	GOAL 7. Minimize bureaucracy			
7.a MIS Reporting - Develop computerized tracking system for all youth and One-Stop providers (ISIS) that includes easy capture of use of core services by non-registered participants	7.a - Integrated Services Information System (ISIS) Develop and maintain a regional electronic case management system via an open architecture Web based application that recognizes the participants within the different services that are being provided through the One-Stop System, including all WIA funded programs, Welfare to Work, and Human Service systems. This application is currently being developed internally with the assistance of the Information Technology Agency (City of Los Angeles Technology Department) and will have full deployment of all funded sources by the end of the fiscal year 2001. Funds are requested to pay for contract programmers and database specialists used in the continued development of each individual program module and for a Data Base Architect to maintain all databases being developed	$295,000	$295,000	• Initial system developed • YOM fully operational • Most youth providers trained, implementation started • Adult providers being trained, implementation started • Welfare to Work DSL lines installed, software training to begin in July.
7.b Participant Tracking - Develop standard method for collecting data and tracking services across partner systems including the use of core, non-staff assisted services.	7.b Swipe Card Systems Develop a system wide process in which all participants are issued a photo identification card for the purpose of tracking services throughout the region. This swipe card system will interact with ISIS to further expand the capability of the common participant and case management tool developed for the City's Service Delivery Area. The use of this system will enable agencies to further follow up on the tracking of services provided to said participants.	$300,000	$120,000	Card Integrators selected as vendor, programmer hired, YOM sites phase I completed, Full software development anticipated Aug 1
7.c Financial Reports - Revise financial management tools and provide training and technical assistance to city staff and contractors; develop common cost accounting system and process for electronic submission	7.c Common Cost Accounting System An important tool for continuous improvement is good financial information. At this time there is no common cost accounting system throughout the Workforce Development System. These funds would be used to develop a common cost accounting system for managing resources system wide, trouble shooting excessive cost, and continuous improvement.	$100,000		Part of technology plan; no implementation expected until after July 1, 2001.
7.d Contracts - Develop streamlined contracting process	7.d No funds requested	$0	$0	Completed
7.e Easy Access for Employers - Ensure bureaucratic process confronting employers is minimized	7.e No funds requested	$0	$0	Part of the scope of work for the Businesses Services Consultant

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Grant Status Report
Workforce Development Division, CDD
As of March 31, 2001

Prepared by: Catherine C. Bondoc
Financial Management Division

	WORKFORCE INVESTMENT ACT (WIA)						WELFARE-TO-WORK									
	Adult	Dislocated Worker	Youth	Rapid Response	Incentive	TOTAL WIA	State EDD	LA County	TOTAL WtW	YO	CalWORKs	At-Risk Youth	Brownfields	Unite LA Yr 2-4	Donald J. Kulick	GRAND TOTAL
AWARDS/TRANSFERS:																
JTPA Carryovers	8,444,680	2,935,114	2,902,543	0	133,291	14,415,628			0							14,415,628
Prior Year Allocation						0	62,096,313		62,096,313					445,000	6,630,000	69,171,313
FY 00-01 Allocation	22,271,788	24,965,890	24,813,752	1,280,645		73,332,075			0	11,000,000	5,268,728	500,000	100,000	202,757		90,403,560
Transfers To (From)						0			0							0
LA County - Child Care						0		457,258	457,258							457,258
						0			0							0
(A) TOTAL FUNDS AVAILABLE	**30,716,468**	**27,901,004**	**27,716,295**	**1,280,645**	**133,291**	**87,747,703**	**62,096,313**	**457,258**	**62,553,571**	**11,000,000**	**5,268,728**	**500,000**	**100,000**	**647,757**	**6,630,000**	**174,447,759**
OBLIGATED FUNDS:																
Departmental Budget (CDD & Other City Depts.)																
Adopted Budget	3,926,021	3,322,973	4,373,762			11,622,756			0							11,622,756
Annual Plan (3)	945,302	945,302	1,115,497	297,767		3,303,868	2,758,498	0	2,758,498							6,062,366
Council Resolutions (1)						0	3,654,705		3,654,705	6,034,586	368,811	50,000		109,398	3,028,462	13,245,962
Subtotal-CDD	4,871,323	4,268,275	5,489,259	297,767	0	14,926,624	6,413,203	0	6,413,203	6,034,586	368,811	50,000	0	109,398	3,028,462	30,931,084
Contractors (Per FMD Contract Matrix)	18,897,183	16,887,835	18,353,020	200,000	0	54,338,038	34,401,782	457,258	34,859,040	2,251,676	4,899,917	450,000	0	377,321	3,601,538	100,777,530
(B) Total Obligated Funds	23,768,506	21,156,110	23,842,279	497,767	0	69,264,662	40,814,985	457,258	41,272,243	8,286,262	5,268,728	500,000	0	486,719	6,630,000	131,708,614
(C) Unobligated Funds (A - B)	6,947,962	6,744,894	3,874,016	782,878	133,291	18,483,041	21,281,328	0	21,281,328	2,713,738	0	0	100,000	161,038	0	42,739,145
% of Funds Obligated to Total Available (B/A)	*77.4%*	*75.8%*	*86.0%*	*38.9%*	*0.0%*	*78.9%*	*65.7%*	*100.0%*	*66.0%*	*75.3%*	*100.0%*	*100.0%*	*0.0%*	*75.1%*	*100.0%*	*75.5%*
EXPENDITURES:																
ADMINISTRATIVE COSTS:																
CDD - Actual Payments + Accruals (2)	646,890	539,955	947,596			2,134,441	2,288,358		2,288,358	2,131,592	128,915	10,740		47,218	3,647,212	10,388,476
OTHER CITY DEPTS	29,965	29,965	30,965			90,895			0							90,895
CONTRACTORS	468,697	486,084	182,211			1,136,992	1,363,812		1,363,812	7,682	189,757					2,698,243
(D) Subtotal - Administrative Costs	1,145,552	1,056,004	1,160,772	0	0	3,362,328	3,652,170	0	3,652,170	2,139,274	318,672	10,740	0	47,218	3,647,212	13,177,614
% of Admin Costs to Total Award (D/A)	*3.7%*	*3.8%*	*4.2%*	*0.0%*	*0.0%*	*3.8%*	*5.9%*	*0.0%*	*5.8%*	*19.4%*	*6.0%*	*2.1%*	*0.0%*	*7.3%*	*55.0%*	*7.6%*
PROGRAM COSTS:																
CDD - Actual Payments + Accruals (2)	1,823,637	1,077,075	958,536	463,586		4,322,834	1,374,180		1,374,180							5,697,014
OTHER CITY DEPTS	40,954	40,954	40,954			122,862			0							122,862
CONTRACTORS	6,356,800	7,420,768	3,685,910	1,950		19,467,428	19,235,820		19,235,820	337,602	3,306,753	146,803		335,370	2,711,584	45,541,360
Subtotal - Program Costs	10,223,391	8,538,797	4,685,400	465,536	0	23,913,124	20,610,000	0	20,610,000	337,602	3,306,753	146,803	0	335,370	2,711,584	51,361,236
TOTAL EXPENDITURES:																
CDD (2)	2,470,527	1,617,030	1,906,132	463,586	0	6,457,275	3,662,538	0	3,662,538	2,131,592	128,915	10,740	0	47,218	3,647,212	16,085,490
OTHER CITY DEPTS	70,919	70,919	71,919	0	0	213,757	0	0	0	0	0	0	0	0	0	213,757
CONTRACTORS	6,827,497	7,906,852	3,868,121	1,950	0	20,604,420	20,599,632	0	20,599,632	345,284	3,496,510	146,803	0	335,370	2,711,584	48,239,603
(E) Total Expenditures	11,368,943	9,594,801	5,846,172	465,536	0	27,275,452	24,262,170	0	24,262,170	2,476,876	3,625,425	157,543	0	382,588	6,358,796	64,538,850
(F) Unexpended Funds (A - E)	19,347,526	18,306,203	21,870,123	815,109	133,291	60,472,251	37,834,143	457,258	38,291,401	8,523,124	1,643,303	342,457	100,000	265,169	271,204	109,908,909
% of Funds Expended to Total Available (E/A)	*37.0%*	*34.4%*	*21.1%*	*36.4%*	*0.0%*	*31.1%*	*39.1%*	*0.0%*	*38.8%*	*22.5%*	*68.8%*	*31.5%*	*0.0%*	*59.1%*	*95.9%*	*37.0%*
% of Funds Expended to Total Obligated (E/B)	*47.8%*	*45.4%*	*24.5%*	*93.5%*		*39.4%*	*59.4%*	*0.0%*	*58.8%*	*29.9%*	*68.8%*	*31.5%*		*78.6%*	*95.9%*	*49.0%*
CASH STATUS																
(G) Cash Received from Grantor	10,242,947	8,950,800	4,829,253	300,000	0	25,323,000	19,524,300	0	19,524,300	2,148,700	3,791,173	87,065		311,671	5,693,000	56,879,109
(H) Cash Available for Drawdown (E - G)	1,125,996	-355,999	1,016,919	165,536	0	1,952,452	4,737,870	0	4,737,870	328,176	-165,748	70,478	0	70,717	665,796	7,659,741

(1) Welfare-to-Work: Need to reconcile with WDD's transmittals. Included above are FY 99-00 CDD budget plus allocation for Youth Fair Chance [($573,530 + $334,560) - amount allocated for 3 PSAs].

(2) CDD expenditures net of "Interest Income" and "Miscellaneous Revenues" received.

(3) Welfare-to-Work portion of Year 1 Annual Plan = CDD Budget ($2,053,555) + CDD portion of City Jobs Program ($704,943)

ATTACHMENT C3

Welfare-to-Work Program Performance Status per Agency as of May 3, 2001

Attachment C4

		Enrollments			Placements				
AGENCY	CODE	PLANNED	ACTUAL	% OF ACTUAL TO PLANNED	UNSUBSIDIZED	UNSUBSIDIZED AT ENTRY	SUBSIDIZED	TOTAL	AVERAGE WAGE
FIRST ROUND CONTRACTORS									
Build Rehab	007	114	210	184%	100	15	7	122	$ 7.72
CCD	769	309	260	84%	78	57	7	142	$ 7.46
Community Centers, Inc.	789	115	130	113%	52	12	9	73	$ 7.83
CLT PIC	818	165	139	84%	29	60	2	91	$ 7.79
HACLA	810	154	338	219%	90	42	5	137	$ 8.18
MCS Rehab	836	175	198	113%	81	38	3	122	$ 7.71
PACE	040	160	411	257%	187	36	11	234	$ 6.63
South Bay PIC	819	150	168	112%	135	2	5	142	$ 6.99
TTI - Canoga Park	853	133	112	84%	36	3	0	39	$ 7.73
TTI - Van Nuys	654	133	137	103%	51	16	1	68	$ 7.79
United Auto Workers	060	244	387	159%	92	58	4	154	$ 7.77
UCRA	594	295	379	128%	239	10	4	253	$ 6.61
Youth Fair Chance	870	105	135	129%	38	8	0	46	$ 7.51
CHILDCARE PROVIDERS									
Childcare Resource Center	922	75	47	63%	0	0	0	0	$ -
HACLA Childcare	923	93	85	91%	14	5	0	0	$ 6.93
L.A. Harbor College	921	45	27	60%	0	1	0	0	$ 10.51
L.A. Mission College	919	40	73	183%	41	4	0	45	$ 7.96
					Average weighted total for Round 1 Contractors				**$ 7.24**
TOTAL		**2505**	**3236**	**129%**	**1263**	**367**	**58**	**1668**	
SECOND ROUND CONTRACTORS									
AADAP, Inc.	854	280	418	149%	97	47	6	150	$ 7.31
Community Emp. Project	855	150	161	107%	16	57	21	94	$ 7.27
Harbor Interfaith Shelter	856	100	167	167%	91	31	3	125	$ 7.38
HACLA	857	100	107	107%	29	14	2	45	$ 8.42
L.A. Mission One-Stop	859	100	103	103%	37	13	0	50	$ 7.30
MCS Rehabilitation	860	280	287	103%	85	39	11	135	$ 8.09
So. Bay Center for Counselin	862	75	71	95%	11	15	1	27	$ 8.00
ENTREPRENEURIAL TRAINING			# of Trainees						
PACE	861	115	113						
VEDC	863	75	47						
					Average weighted total for Round 2 Contractors				**$ 7.68**
TOTAL		**1085**	**1314**	**121%**	**366**	**216**	**44**	**626**	
GRAND TOTAL		**3590**	**4550**	**127%**	**1629**	**583**	**102**	**2294**	**$ 7.46**

ATTACHMENT C4

PY 00-01 WIA Youth Program
July 1, 2000 to February 28, 2001

		Older Youth					Younger Youth					Total				
Area	Lead Agency	Enrolled	Exited	Placed	EER	AWAP	Enrolled	Exited	Placed	EER	AWAP	Enrolled	Exited	Placed	EER	AWAP
1	HACLA	16	0	0	0.00%		197	0	0	0.00%	$ -	213	0	0	0.00%	$ -
2	El Proyecto	7	1	1	100.00%	$ 6.00	50	0	0	0.00%	$ -	57	1	1	100.00%	$ 6.00
3	El Proyecto	21	1	1	100.00%	$ 6.25	68	0	0	0.00%	$ -	89	1	1	100.00%	$ 6.25
4	HACLA	2	0	0	0	$ -	79	0	0	0.00%	-	81	0	0	0.00%	$ -
5	LAUL	3	0	0	0	$ -	95	0	0	0.00%	$ -	98	0	0	0.00%	$ -
6	Chicana	15	0	0	0	$ -	116	0	0	0.00%	$ -	131	0	0	0.00%	$ -
6	Catholic Charities	22	1	0	0.00%	$ -	146	1	1	100.00%	$ 6.50	168	2	1	50.00%	$ 6.50
7	Catholic Charities	18	0	0	0.00%	$ -	192	2	2	100.00%	$ 6.00	210	2	2	100.00%	$ 6.00
8	Catholic Charities	2	0	0	0.00%	$ -	79	0	0	0.00%	$ -	81	0	0	0.00%	$ -
9	WLCAC	28	0	0	0.00%	$ -	228	0	0	0.00%	$ -	256	0	0	0.00%	$ -
10	LAUSD	0	0	0	0.00%	$ -	60	0	0	0.00%	$ -	60	0	0	0.00%	$ -
	Total	**134**	**3**	**2**	**66.67%**	**$ 6.13**	**1310**	**3**	**3**	**100.00%**	**$ 6.17**	**1444**	**6**	**5**	**83.33%**	**$ 6.15**

Attachment C.4.

PY 00-01 WIA Program
Entered Employment Rate
July 1, 2000 to February 28, 2001

		Adult					Dislocated Worker				
		Enrolled	Exited	Placed	EER	AWAP	Enrolled	Exited	Placed	EER	AWAP
One-Stop Contractors											
Build Rehab	007	163	63	46	73.02%	$ 8.39	75	23	17	73.91%	$ 13.51
Casa de Hermandad	010	141	18	16	88.89%	$ 10.01	47	7	6	85.71%	$ 24.81
CCD	769	402	93	93	100.00%	$ 9.91	169	28	24	85.71%	$ 14.22
CCI	789	151	105	101	96.19%	$ 10.16	63	32	32	100.00%	$ 13.58
CHARO	016	179	152	152	100.00%	$ 9.95	175	145	144	99.31%	$ 11.96
Chicana SAC	012	50	41	41	100.00%	$ 8.29	4	3	3	100.00%	$ 8.00
CLT WIB	818	58	18	16	88.89%	$ 9.27	77	41	34	82.93%	$ 13.64
CPC	009	37	5	5	100.00%	$ 11.88	32	7	7	100.00%	$ 17.97
El Proyecto	018	84	29	29	100.00%	$ 7.98	17	7	7	100.00%	$ 13.44
LAUL	032	117	104	104	100.00%	$ 10.76	16	12	11	91.67%	$ 12.14
PACE	040	97	76	76	100.00%	$ 8.50	46	22	22	100.00%	$ 11.99
TTI - CP	853	171	51	37	72.55%	$ 9.76	113	42	35	83.33%	$ 15.16
TTI - VN	654	180	23	9	39.13%	$ 10.62	128	25	13	52.00%	$ 13.04
UAW	060	121	38	36	94.74%	$ 9.10	112	31	29	93.55%	$ 12.49
WLCAC	067	123	33	32	96.97%	$ 9.07	24	10	10	100.00%	$ 13.42
Satellites											
ACI	851	136	60	46	76.67%	$ 8.15	104	45	37	82.22%	$ 11.70
Career Encores	234	70	32	32	100.00%	$ 12.58	21	4	3	75.00%	$ 24.17
Goodwill	782	82	31	29	93.55%	$ 8.85	14	6	6	100.00%	$ 11.62
HACLA	810	219	20	5	25.00%	$ 9.01	34	9	8	88.89%	$ 13.55
So Bay WIB	819	80	53	41	77.36%	$ 11.49	125	98	72	73.47%	$ 18.93
UCRA	594	191	69	69	100.00%	$ 8.66	13	6	6	100.00%	$ 12.47
Verdugo	820	11	0	0	0.00%	$ -	8	5	3	60.00%	$ 15.33
Total		**2863**	**1114**	**1015**	**91.11%**	**$ 9.65**	**1417**	**608**	**529**	**87.01%**	**$ 13.14**

Attachment C.4.

m:WIA EER report
033001

Attachment D: Technology Plan

City of Los Angeles
Community Development Department
Workforce Development Division

Technology Master Plan

EXECUTIVE SUMMARY

The Technology Master Plan proposes adopting a standard to meet or exceed standards adopted by the private sector. This requires upgrading the entire system to the latest state-of-the-art in hardware, interconnectivity, software, structured training, and maintenance discussed in the plan under the following five categories:

1. Business Services,
2. People Services,
3. Training & Technical Assistance Services.
4. Administration,
5. Hardware & Interconnectivity

The building blocks of the plan consists of the following

A. Develop a network plan for the One-Stop System's electronic infrastructure, which, at a minimum, standardizes network capability within buildings to "Category 5" cable and where needed "switched 100" switching capability.
B. Conduct a study by Synergy to review City staffing levels to determine the appropriate level of City staff needed to support the proposed electronic infrastructure. Any requests for additional positions will be brought to the WIB, Mayor and Council for consideration.
C. Conduct a field investigation to identify existing hardware and software used throughout the One-Stop System and between the One-Stop System and both mandatory and voluntary partners.
D. Develop a schedule for purchase of new and/or upgrade equipment for the entire system. Desktop computers will either be Pentium III's or Pentium IV's as determined by the WIB based on needs as identified by the field inspection and planning.
E. Enter into an agreement with the City vendor to acquire, ghost, deliver, install, and to take all other necessary actions to transition the One-Stop System to full operational use of the newly purchased equipment.
F. Fund an accelerated completion of the ISIS applications.
G. Fund applications identified by the technology deliverable in the Business Services Implementation Plan.
H. Acquire, either off the shelf, or through in-house development, software applications to meet the needs of the system.
I. Based on reports from Synergy, either contract for, and/or increase the City staffing levels (with approal as stated in (b) above), to ensure proper maintenance and technical support for the system.

Basic equipment and unit prices as of 01Feb2001		
Desktop Computers	Brand	Cost
Monitor	NEC 17in	319
Computer	Compaq Deskpro EXS	2099
Storage	Iomega Zip 250 MB	179
	Iomega Zip Media 3 pack	35
Visioneer	PaperPort Strobe Pro	249
Power Strips		20
	SubTotal	2901
	Taxes	239
	Total	3,140
File Servers		
Compaq ML530		28250
Backup tapes		500

City of Los Angeles
Community Development Department
Workforce Development Division

Technology Master Plan

The purpose of this plan is to establish a technology standard and associated goals to support the City's System of One-Stops, Youth, and WtW[1] programs over the next two years evolving it into the City's CDD[2] Workforce Development Global Communications Network of Services, by integrating related requirements of other divisions within CDD, mandatory partners[3], voluntary partners, and the employers and people requiring services.

Background

In PY1992-3, WDD[4] received approval for a Private Industry Council[5] (PIC) Pilot Project to develop and implement its first Electronic Infrastructure. Its successful deployment comprised four Local Area Networks (LANs[6]) of approximately 100 computers configured in a Wide Area Network (WAN[7]) installed at WDD and three contractors. The electronic infrastructure was subsequently expanded to include LANs at two other SDAs[8] and one additional contractor for a total of six LAN centers designated as CJACs[9]. These six CJACs and WDD, totaling seven LANs, comprised over 400 computers in a WAN. During the last three-years contract period ending June 2000, the six CJACs were renamed to One-Stops and expanded to include sixteen One-Stops and nine Satellites representing approximately 800 computers configured in twenty-plus LANs. The interconnectivity between the various centers was changed from a WAN configuration to an Internet connectivity configuration that is still in the process of being connected.

The Plan in General

Currently there are nineteen funding streams supporting the Workforce Development System which includes oversight groups, committees, mandatory partners, voluntary partners, educational partners, other divisions in CDD, employers and people requesting services. This Workforce Development Technology Master Plan ("The Plan") proposes to expand upon the previous successful investments in electronic infrastructure. The Plan includes upgrading the entire system to the latest state-of-the-art in hardware, interconnectivity, software, structured training, and maintenance. These enhancements are expected to:

1. Improve communications between the community of workers who support the City's CDD Workforce Development Global Network of Services along with the community of employers and people who need its services.
2. Speed up the migration from a paper intensive system to an electronic system providing comprehensive access to information.
3. Give greater emphasis towards self training, on line, on demand for new employees, existing employees, participants and employers.
4. Position the system to respond quickly to changing economic conditions.

Current low usage by employers and people reflect the fact that demands from the employer (business) community and people who need services are neither being addressed at the commercial speed they expect nor in the manner they require.

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[1] WtW = Welfare to Work
[2] CDD = Community Development Department of the City of Los Angeles is comprised of nine divisions: Administration, Bridges, Computer Systems, Financial Management, Human Services, Human Resources, Industrial Commercial, Neighborhood Facilities, and Workforce Development
[3] Mandatory partners include entities such as: State of California Employment Development Department (EDD), Job Corp, Department of Aging, Community Colleges, Los Angeles Unified School District (LAUSD), etc.
[4] WDD = Workforce Development Division, formerly Youth and Employment Services Division
[5] Private Industry Council (PIC) former approval body of the JTPA, Job Training Partnership Act, which has been replaced by the Workforce Investment Board (WIB) of the Workforce Investment Act (WIA)
[6] LAN = Local Area Network is comprised of two or more computers interconnected by wire or wireless so they may pass information between them
[7] WAN = Wide Area Network defined as a minimum of two LANs connected together normally via a telephone company cable/wire.
[8] SDA = Service Delivery Areas, The City of LA was an SDA, the Consortium of the Cities of Carson-Lomita-Torrance was an SDA. SDAs have been replaced by Local Workforce Investment Areas (LWIA)
[9] CJAC = Comprehensive Jobs Assistance Center

It is known within the employer community that government must serve the people of the community through supporting the organizations that employ the people. However, government speed in delivering services has historically been mostly unsatisfactory.

With the proliferation of computers and the Internet, businesses and people are being presented with more options and even faster service delivery from the commercial world than ever before. Government services that do not improve dramatically are threatened with discontinued use of services forcing an equally dramatic reduction in funding.

The lack of desired variety and low speed of delivery of services is driving business away from government. Government holds the key to bringing business into the City's Workforce Development Global Community Network of Services. A fully upgraded electronic infrastructure that is kept up to date with equipment replacement occurring every two to three years would be in close step with Moore's Law[10] and help ensure that the system would not slow down[11] due to hardware issues. Interconnectivity bandwidth that is upgraded as soon as system slowdown[12] is noticed would help eliminate slow interconnectivity issues. Existing processes are still paper driven which easily lend themselves to a high frequency of "I can't find it" issues. Further compounding these issues is "It's stored in the warehouse somewhere". It is now possible to store anything printable on-line giving rapid access to everything stored electronically. Translating paper and physical processes into electronic processes will help eliminate "lost" issues while increasing the speed of service delivery.

To accomplish such improvements, adequate planning, funding, timely purchasing, structured training, and maintenance must be available to acquire equipment upgrades, and bandwidth enhancement. Flexible funding for planning, systems analysis and design, software development and purchases of third party software to keep systems up to date along with adequate training, technical assistance and maintenance could produce effective results in offering services in a timely manner to business and people who use them.

What concerns employers most should be addressed quickly to help Los Angeles grow businesses faster than any other location in the world. This in turn will result in attracting more employers to Los Angeles because employers will be able to hire more qualified people faster at the lowest possible cost producing profits sooner perpetuating the process.

The major employer requirements are:

- PEOPLE COSTS - The most expensive requirement for most employers is people. Costs to acquire, train, make productive, or lay off people are very high. The City's CDD Workforce Development Global Communications Network of Services has within its range of authorities the capability to reduce these costs for employers to a lower level than any other source available[13].
- FINANCIAL RESOURCES - A second major requirement for most businesses is financial resources. Needs include: start-up capital[14], bridge financing, operating capital, including bank loans, SBA loans, venture capital, public funding and private funding. The City's CDD Industrial Commercial Division could work closer with WDD, the Mayor's Office of Economic Development and the Economic Development Corporation (EDC) to provide improved networking, incubator and business expansion services for employers as an extended part of the Workforce Development Global Communications Network of Services.
- SALES/ ACQUISITION OF PRODUCTS AND SERVICES - A third/ fourth major requirement for most businesses are sales/ purchase of products and services. The City's CDD Workforce

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[10] It is a historical fact that computer-processing speed doubles every eighteen months. This is referred to as Moore's Law within the computer/semiconductor industry. Named for the man, Gordon Moore, co-founder of Intel, who recognized and accurately predicted the process in 1965.

[11] As soon as a faster computer chip is available, software vendors work hard to give new features to their software offerings to induce users to buy their upgrades. These needed features contribute to slowing down the processor driving the chip manufactures to make faster computer chips to induce users to buy them. The cycle is paced by how quickly newer, faster chips can be made available, which is Moore's Law of eighteen months

[12] As more and more features and graphics are offered on a network, more bits are being "jammed" down the same size cable. Like cars on a freeway, more cars causes slow down. By making the bandwidth wider, more "lanes" are added to the "freeway" avoiding slowdown.

[13] Monster.com is the most successful job match service. It has 10 million resumes on file. It charges its employers to access it. WDD could maintain a comprehensive resume service for free keeping/attracting employers in/to Los Angeles.

[14] On 7feb01 it was announced that Oracle Corp, the second largest software development company after Microsoft, has created a WEB site to help Start Ups get financing. With the greatest number of Venture Capitalists in the world living in California, WDD could develop a better service.

Development Global Communications Network of Services could allow employers to provide direct sales/ purchasing to/ from other employers and people who use the network.

- OTHER SERVICES - Other Services could include networking extensions to Licenses & Permits, Real Estate, Tax Credits, Transportation, etc.

By providing such major services at employer required, continuously improving, commercial speed, rather than the historical government pace, employers could provide demands for future employees as far out as two years or more as well as planned layoffs for up to a year or more providing the most accurate[15] on-line[16] Labor Market Information (LMI) ever achieved anywhere. By knowing highly accurate LMI in advance by one to two years or more, the City's CDD Workforce Development Global Communications Network would permit enhanced services to be delivered to job seekers (people) in a far more timely manner.

Proposed Improvements

Transforming the One-Stop System into the City's CDD Workforce Development Global Communications Network of Services includes proposed improvements in the following five categories:

1. BUSINESS SERVICES
2. PEOPLE SERVICES
3. TRAINING & TECHNICAL ASSISTANCE SERVICES
4. ADMINISTRATION
5. HARDWARE & INTERCONNECTIVITY

1) BUSINESS SERVICES

a) Work with other local WIB's[17], EDD[18], DPSS[19] and other partners to operationalize a "warm hand off[20]" from an 800 number at a Regional Business Call Center into the City's One Stop System and ensure System staff provide timely appropriate services.

b) Focus will be on need, speed and quality of delivery of services to the business community. Weight will be given to small business that need the help more than larger companies who can, more readily, afford to provide their own services.

c) Where possible, translate employer requirements into Internet available joint services via the CDD Workforce Development Global Communications Network.

i) Job Matching - improve Cal Jobs to give employers what they want and/ or create a local profiling system to give business and individuals what they need sooner than Cal Jobs can.

ii) Permit mobile Job Order taking so job orders can by input while on site with employer.

iii) Provide tickler for follow up with employer.

d) Provide Public Transportation information to job site.

e) Work closely with other CDD divisions, such as ICD[21] to enhance joint services to the business community; FMD[22] to improve timely accounting reports, etc.,

2) PEOPLE SERVICES

a) Provide warm handoff with the 1-800-FOR-AJOB

b) Provide full Internet access to all staff, including staff of mandatory partners, and participants,

c) Expand and enhance client/ participant services by electronically connecting to voluntary partners such as the FDN[23].

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[15] LMI data is currently provided by the State Employment Development Department via limited statewide mail surveys. Locally this will be enhanced by a contractor (ERISS Corp.) that will conduct a survey of employers and provide it to WDD via the WEB. Just as WDD has contracted with ERISS Corp to improve on LMI data supplied by the State, the new system could improve on what ERISS and the State now provide with direct input by the employer.

[16] On-line means the information is available to any authorized person, anywhere on the network.

[17] Workforce Investment Boards

[18] EDD = Employment Development Department

[19] DPSS = Department of Social Services

[20] "Warm handoff" = give employer number and ask if they would like to be connected. If yes, make connection and introduce employer to person on receiving end as the person who will help them.

[21] ICD = Industrial Commercial Division

[22] FMD = Financial Management Division

[23] FDN = Family Development Network is part of CDD/Human Services Division

d) Enhance current investments in Internet based data bases for client/participant tracking[24] and associated information,
   i) Offer improved participant identification (ID) such as swipe card ID[25] and/ or the new fingerprint[26] ID to improve accuracy of accountability as to who is receiving services, access to equipment and prevention of duplicate enrollments across the system.
   ii) Provide Ad-hoc reports.
   iii) Permit exporting data (from a query result).
   iv) Provide additional case management tools such as: case note, management reports, alert for up coming follow-up (some kind of tickler to notify the case manager that an action is required.)
   v) Include linkages to other WEB sites: Cal Jobs, SCAG, ERISS, etc.
   vi) Directory of Services (GIS interface). Include driving directions and available public transportation to contractors and employer job interviews.
   vii) Permit Job Matching, to job bank
   viii) Permit self-service participant activities
   ix) Create a universal intake form to be used for all 19 mandatory partners (EDD, CalWorks, Native America, HD, NAFTA, Jobcore, etc.)
   x) Program referral
   xi) Calendars: community, event, meeting, etc.
   xii) Exchange messages among partners.

e) Kiosks for customer service could be available at all high traffic places outside of One-Stops, such as libraries, Employment Development Department, Social Services offices, etc.

3) TRAINING & TECHNICAL ASSISTANCE SERVICES

a) TRAINING
   i) Each category Business Services, People Services, Administration, Hardware and Interconnectivity require ongoing support of various types. Special emphasis must be given to developing this Training and Technical Assistance Services portion of the plan to ensure all training and technical assistance is immediately available and always up to date. Processes can be developed to support initial development of on-line training courses with easy updating as needed.
   ii) Develop video training. Many training classes that are repetitive can be captured on video and reviewed at the student's pace from any computer that is connected to the network. Slide show software such as PowerPoint can be used to develop structured modular digital training with video snippets imbedded in slides. Updating becomes easier as only the portions that need to be updated are changed.
   iii) Training is currently done with live instructors and supporting materials. Some training topics lend themselves to electronic based training. Both instructor based training and electronic based training lend themselves to:
      (1) New Employee - Develop a core module of information common to all contractors and Workforce Development to be used across the network along with a second attached module of information to be specific to the contracted partner.
      (2) Existing Employee - Develop modules of information designed to update existing employees on topics specific to their jobs, e.g. all Job Developers across the network as well as topics specific to their contractor.
      (3) Participant - Develop a core module and a second module specific to contractor, e.g. orientation.
      (4) Business - Develop core module of information common to all contractors and employers and a second module to be specific to the contracted partners.
      (5) Marketing topics - Develop core module and specific module.
   iv) Uniform Technology across network
      (1) Hardware- all the same where possible

[24] ISIS = Integrated Services Information System
[25] Each Participant is given a plastic card; similar to a credit card with an electronic strip on the back or an imbedded microchip identifying the participant and the program s/he is part of.
[26] Adopted by the US Army, Microsoft, Sony, Compaq, Siemens and many other organizations. Incorporates a .25 square-inch image of a fingerprint storing 65,000 sensing elements of the print. The system is so sensitive it will recognize an authorized person even if there is a cut on the fingertip. This technology is beginning to be included in laptops, desktops, mice, etc.

(a) Technology improvements in on-line training would require all locations to have the same level of hardware and interconnectivity to maximize benefits and avoid having to go the extra expense of creating and maintaining training for disparate systems or software.

(2) Software - all the same where possible
(a) Operating System, same release version
(b) End User, same release version

v) Create Special Online Training Development Unit
(1) Provide funding to create a small team of 3-4 full time training coordinators (or hire a contractor). This team would not be used to replace current instructors to do on-site training, but be dedicated to developing on-line training. The team would gather the training materials used currently from each contractor. The materials would be divided into distinct training groups, then refined as to how on-line training would be developed, advancing suggestions to contractor management as well as WDD's management. The team would develop an overall plan to address core module material along with how specific modules from each contractor could be attached to the core module for training within the contractor's facility.

b) TECHNICAL ASSISTANCE
i) Create a Help Desk
(1) Staff it with knowledgeable people that can speak clearly and adjust to the technology level of the caller. Make staff available via a single central email address and phone number. Provide a clear path for different types of technical assistance (i.e., chain of command), whether it is for technology or programmatic issues.
(2) Have recourse set up so if satisfactory resolution is not accomplished in a given period or number of attempts, the topic goes to higher levels of management until resolved.

ii) Technology Meetings
(1) Facilitate regular meetings to provide a forum for discussing:
(a) Contractor needs,
(b) System wide needs,
(c) Evaluation of cutting edge technology for incorporation into the Global Network,
(d) Identifying problems, and
(e) Providing solutions to contractors with respect to technology issues.

iii) Technology Bulletin
(1) Appoint a technology knowledgeable editor who will receive email regarding topics to put in a Technology Bulletin

iv) Create an online technology Bulletin Board
(1) Post common questions and answers for contractors to look up before they call the help desk

v) Hardware Maintenance
(1) Self-Maintenance - Currently hardware maintenance is satisfactory for most contractors. Some contractors have their own in-house repair capability or have "on call" maintenance contracts with various maintenance individuals or companies.
(2) Use City Maintenance - Some contractors may wish to use City maintenance if they could experience lower costs and, in some cases, faster servicing of problem hardware.
(a) Establish distributed service sites
(i) Establishing multiple distributed service sites would one way to improve service. These sites can either be existing City facilities, such as the four Civic Centers, or One-Stop contractors that are willing to serve in that capacity.

4) ADMINISTRATION

a) Improve Accuracy of Accounting
i) Begin developing on-line[27] Cost Accounting.
ii) Cost allocation - provide ability to track the cost associated with each service provided to the client
iii) Provide on-line, real-time accounting and sophisticated financial reports.

b) Evolve into on-line Project Management
i) The lowest level projects and their associated tasks will roll up into the major milestones and goals of Workforce Development to provide a single on-line high level location where authorized users can determine the status of any project or combination of projects at any time.

c) Early identification and resolution of problems

[27] On-line means the information is available to any authorized person, anywhere on the network.

i) As problems are identified more readily through better accounting processes and on-line project management, resolutions can occur more rapidly

d) Live transmission of forms to appropriate One-Stop or have centralized forms filled in on-line
e) Provide other Management Tools as needed
f) Tickler to track progress of individuals with barriers to ensure movement towards livable wage
g) Track vendors' information. This information will be used to verify attendant and others before the payment to the contractor can be released

5) **HARDWARE & INTERCONNECTIVITY**

a) Standardize the same computer and operating system software (including release level) across the network that meets or exceeds standards set by private industry.
b) Each contractor's hardware, software and network to be assessed.
c) Analysis can to be preformed to identify what each contractor will need in the way of equipment (PC's, servers, communication-lines) in order to access online services such as ISIS with system performance at an acceptable level. Also, what is required for them to perform all other functions necessary to do their jobs (i.e., run accounting software, function in a call center environment, etc.)
d) Consider having the City purchase and install contractor computer hardware and software as required. Contractors may benefit from the City's maintenance contract.
e) Technical assistance and "handholding" will be required to ensure good communication for hardware and connectivity efforts (i.e., when City purchases equipment for a contractor, constant communication is needed throughout the procurement, delivery, setup and configuration processes so that hardware or services are not turned away at the door due to miscommunication).
f) As quickly as possible replace all computers with full capacity Pentium 4 class computers along with sheet fed paper scanners, to enhance migration towards a paperless office environment.
g) Evolve into a paperless office environment
   i) With each computer having its own scanner, the migration toward converting to a paperless office can occur sooner. This will help eliminate "lost" paperwork and permit rapid location of same.
   ii) Incoming correspondence can be scanned in, emailed to the appropriate party(ies) with associated tracking to determine when it was received and how and when it was acted upon. When the document is needed at a later date, it can be immediately found.
h) Replace hardware on a two to three year cycle to keep current.
i) Support streaming video as available. Streaming video enhances on-line, structured training, marketing, information gathering, and communications over computer networks, including the Internet. More and more streaming video is coming into use.
j) Implement wireless network connectivity where cable connections are not practical, e.g. conference room meetings[28], individual office meetings, impromptu meetings, etc.
k) Use wireless as a short-term solution when network cabling takes longer than can be tolerated to install.

Estimates for Time Lines and Logistics

Past experience of computer installation from 1994 to present[29] has shown that if the City has consultants do the installation the time is one tenth the time than if it is left up to the agencies to purchase and install computers. This is due to each agency having its own time line to acquire and install computers. Because this has extended over three years in the last three-year contract period, each agency ended up with different computers and software releases.

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[28] Each meeting could have a different number of people bring notebooks who want access to the file server or Internet. One cable for each would imbue a limit to how many people could use the limited number of cables. Wireless allows greater flexibility in dealing with the unpredictable number of users. Further, users can sit anywhere in the room without having to sit near a connection. Would eliminate unsightly cables and connectors from the table and room.

[29] In PY1992-3, WDD[29] received approval for a Private Industry Council[29] (PIC) Pilot Project to develop and implement its first Electronic Infrastructure. Its successful deployment comprised four Local Area Networks (LANs[29]) of approximately 100 computers configured in a Wide Area Network (WAN[29]) installed at WDD and three contractors. The electronic infrastructure was subsequently expanded to include LANs at two other SDAs[29] and one additional contractor for a total of six LAN centers designated as CJACs[29]. These six CJACs and WDD, totaling seven LANs, comprised over 400 computers in a WAN. During the last three-years contract period ending June 2000, the six CJACs were renamed to One-Stops and expanded to include sixteen One-Stops and nine Satellites representing approximately 800 computers configured in twenty-plus LANs. The interconnectivity between the various centers was changed from a WAN configuration to an Internet connectivity configuration that is still in the process of being connected.

The proposed installation could be completed in three major stages. The following is a proposed scenario:

1) The computers would be delivered to a contractor that would load new software on all computers. The amount of time the contractor would have to load the software would not be seen by the agency or the computer user.
2) Assigned computers are delivered to each agency. This would have to be coordinated with each agency to minimize disruption of daily work. As each computer and monitor is delivered to a desk, the new units would be put on the desk with the old units being placed in the boxes confirming serial numbers for both old and new.
3) Transport old computers to a central location to be reissued to other divisions of CDD and other agencies as appropriate. New file servers would be scheduled separately after all new computers were working as expected on the old file servers.

Attachment E: Approved Policies

DEFINITION OF SELF SUFFICIENCY

The Workforce Investment Act limits Intensive and Training services to adults and dislocated workers who are unemployed or are in need of such services in order to obtain or retain employment that allows for "self sufficiency." The definition of "self-sufficiency" is left to the discretion of the Local WIB. In addition, the Act allows the WIB to adopt different definitions of "self-sufficiency" for each of the two funding streams: Adults and Dislocated Workers. In establishing a definition for self-sufficiency, consideration was given to the balance between setting the level sufficiently high to enable workers to upgrade their skills to an adequate salary level while ensuring that there are sufficient funds available to provide training for those who are most in need.

In addition, for dislocated workers, their pre-dislocation standard of living is taken into consideration is as much as they may have fixed expenses, e.g. house payments that were obligated at their pre-dislocation wages.

Definition for Adults

Self-sufficiency for adults is defined as persons who earnings are above the level of the City's Living Wage without benefits or whose household income is above 200% of the poverty level, whichever is greater. Both the Living Wage and poverty level are adjusted annually. In addition, poverty level is adjusted for family size.

Definition for Dislocated Workers

Self-sufficiency for dislocated workers is defined as the higher of the following: a) individual's earnings are above the level of the City's Living Wage without benefits or b) household income is above 200% of the poverty level or c) individual's earnings are above their pre-displacement earnings up to $60,0000. For individuals whose pre-displaced earnings were above $60,000 self-sufficiency will be defined as earnings above $60,000.

POVERTY, LLSIL AND SELF-SUFFICIENCY INCOME

FAMILY SIZE	POVERTY GUIDELINE	LLSIL	200 %
1	$ 8,350	$10,480	$16,700
2	$11,250	$17,170	$22,500
3	$14,250	$23,570	$28,500
4	$17,050	$29,090	$34,100
5	$19,950	$34,330	$39,900
6	$22,850	$40,150	$45,700
For each additional family member add:	$2,900		$5,800

Policy for Youth System Funding

In response to concerns expressed by the appeals board, CDD and City attorney crafted a policy to insure flexibility for changing conditions in the youth system.

This policy allows the following to happen:

1. New dollars into the system will be distributed to the 10 School-to-Career areas using the same formula applied to the $18 million.
2. These dollars will be available through the successful consortia (i.e. the one that won the bid)
3. The consortia must identify an unmet need
4. The consortia will have three options to meet this need
    a) go out to bid
    b) use one of it's existing consortia members (by giving them more money)
    c) use one of the agencies on the eligible list

Agencies on the eligible list would be agencies that were members of unsuccessful consortia that participated in the bid (as a lead, joint partner or sub-contractor) and that meet two threshold criteria:

1. demonstrated effectiveness
2. reasonable cost

This proposed policy was adopted by the appeals board and the youth council. The WORKFORCE Transition Task Force referred this policy back to the Youth Council for development of the threshold criteria.

In addition to the above, there are broad categories that will be funded by WIA youth money.

1. CDD costs – governed by Federal caps
2. System costs – to be determined by the Youth Council and WIB. This will include things such as training, systemwide software, etc.

ELIGIBLE LEAD AGENCIES, JOINT PROPOSERS AND SUBCONTRACTORS FROM PY 2000-2005 WIA YOUTH OPPORTUNITIES SYSTEM REQUEST FOR PROPOSAL

Agency	Proposal Type	Contract Person	Address	Service Area
Archdiocese of Los Angeles	L,J,S	Terrance Fleming (213) 736-5456	3250 Wilshire Boulevard, Suite 1010 Los Angeles, 90010	1,2,3,4,5, 6,7,8,9,10
Avalon-Carver Community Center	S	Lawrence Rodgers (323) 232-2206	4902 S. Avalon Boulevard Los Angeles, 90011	9
Basic Adult Spanish Education	S	Virginia Rafelman (818) 348-4771	7009 Owensmouth Avenue Canoga Park, 91303	2
Breese Foundation	S	Jeff Carr (213) 387-2822	3401 W. Third Street Los Angeles, 90020	5,6
Bridge Focus	S	Barbara Baldwin (818) 985-5132	16360 Roscoe Boulevard, Suite 120 Van Nuys, 91405	1,2,3
Boys and Girls Club of San Pedro	S	Mike Lansing (310) 833-0807	1200 Cabrillo Avenue San Pedro, 90731	10
Boys and Girls Club of Venice	S	(310) 390-4477 x225	2232 Lincoln Boulevard Venice, 90292	4
California State University, Los Angeles Auxiliary Services	S	Raquel Soriano (323) 343-3773	5151 State University Drive Los Angeles, 90032	6,7,9
Career Planning Center	L	Eleanor Hoskins (310) 273-6633	1623 La Cienega Boulevard Los Angeles, 90035	4
Catholic Big Brothers	S	K.E. Martinet (231) 251-9800	3300 W. Temple Street Los Angeles, 90026	6,7,8
Catholic Charities of Los Angeles	S	Gregory Cox (213) 251-3400	1530 James Wood Boulevard Los Angeles, 90015	6
Charles Drew University, College of Allied Health	S	Ron Lau (323) 357-564-1431	1731 E. 120th Street Los Angeles, 90059	9
Chicana Service Action Center	L	Sophia Esparza (213) 629-5800	315 W. 9th Street Los Angeles, 90015	6
Chinatown Service Center	J	William Dowling (213) 808-1700	767 N. Hill Street, Suite 400 Los Angeles, 90012	6,7
Communities in Schools	S	Robert Arias (213) 627-0311	600 Wilshire Boulevard, Suite 630 Los Angeles, 90017	2,3,6
Community Build	L	Brenda Shockley (310) 290-6560	3428 W. 43rd Street Los Angeles, 90245	9

L = Lead Agency J = Joint Proposer S = Subcontractor

11:53 AM

Community Career Development	S	Kori Miller (213) 365-9829	635 S. Harvard Boulevard Los Angeles, 90005	9
Community Partners	S	P. Vandeventer (310) 314-1306	606 S. Olive Street Los Angels, 90014	4
Covenant House	S	George Lozano (323) 461-3131	1325 N. Western Avenue Hollywood, 90027	6
East San Gabriel Valley Regional Occupational Center	S	Laurel Adler ((626) 472-5121	1501 W. Del Norte Avenue West Covina, 91790	2,3,4
El Centro del Pueblo	S	Sandra Figueroa (323) 483-6335	1157 Lemoyne Street Los Angeles, 90026	6
El Nido Family Services	S	Emily Lloyd (213) 384-1600	12502 Van Nuys Boulevard, Suite 201 Pacoima, 91331	1,2,3
El Proyecto del Barrio	L	Corinne Sanchez (818) 830-7133	8902 Woodman Avenue Arleta, 91331	1,2,3
Foster Assessment and Testing Service	S	Craig Foster (805) 240-2388	1123 Hodencamp Road Thousand Oaks, 90005	4,5,6,7,8
Girls Club of Los Angeles	S	Gloria Davis (323) 754-2122	2057 W. Century Boulevard Los Angeles, 90047	9
Hathaway Family Resource Center	S	Patricia Bowie (213) 257-9600	840 Avenue 26 Los Angeles, 90042	8
Housing Authority of the City of Los Angeles	L,J,S	Connie Alvarez (213) 252-2755	2600 Wilshire Boulevard Los Angeles, 90057	1,4,7,9,10
Inner City Law Center	S	Clemente Franco (213) 891-2880	1325 E. 7th Street Los Angeles, 90021	6
Jennesse Center	S	Karen Earl (323) 751-1145	P.O. Box 73837 Los Angeles, 90003	9
Los Angeles Conservation Corps	J,S	Bruce Saito (213) 362-9000	2824 S. Main Street Los Angeles, 90007	6,7,9
Los Angeles Community College District Los Angeles City College	S	Joseph Gallegos (323) 953-4100	4323 Melrose Avenue Los Angeles, 90029	8
Los Angeles Community College District West Los Angeles College	L	Evelyn Wong (310) 287-4325	4800 Freshman Drive Culver City, 90230	4
Los Angeles Community College District Valley College	S	Mary Ann Breckell (818) 947-236	5800 Fulton Avenue Valley Glen, 91401-4096	3
Los Angeles Unified School District (LAUSD)	L,J	Ella Franklin (213)743-3615	716 E. 14th Street Los Angeles, 90021	1,2,3,4,5, 6,7,8,9,10
LAUSD	S	Linda Milazzo	5607 Capistrano Woodland Hills, 91367	1,2,3

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LAUSD-East Los Angeles Skills Center	J,S	Pete Fernandez (323) 227-0018	3912 Selig Place Los Angeles, 90031	5,6,7,8
LAUSD-Belmont High School	S	Fred Prinz (213) 481-2836	315 W. 9th Street Los Angeles, 90015	6
LAUSD-Jordan-Locke Adult School	S	Maxine Hammond (323) 757-8296	325 E. 111th Street Los Angeles, 90061	9
LAUSD-Maxine Waters Employment Preparation Center	S	Val Bush (323) 564-1431	10925 S. Central Avenue Los Angeles, 90059	9
LAUSD-YOU Alternative High School	S	Jim Konantz (213) 202-5590	943 W. 85th Street Los Angeles, 90044	9
Los Angeles Urban League	L	Sandra Carter (323) 292-8111	3450 Mt. Vernon Avenue Los Angeles, 90009	5
Lockheed Martin IMS	S	Gerald Miller (512) 344-4000	606 S. Olive Street, 23rd Floor Los Angeles, 90014	6,7,8
Marriott Foundation for People with Disabilities - Bridges	S	Mark Donovan (301) 380-7771	3200 Wilshire Boulevard, Suite 1207 Los Angeles, 90010 // One Marriott Drive, Dept.52 Washington, D.C. 20058	6,7,9
MCS Rehabilitation, Inc.	S	Phillis Caskey (323) 465-7900	3333 Wilshire Boulevard, #405 Los Angeles	5
National Council of La Raza	S	Magdalena Duran (818) 489-3428	523 W. 6th Street Los Angeles, 90014	1,2,3
National Family Life Education Center	S	R. Johnson (310) 665-1888	5711 W. Slauson Avenue, Suite 240 Culver City, 90230	9
New Directions for Youth	J,S	Ed Viramontes (818) 375-1000	7400 Van Nuys Boulevard Van Nuys, 91405	1,2,3
Pacific Asian Consortium in Employment	S	Kerry Doi (213) 353-1677	1541 Wilshire Boulevard Los Angeles, 90017	6
Pacoima Community Youth Culture Center	S	Leroy Geter (818) 986-8878	11243 Glenoaks Boulevard, Suite 4 Pacoima, 91331	1
People Who Care Youth Center	S	Connie Watson (323) 778-8905	1500 W. Slauson Boulevard Los Angeles, 90047	9
Regents of the University of California (UCLA)	J,S	Nancy Daneau (310) 825-3905	70 Powell Library, 405 Hilgard Los Angeles, CA	1,2,3,4,5, 6,7,8,9,10
Salesian Boys & Girls Club of Los Angeles	S	William Schafer (323) 263-7519	3218 Wabash Avenue Los Angeles, 90063	7
Santa Monica City College	S	Thomas Donner (310) 434-4201	1900 Pico Boulevard Santa Monica, 90405	5

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South Bay Private Industry Council	S	Jan Vogel (310) 412-5558	1 Manchester Boulevard, 4th Floor Inglewood, 90301	4
Sunrise Community Counseling Center	S	Jefferson Sa (213) 207-2770	537 S. Alvarado Street Los Angeles, 90057	6
Tarzana Treatment Center	J	Silva Cadena (818) 996-1051	18646 Oxnard Street Tarzana, 91356	2
The Los Angeles Free Clinic	S	Mary Rainwater (323) 653-8622	6043 Hollywood Boulevard Hollywood, 90028	5
The Story Project	S	Debbie Vandermeulen (310) 277-0707	1875 Century Park East, Suite 2140 Los Angeles, 9067	1,4
The Training Institute	L	Bernadette Gilbert (213) 621-7800	350 S. Figueroa Street #498 Los Angeles, 90071	2,3
Tomorrow's Entrepreneurs Today	S	Fannie Butler (323)299-7411	1765 W. Vernon Avenue Los Angeles, CA	9
United Auto Workers-Labor Employment & Training Corporation	J	Philip Tan (562) 989-7700	790 E. Willow Street, Suite 150 Long Beach, 90806	9
United Community Resources Agency	L	Lita Gonzales (213) 913-1856 (213) 465-0003	1708 N. Hillhurst Avenue 1811 N. Western Avenue Los Angeles, 90027	5,6,7,8
University of Southern California School of Engineering	S	Nikias Chrysostomos (213) 740-0877	3740 McClintock Avenue, Room 131 Los Angeles, 90089	6
Volunteer Center	S	Cynthia Ardell (818) 908-5151	8134 Van Nuys Boulevard, Suite 200 Panorama City, 91405	1,3
Watts Labor Community Action Center	L,J	Teryl Watkins (323) 563-5639	10950 S. Central Avenue Los Angeles 90059	6,9
YMCA-Ketchum Downtown	S	J.C. Holt (213) 624-2348	401 S. Hope Street Los Angeles, 90017	6
Youth Employment Systems	S	James Smith (213) 473-3713	1773 E. Century Boulevard Los Angeles, 90002	9
Youth Fair Chance	S	Manuel Chavez (213) 482-8618	501 S. Bixel Street Los Angeles, 90017	6
Youth Opportunities Unlimited	L	Leon Watson (323) 789-4977	8419 S. Vermont Avenue Los Angeles, 90044	9

A0-5rftagencies-eligible

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DEFINITION OF YOUTH BARRIERS TO EMPLOYMENT

A youth who requires additional assistance to complete an educational program or to secure and hold employment, due to barriers such as: emancipated youth, youth with a disability (as defined by the LAUSD or the Department of Rehabilitation), youth with Limited English Proficiency (as defined by LAUSD), youth with a family history of chronic unemployment including long term public assistance, and youth whose parent or guardian met and/or meets one of the first five barriers.

INTERIM
INDIVIDUAL TRAINING ACCOUNT (ITA) POLICIES

Under the Workforce Investment Act (WIA), all training must be purchased through an Individual Training Account (ITA) except for following:

- On-the-Job Training (OJT),
- Customized Training; and
- Training for special populations when training is not available through the ITA system. This must be separately approved by the City.

Under WIA, customers can receive ITA-funded training only if all the conditions listed below apply:

- Received core and intensive services, and were unable to obtain and retain employment at a level of self-sufficiency through such services
- Completed an assessment,
- Training is in a demand occupation that leads to self-sufficiency, and
- Are unemployed or employed at a wage that is below the level of self-sufficiency as determined by the Workforce Investment Board (WIB).

The maximum ITA allowed from WIA funds is $5,200 for non-technical training with a 12-month duration and $7,500 for technical training with an 18-month duration. In addition, there must be at least a 24-month interval between WIA-funded training. Prior to finding a customer eligible for an ITA, the Training Services Checklist (Attachment II) and ITA Agreement (Attachment III) must be completed (and included as part of the customer file) by the appropriate One-Stop Lead/Satellite staff and the customer who is enrolling in training. The City will review the completion of these forms during monitoring site visits.

Each One-Stop Lead/Satellite center is required to develop an ITA review panel, comprised of staff with decision-making authority and business members with industry-specific knowledge of technical skill sets, for review of requested training that exceeds the maximums listed above or for training that is determined not to be in a demand occupation. The criteria for exceeding the ITA maximum caps must include a determination that the appropriate training cannot be provided through any local-approved training provider for an amount less than the maximum. At the time the job seeker is denied training by the One-Stop, s/he shall be informed in writing that there is an appeals process to a review panel within the One-Stop. The Panel review must be completed within five working days after the appeal is submitted. The results must be issued in writing and included in the job seekers file. The One-Stop review panel must forward its recommendation on the attached form (Attachment I) to the City via fax: (213) 485-8151 within five working days of the submission of an appeal. City staff will review the recommendation and will respond within three working days.

The enrollment procedures that were used under JTPA will be maintained, including the Customer Referral to Training Voucher (CRTV). Please refer to the City of Los Angeles Vendor Voucher Program Manual dated September 1, 1999, and any updates thereto. ITA complaint procedures must be followed in accordance with City Directives.

This policy is effective July 1, 2000.

Attachment F: Proposed Policies

Definition of "Underemployment" for Out-of-School Youth
under the Workforce Investment Act (WIA)
Approved by the Executive Committee of the Workforce Investment Board (WIB)
January 30, 2001

Underemplomeni for Out-of-School Youth under the Workforce Investment Act (WIA) Youth Opportunities System shall be defined by the Workforce Investment Board as:

a) Any out-of-school youth who is currently employed, but not earning at least the Living Wage for the City of Los Angeles, *or*

b) is earning at least the Living Wage, but not employed full-time (FTE status).

Background

Under WIA, at least 30% of all youth funds are to be used for out-of-school youth. An out-of-school youth is defined as an individual who a) Is an eligible youth who is a school dropout; or b) Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or ***underemployed***. (WIA Sec. 101(33). However, the term "underemployment" is not specifically defined anywhere in the WIA regulations. Any term that is not specifically defined in the WIA Final Regulations is left to the discretion of the local Workforce Investment Board.

Underemployment, for an adult, is typically applied when referring to someone who is employed, but not earning enough to maintain self-sufficiency. The youth definition allows a working youth access to WIA services which may lead to higher earnings that can satisfactorily address the increased financial responsibilities that accompany adult life. Thus, preventing future underemployment as an adult.

DRAFT CREDENTIAL POLICY

The Workforce Investment Act (WIA) specifies core performance measures for workforce investment activities in adult dislocated worker and youth programs. One of the performance measures specified in the Act is the attainment of a recognized credential relating to:

1. Achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent: or

2. Occupational skills, by participants who enter unsubsidized employment; or

3. Entry to post-secondary education, advanced training or unsubsidized employment[1]

Federal law gives the WIB the authority to define the parameters upon which a credential is granted in the local area . The standards established and their relevance as successful predictors a n individual's ability to perform given job will determine the strength and reliability the credential will hod for both businesses and the individual participant.

PROPOSED STANDARDS FOR OCCUPATIONAL SKILLS "CREDENTIAL":

It is recommended that the following standard be established for a credential:

- The credential has been recognized by the industry, employers trade unions or associations, as meeting the standards necessary to perform the duties required of the occupation. The credential will certify that the customer has the skills needed to obtain placement in a job title, position or occupation to which the program of instruction is designed. The credentialed training program is in an industry that offers opportunities for growth and career advancement.

At a minimum, a customer seeking a credential should meet the following requirements:

1. Successfully complete a State of California recognized/accredited training program in an area that offers opportunities for growth and career advancement, and appropriate, pass and examination that determines competency.

or

2. Successfully complete and industry-, business-, union,- or association-recognized training program in an area that offers opportunities for growth and career advancement.

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[1]Points number 1 and 2 relate to the adult and dislocated worker programs; point 3 is applicable to the youth program.

DEFINITION OF DEMAND OCCUPATIONS

(Approved by the Executive Committee of the Workforce Investment Board on February 28, 2001.)

The One-Stop centers can use a variety of resources to help determine whether a job is in a demand occupation. What would a demand occupation be and what would be the threshold wage?

A demand occupation would be one that would allow a "self-sufficient" wage (200% of poverty, as defined in the Annual Plan). If the first job is below this amount, it would still be an acceptable placement if the One-Stop center can demonstrate that there is a career track that would allow them to reach self-sufficiency. Also to be taken into consideration is whether a job offers benefits.

The One-Stop centers would be responsible for monitoring the customer's progress and ensure the customer is on the path to self-sufficiency[1]. The One-Stops would not restrict customer choice, but would need to inform the customers on demand occupations and industry clusters, much like career counselors would educate students of demand occupations and industries.

To determine whether a job is in a demand occupation in an industry cluster, the One-Stop center could use the following information:

1. Use the Economic Development Corporation's economic research. This should be done yearly because economic conditions change: An industry selected one year could slump the next, so demand occupations would be re-assessed yearly. (The EDC is expected to provide this information at a future full WIB meeting.)

2. Use ERISS, regional labor-market database which is now available at all One-Stop centers (and on the Internet). Its website offers local job market information, including average salaries, hiring trends, occupational demand and industry growth.

3. Use industry cluster studies. UCLA did work on identifying industry cluster and the next phase is to have them work more closely with the One-Stop centers in applying this information. This would include facilitating meetings with industry groups and hands-on demonstration of what industry clusters and demand occupations there are.

4. Use the information on I-TRAIN. There is a link to the Bureau of Labor Statistics, which shows occupations, annual/hourly wages and career track.

5. Use EDD's Labor Market Information data available on the internet. The information displays jobs that are growing and those in decline, how many jobs are available and those that are high pay and high demand.

The One-Stop centers can use any or all of these resources; however, they would need to document they did indeed go through the steps of determining the position under consideration is in a demand occupation and justify their recommendation. This information would be kept in the customer's file.

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[1]The One-Stop centers are contractually obligated to meet certain WIA core measures. One of these measures the average earnings change in six months. Therefore, there is an incentive for the centers to move customers up the career ladder.

Revised
February 28, 2001

WELFARE-TO-WORK (WtW)

PERFORMANCE EVALUATION AND REALLOCATION POLICIES

City of Los Angeles

Community Development Department

Workforce Development Division

OVERVIEW

It is this Department's mission to recognize and reward high-performing contractors, and at the same time, provide quality technical assistance to those contractors that are new to the system and/or having difficulty with the development, implementation and provision of quality welfare-to-work services.

The policies contained herein establish a comprehensive, continuous evaluation system for Welfare-to-Work Programs funded to support the effort in the City of Los Angeles to move hard-to-employ welfare recipients into unsubsidized employment, and are designed to accomplish the following objectives:

- Identify poor-performing contractors and provide them with guidance and technical assistance in order to improve their performance to a satisfactory level.
- Identify contractors, who after receiving appropriate guidance and technical assistance, still do not meet standards for satisfactory performance, and deobligate unspent funds.
- Reallocate deobligated funds in accordance with priorities established by the Workforce Investment Board (WIB) and City Council and/or to performing contractors; and
- Identify nonperforming contractors and terminate their agreements.

THREE-MONTH, SIX-MONTH, AND ANNUAL EVALUATION POLICIES

Under these policies, all Welfare-to-Work (WtW) contractors are to receive three-month, six-month and annual performance evaluations, the latter of which is the most comprehensive, Sections 1, 2 and 3 identify the evaluation criteria for each, the sanctions which may be imposed as a result of a negative evaluation, and the reallocation of funds for the six-month and annual evaluation processes respectively.

LIMITATIONS

The policies contained herein are not all inclusive. The City, therefore, reserves the right to deviate from policy in evaluating agreements by incorporating different or additional criteria.

In addition and if conditions warrant, the City reserves the right to impose sanctions on a contractor for reasons other than those identified herein.

F. EARLY WARNING INDICATORS

Early Warning Indicators will be employed to identify those contractors who are experiencing difficulty in developing a collaborative relationship with DPSS, employers, and other collaborators, and/or difficulty in meeting their planned enrollment goals early in the program year. Corrective action will be required for those contractors that fail to meet each of the following criteria:

- **Enrollments**

  Contractors will be evaluated to determine if they have met a minimum of 40% of their planned enrollment goal.

- **Administrative Capability Review**

  Contractors will be evaluated in the following five areas:

  1. Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.

  2. Accuracy in preparing MIS documents, invoices and other related documents.

  3. Accuracy and completeness in maintaining participant and financial records.

  4. Developing and maintaining a collaborative relationship with the Department of Public and Social Services (DPSS) and other collaborators.

  5. Developing and maintaining a collaborative relationship with employers and evidence that they are meeting employers' needs.

B. SANCTIONS SECTION 1.2

Contractors will be evaluated on the above criteria. Contractors who fail to meet any one of the above criteria will be required to submit a corrective action plan that identifies the steps they will take to correct each deficiency, a time line for the steps to be implemented and the person responsible for overseeing the implementation.

A. PERFORMANCE MEASURES

The following are those measures against which contractors will be evaluated:

- **Enrollments**

  Contractors will be evaluated to determine if they have met a minimum of 85% of their enrollment goal.

- **Administrative Capability Review**

  This will include, but not be limited to, an evaluation of the contractors':

  1. Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.

  2. Accuracy in preparing MIS documents, invoices and other related documents.

  3. Accuracy and completeness in maintaining participant and financial records.

  4. Level of cooperation in resolving issues of concern.

- **Placement in Unsubsidized Employment (core performance measure)**

  Contractors will be evaluated to determine if they have met their 75 % of their contract goal for job retention in unsubsidized employment at six months.

- **Job Entry Rate (core performance measure)**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal for meeting this measure. The Job Entry Rate is defined as the sum of participants working in partially subsidized and unsubsidized employment divided by the number of participants served.

- **30+ Hours Rate (core performance measure)**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal for meeting this measure. The rate is defined as the sum of participants with a

first Employment Record showing 30 hours or more worked per week, plus the sum of participants with a first Employment Record showing hours worked at less than 30 hours, and next Employment Record showing 30 hours or more worked per week divided by the total participants served.

- **Living Wage**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal. Rate is figured by averaging the wages of all participants working in unsubsidized employment as a percentage of achieving the living wage in effect at the time of enrollment.

D. SANCTIONS

Contractors that fail to meet any one of the three core performance measures may be:

1. Placed on probation
2. Required to submit a corrective action plan
3. Ineligible for additional funds while on probation
4. Subject to deobligation of funds

- **Deobligation of Funds**

  Contractors placed on probation for failing the enrollment or any one of the five performance measures may have funds deobligated from their agreements.

- **Reallocation**

  Funds deobligated from under-performing contractors will be reallocated in accordance with priorities established by the WIB and City Council/Mayor, and/or to those contractors who meet all five of the performance measures.

- **Contract Termination**

  Any contractor who is placed on probation as a result of the six-month evaluation and who was placed on probation as a result of the most recent, preceding evaluation, may be considered for contract termination.

A. PERFORMANCE MEASURES

The following are those measures against which contractors will be evaluated:

- **Enrollments**

  Contractors will be evaluated to determine if they have met a minimum of 100% of their contract goal for twelve months.

- **Job Retention Rate**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal. Job retention is defined as an individual that is placed or enters unsubsidized employment who remains in the workforce for 6 months with earnings in the two consecutive quarters following placement. The Job Retention Rate is determined by calculating the sum of participants employed in base quarter who are also employed in the first and second subsequent quarters divided by the sum of all participants employed in the base quarter.

- **Placement into a Better Job**

  Contractors will be evaluated to determine if they have met 90% of their contract goal. (Better job shall include, but is not limited to; getting a higher wage, meeting or exceeding current Living Wage, addition of fringe benefits.)

- **Average Wage at Placement**

  Contractors will be evaluated on the average starting wage of all initial placements into unsubsidized employment during the contract period.

- **Cost per Entered Employment**

  Contractors will be evaluated on this measure by dividing incurred expenses by total participants in unsubsidized employment.

- **Administrative Capability Review**

  This will include, but not be limited to, an evaluation of the contractors':

  1. Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.

2. Accuracy in preparing MIS documents, invoices and other related documents.

3. Accuracy and completeness in maintaining participant and financial records.

4. Level of cooperation in resolving issues of concern.

5. This will consist of an evaluation of contractor's overall program to determine if the training and services provided are consistent with the services proposed in contractor's bid for funding, as well as adequate, appropriate to the needs of each individual client and in accordance with DOL regulations.

- **30+ Hours Rate (core performance measure)**

Contractors will be evaluated to determine if they have met 85 % of their contract goal for meeting this measure. The rate is defined as the sum of participants with a first Employment Record showing 30 hours or more worked per week, plus the sum of participants with a first Employment Record showing hours worked at less than 30 hours, and next Employment Record showing 30 hours or more worked per week divided by the total participants served.

- **Job Entry Rate (core performance measure)**

Contractors will be evaluated to determine if they have met 85 % of their contract goal for meeting this measure. The Job Entry Rate is defined as the sum of participants working in partially subsidized and unsubsidized employment divided by the number of participants served.

- **Average Hourly Wage Increase**

Contractors will be evaluated on their performance in moving participants into better jobs after initial placement; one measure of this is an increase in wages of 10% after the initial placement.

- **Fringe Benefit Rate**

The goal of the WtW program is to move people from "a job, a better job, to a career." Fringe benefits are one measurement of the quality of employment. All participants in unsubsidized employment receiving fringe benefits will be compared to all participants.

- **Expenditure Rate**

Contractors are expected to expend 100% of the funds allocated to the contract.

B. SANCTIONS

Probation

- All Contractors must meet at least 9 out of the eleven annual performance measures, or may be placed on probation. **Contractors that are being evaluated for performance during second or third year funding, must meet 90% of the annual performance measures of Placement into a Better Job or they will be placed on probation.**

Deobligation of Funds

- If a contractor does not expend 100% of their budget, the difference between the contract budget and the actual cumulative expenditures will be deobligated and considered program savings. These program savings will be made available for reallocation.

- Contractors unsuccessful on the annual evaluation may have funds deobligated from their new year allocation. The amount to be deobligated is the percentage difference between the 90% performance threshold and the actual performance contract goal rate.

Reallocation

- Funds deobligated from under-performing contractors will be reallocated in accordance with priorities established by the Workforce Investment Board (WIB) and City Council and/or to those contractors who are successful on the annual performance evaluation.

Contract Termination

- Any contractor who is placed on probation as a result of the annual evaluation and who was placed on probation as a result of the most recent, preceding evaluation, may be considered for contract termination.

ONE-STOP CERTIFICATION POLICIES

REVISED

Overview

Certification of One-Stop agencies by the Local Workforce Investment Board is the mechanism by which the LWIB ensures that services provided are of high quality and are equally accessible to all customers – job seekers and employers. A certification process based on quality principles has been developed using the Malcolm Baldrige National Quality Award Criteria as the vision and framework. Under the Workforce Investment Act, the local Workforce Investment Board strategically oversees the quality and design of the workforce development system. Local boards have the responsibility for certifying local One-Stop full service and satellite career centers.

The WIB has hired Strumpf Associates, consultant, to guide staff, LWIB members and One-Stop full service and satellite centers in planning and implementing the certification process. The LWIB has chosen to hire the same consultant as Los Angeles County to ensure alignment with the County's certification policies since, under WIA, there are no geographical boundaries to providing services. By hiring the same consultant, conflicts in policies are avoided.

Using the certification process developed by Strumpf Associates (which has already been used to certify over one hundred One-Stop centers around the country), each Center has formed a Continuous Quality Improvement (CQI) Team that is being trained in the CQI process by the consultant. Each CQI Team is composed of One-Stop operator and partner staff from all staff levels. The CQI team will continue to live after the submission of the certification application. The purpose of the CQI Team is to build an infrastructure for ongoing quality improvements.

The LWIB has formed a Certification Subcommittee, the members of which are also being trained by the consultant. The LWIB is using certification as a mechanism to benefit from the knowledge and perspective of employers and unions via the Certification Subcommittee. The LWIB has recruited Subcommittee members from Baldrige and ISO 9000 companies and from unions. Some of these Certification Subcommittee members are not currently serving on the LWIB but are willing to contribute their time and effort to the certification process to ensure a quality workforce development system for the City of Los Angeles.

The full service One –Stop centers must have submitted an application for certification by June 26, 2001 and the satellite centers must have submitted a certification application by September 24, 2001 for review by the Certification Sub-Committee in the following quarter. Once submitted, an application is considered to be "in play" and the centers that have submitted applications timely will continue to receive WIA funds through the quarter the application is under review.

GENERAL CERTIFICATION POLICIES

The following policies are intended to facilitate the implementation of the City's vision of providing multiple access points for customers to the City's workforce development system. They are also meant to ensure that there is customer recognition through a brand name that any One-Stop full service or satellite center that wears the City's brand name is of quality.

- The LWIB will not be a funding partner in any One-Stop full service on satellite center that has not achieved certification by the required deadlines

- In order to be certified, the One-Stops and satellites must receive a score of at least 70 on each of seven quality standards

- A full service One-Stop career center must make all of the core services of the mandatory partners (1) available at the center

- Once certified, the certification will be in effect for two years. The One-Stop full service and satellite centers will be required to reapply for certification after two years and demonstrate at that time that there has been substantive quality improvement in the quality standards from the time of the first certification.

- The Certification Subcommittee will receive applications quarterly so that centers can apply for initial certification and apply for recertification on a continuous basis. A center may apply for certification as many times as it wishes; however the LWIB will not be a funding partner in the One-Stop or satellite center once the deadlines for certification have expired.

- An "open system" policy allows any organization to apply for certification as a One-Stop full service or satellite center if they can meet the requirements of providing all of the core services of of the required mandatory partners (1) and all of the certification requirements. Being certified as a full service One-Stop or satellite center will not result in the LWIB being a funding partner. It will permit the certified organization to wear the brand name of the City's workforce development system.

Intent of an "Open System Policy"

An "open system policy" such as this does not obligate the mandatory partners (1), including the WIB, to extend limited resources to any organization at their request. It will be incumbent upon any organization, including satellites to find ways and means of conforming to certification requirements. If a satellite is unsuccessful in achieving full service status, it can retain its status as a satellite center.

It is not the LWIB's intention to expand the number of full service or satellite centers indiscriminately. The LWIB always reserves for itself the right to adjust the number and location of full service and satellite centers as need requires and resources permit. As economic conditions change, census data becomes available and political decisions are made in Washington and at the State level, the LWIB will undoubtedly revisit this issue more than once.

(1) Partners –as defined in WIA Section 121 (b)(1) which identifies the entities that are Are required partners in the local One-Stop system

ONE-STOP SATELLITE CERTIFICATION POLICIES

(a) The three "married" satellites are permitted to separate from the full service One-Stops with which they are presently affiliated by subcontract and to execute their own contracts with the City, effective July 1, 2001;

(b) An "open" policy allows satellites to apply for certification as full service One-Stops when they are ready. In order to qualify as a full service One-Stop, they will have to arrange the necessary collaborations to provide all the core services of all the mandatory partners (1) at the One-Stop site. Also, they must be able to meet all of the certification requirements of a full service One-Stop. Being certified as a full service One-Stop Career Center will not result in an increase in funding;

(c) All stand-alone satellites are required to meet all satellite certification policies, as follows:

- Deliver all of the core services of the satellites' partners
- Obtain and maintain the appropriate technology.
- Become programmatically affiliated with at least one full service One-Stop to provide the full array of core services of all mandatory program partners and to provide access to all intensive, training, and business services
- Develop and maintain an onsite CQI Team and conduct the self-assessment found in the Career Center application
- Participate in the CQI Team and self-assessment process of the full service One-Stop with which the satellite is affiliated, if appropriate
- Provide intensive, training and business services as negotiated through the One-Stop satellite contract
- Meet all seven of the Quality Standards either on site or as part of the affiliation with a full service One-Stop

(d) The satellite certification process will begin the second quarter, 2001.

DRAFT WORK EXPERIENCE POLICY

Work experience is the planned, structured learning experience that takes place in a workplace for a limited period of time. It is designed to impart specific skill and behavioral competencies. It may be paid or unpaid as appropriate and may be in the private, nonprofit, or public sectors. It primarily functions as a workplace-values activity, as opposed to a training activity, which is about the acquisition of specific occupational or job skills.

Work experience should be designed to promote the development of good work habits and basic work skills. When combined with other services, work experience should be given either concurrently or sequentially to increase the basic education and/or occupational skills of the participant, as set out in the individual's service plan (IEP). Work experience may be combined with community service or conservation service corps programs.

Federal Regulations:

WIA regulations state that WIBs are responsible for developing policies on the use and duration of both paid and unpaid work experience and internships.[1] The regulations also state the use of unpaid work experience should be limited and based on a service strategy identified in the Individual Employment Plan (IEP). It also should be combined with other activities and be limited in duration.

Contractors and city staff will monitor and evaluate the effectiveness of intensive services, including work experience, in responding to the needs of participants and the results on participant outcomes. In response to concerns raised by a draft of the Regulations regarding the effectiveness of work experience, the final Federal Regulations cite the School-to-Work Opportunities (national program, referred to as School-to-Career locally) initiatives as responding well to participants' needs and as providing many young people the experience needed to secure higher paying, higher skilled employment.

Labor standards apply in any work experience where an employee-employer relationship, as defined by the Fair Labor Standards Act, exists.

POLICY:

Though work experience can be unpaid, we recommend work experience be paid. It should be limited, integrated in the individual's service plan, combined with other services, and only for those individuals with no significant work history. Participation in work experience should be for a reasonable length of time, based on the needs of the participant, and should be tied to achievement of a necessary skill level (skill competencies attained). The duration of work experience shall be recorded in the participant's IEP. The procedures to be given to the contractors will give guidelines for combining work experience with classroom training and other services.

[1] Internships will not be addressed in the adult and dislocated worker programs, as internships are not expected to be widely used.

SUPPORTIVE SERVICES/NEEDS-BASED PAYMENT POLICY

Workforce Investment Act (WIA) regulations allow WIBs to establish limits on the provision of supportive services or provide the One-Stop centers with the authority to establish such limits, including a maximum amount funding and maximum length of time for supportive services (including needs-based payments) to be available to customers. Procedures may also be established to allow One-Stop centers to grant exceptions to the limits established under this provision.

Additionally, WIA regulations mandate that post-employment follow-up services must be made available for a minimum of 12 months after registered customers are placed into unsubsidized employment. Follow-up services may include supportive services provided the services are clearly documented in a registered customers case file. Needs-based payments are not an allowable post-employment follow-up service.

PROPOSED POLICY

Supportive Services

1) Supportive services be provided only when they are necessary to enable an individual to participate in WIA activities, and may be made available at any level of service.

2) Supportive services be provided to customers who cannot obtain supportive services through other programs or partner agencies providing such services.

3) Place no funding limit on supportive service costs with the exception of needs-based payments; however, the costs must be reasonable, necessary, and allowable under federal guidelines.

4) Supportive services may be received throughout the period the customer is enrolled in WIA and up to a maximum of one year after exiting (excluding needs-based payments).

5) Supportive services must be documented in a customer's file and include justification for supportive services, amount of planned funding, and proof that services were received.

Needs-Based Payments

1) Needs-based payments may be provided during the entire length of a customer's utilization of a WIA training program or unpaid work experience, but may not be continued after exiting from the program. They are not an allowable post-employment follow-up service.

2) Needs-based payments must be documented in a customer's file and include justification for services, amount of planned funding, and proof that services were received.

3) Eligibility for needs-based payments:

a) Adults must be unemployed; not qualify for UI or have ceased to qualify for UI; and be enrolled in a program of training services under WIA.

b) Dislocated workers must be unemployed and not be qualified for or have ceased to qualify for UI or trade readjustment allowance, and be enrolled in a program of training services under WIA.

4) Limits on payments

a) For adults, establish that the maximum is the current minimum wage for every hour of documented participation in WIA classroom training. Payment may not exceed the applicable weekly level of the UI.

b) For dislocated workers, payments must not exceed the greater of either of the following levels:

i) For customers who were eligible for UI as a result of a qualifying dislocation, payment may not exceed the applicable weekly level of the UI. Payment would be based on every hour of documented participation in WIA classroom training.

ii) For customers who did not qualify for UI as a result of a qualifying layoff, the weekly payment may not exceed the poverty level for an equivalent period. Payment would be based on every hour of documented participation in WIA classroom training.

One-Stop centers will not have supportive services or needs-based payment costs reflected in their cost per entered employment figures (CPEE). Historically, both supportive services and needs-based payments were included in that calculation. This increased the CPEE and served as a disincentive to provide these services. By removing supportive services and needs-based payment costs from the CPEE calculation, WDD expects the One-Stop centers to be more willing to provide these services.

POLICY FOR CUSTOMER FLOW

The Workforce Investment Act provides for three levels of services: core, intensive, and training, with service at one level a prerequisite to moving to the next level. The regulations established the concept of a tiered approach but allow significant flexibility for local areas to establish activities that lead from participation in core to intensive and training services.

PROPOSED POLICY

1. When and how a customer moves through the three levels of service be allowed to vary by customer, based on customer needs, informed customer choice, the expertise of One-Stop center staff, availability of funds and resources and the regulations which define when registration must occur. One-Stop center staff shall look at the entire array of core, intensive, and training services to ensure that the appropriate services are provided. Which core services precede intensive services and which intensive services precede training shall be determined on a case-by-case basis.

2. There must be demonstrable value added as the job seeker moves through self-service and informational core services, staff-intensive core services, intensive services and training services. Each new level must build on the past level. The One-Stop centers shall develop a method for documenting services received.

3. Self-service and informational activities fall within core services, will not require registration, and will be universally available.

4. When there is significant staff involvement in providing WIA-funded services in terms of resources or time, individuals receiving the staff-intensive core services shall be registered.

5. Both mandatory and voluntary partners shall participate at the One-Stop centers in providing the core services that they are mandated to be provided by law. The core services to be provided by each partner shall be outlined in a memorandum of understanding, which will include cost and resource sharing.

6. Access to core services shall be seamless as a result of a well-designed integrated service strategy, which includes all the partners.

7. To move to intensive services, the job seeker must have received at least one core service, be unemployed, underemployed or looking for a better-paying job, and after conducting a "quality job search," if appropriate, be unable to find a job. WDD will

make available a publication titled, "Guide to Conducting a Quality Job Search: A Portfolio for Job Seekers," by Strumpf Associates, and/or other similar documents, to assist One-Stop centers.

8. The need to move a job seeker from core to intensive services shall be based on the individual's inability through core services to find or retain a job that leads to self-sufficiency. If appropriate, One-Stop center staff can also usher a customer through core, intensive and training services in one day using only one service in each tier if it is apparent that the customer needs to be moved quickly through the process in order to get a job.

9. To move to training services, the job seeker must have received at least one core service and one intensive service and have been unable to find or retain employment through intensive service(s). The underemployed are also eligible for training.

10. As required by a prior directive, One-Stop centers shall determine that the customer has the skills and qualifications to successfully complete the training selected by the customer (in consultation with One-Stop center) and that the training is linked to employment opportunities in the local area or in another area to which the individual is willing to relocate and that other sources of grant assistance are not available.

11. If funds and resources are limited, priority for intensive and training services will be given to job seekers who fall below the City's defined self-sufficiency level and to recipients of public assistance.

Attached is a list of core, intensive and training services for reference.

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CUSTOMER FLOW

Core Services – Self Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Determination of eligibility to receive assistance under Title IB	Staff assisted job search & placement assistance, career counseling	Comprehensive & specialized assessment, e.g. diagnostic testing, interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to One Stop Center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan	On the Job Training
Initial assessment of skill levels, aptitudes, abilities & need for additional assistance	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics information, job listings, job skill requirements for job listings, & info on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs
Performance info on eligible training provider	Staff assisted workshops and job clubs	Case Management	Skill upgrading & retraining
Performance info on the local 1-Stop System		Short-term pre-vocational services	Entrepreneurial training
Info on filing for Unemployment Ins. self determined eligibility			Adult Ed in combination w/training
Information on, referral to supportive services		Follow-up services after employment	Job readiness training
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs			Customized training
Resource room			
Internet browsing (job info and training search)			
Internet accounts			
Initial development of employment plan			
Talent referrals (informational, e.g. talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

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INVESTING IN WORKFORCE TRAINING

Concept Paper on Customized Training

Initial Presumptions

- Job seekers want good working conditions, jobs that pay a living wage with benefits, and a career ladder that offers real opportunities for advancement.

- Business/industry employers want a local pool of skilled workers and quick and easy access to qualified applicants for their jobs.

- The City wants the system to 1) meet/exceed funding source performance standards that bring federal dollars into the local area for workforce development and keep them here; 2) increase the satisfaction of all customers who access system services; and 3) continuously improve all processes of planning, service delivery, and administration.

Background

In discussions about the investment of training dollars, the Operations Committee has emphasized that any new training strategy must have a short time line for start-up and be flexible enough not to train for jobs that may become obsolete by the time the training concludes.

A task force was formed to solicit feedback from a small group of one-stop operators and WtW service providers and to discuss ideas for a new customized training model. The first meeting was held February 8. Task force members from HACLA, Build, and Harbor One-Stop agreed that training must be designed to meet industry needs. In return, industries would be expected to guarantee jobs to successful trainees and award an industry-recognized credential at the completion of training.

Preliminary Recommendation for a Primary Customized Training Model

(Note: This is not proposed as an exclusive model.)

It is recommended that the WIB authorize the development of customized training for industries rather than individual employers and the creation of innovative training environments such as Welfare-to-Work CityJobs, the Stitches apparel industry program, and HACLA's training program with Bank of America.

Stitches and CityJobs combine work and training in each work day. The Stitches model features four hours of training in basic skills related to job requirements with four hours of work where trainees learn to use pieces of computerized

equipment. Stitches is a non-profit organization and has MOUs with other apparel companies which will hire individuals who successfully complete the training.

These models represent a new vision for customized training in the following ways:

1. Each is the result of a collaborative planning process involving industry, government, and education and features ongoing communication among all planners to resolve problem issues as they arise.

2. Each offers a generic core curriculum of prerequisite training designed to bridge the gap between trainees' initial skills levels and the level required to benefit from job skills training already being provided by employers.

3. Each features intensive case management designed to address any issues that might prevent trainees from successfully completing the program.

The new customized training model should offer two options: prerequisite skill training (remediation) and job skills training for job seekers with little or no work history or serious skill deficiencies; and technology upgrades and re-training for dislocated workers and adults with a job history and skills.

The model would be based on up to six months of jobs skills training and an optimal class size of twenty. Additional time would be required for any necessary prerequisite training. Specialized training classes for prerequisites could be arranged through LAUSD or the community colleges.

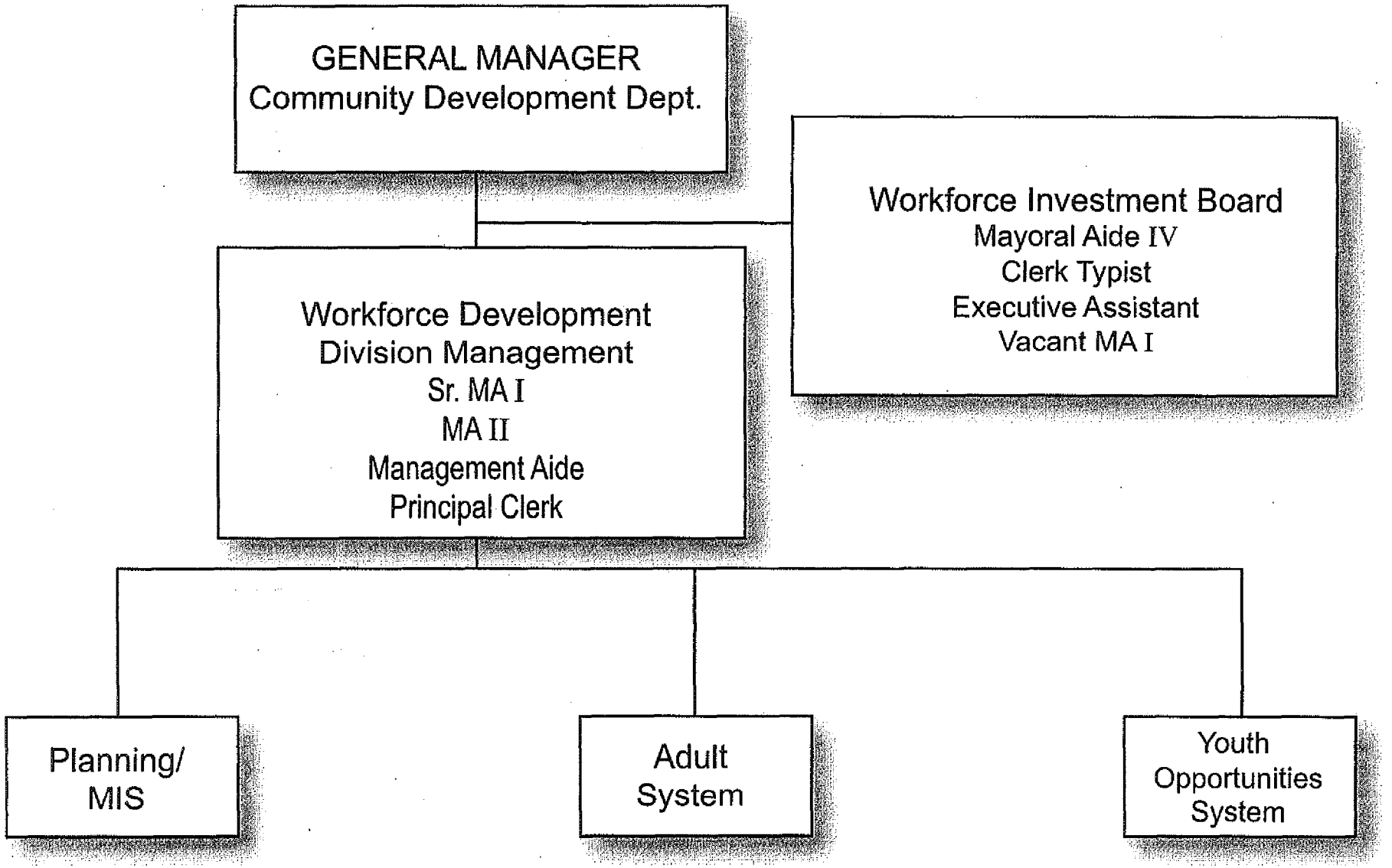
Substantial funds should be made available for the purchase of state-of-the-art technology and equipment so that trainees will be able to participate in up-to-date skills training which will prepare them for employment in the high-technology workplace.

The net growth of the industry, identification of skill gaps, the career ladder to self-sufficiency (if entry-level jobs do not meet self-sufficiency requirements), working conditions, and benefits including health coverage should be given primary consideration when training dollars are being targeted.

The recommended model requires an investment of both money and time. It will serve the long-term needs of business to develop a workforce with more skills that are transferable from one job to another. Other approaches will be required to serve the more immediate needs of business to quickly access qualified applicants for current job openings.

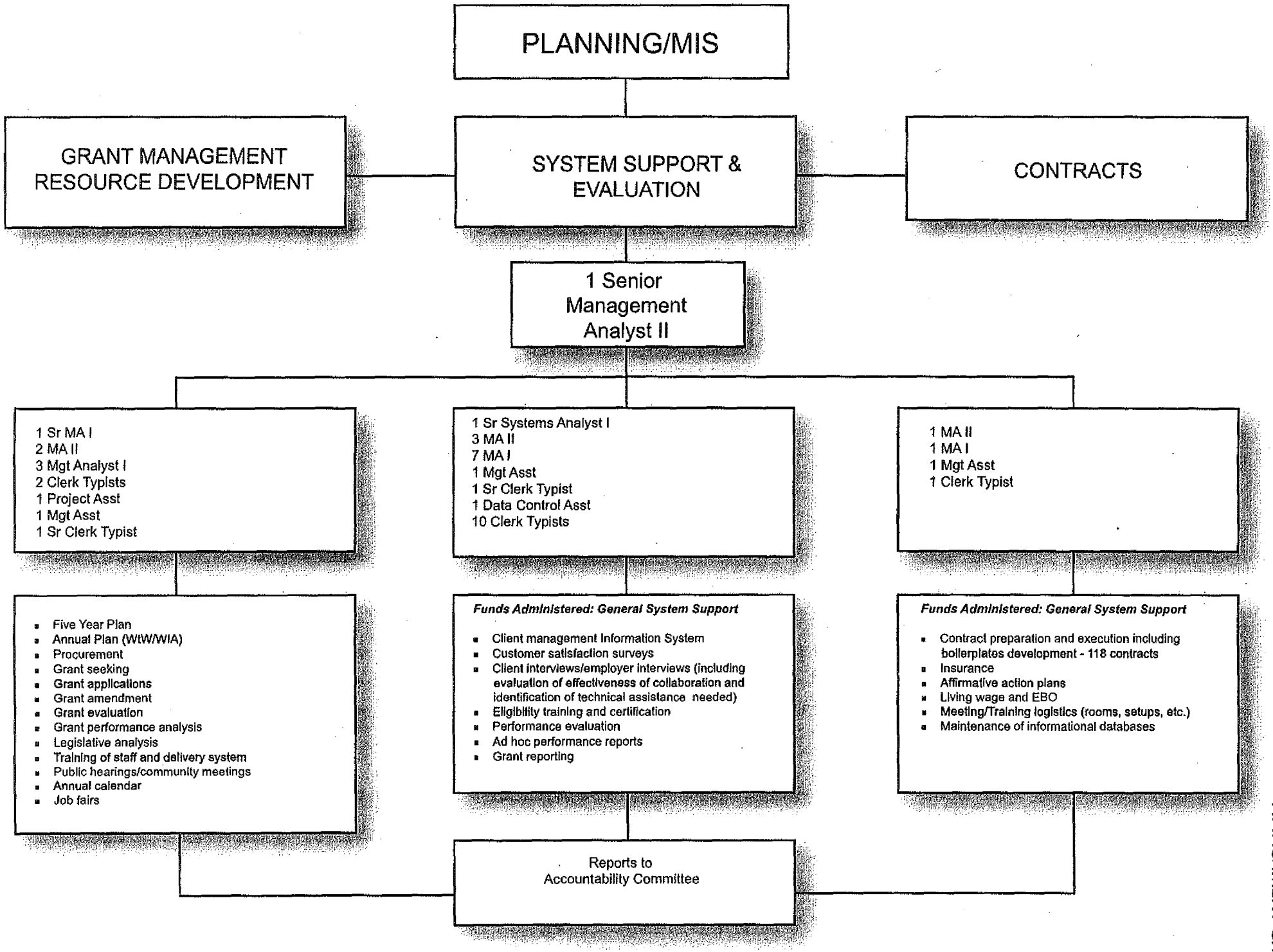
ATTACHMENT G: STAFFING

Community Development Department
WORKFORCE DEVELOPMENT DIVISION
ORGANIZATIONAL CHART

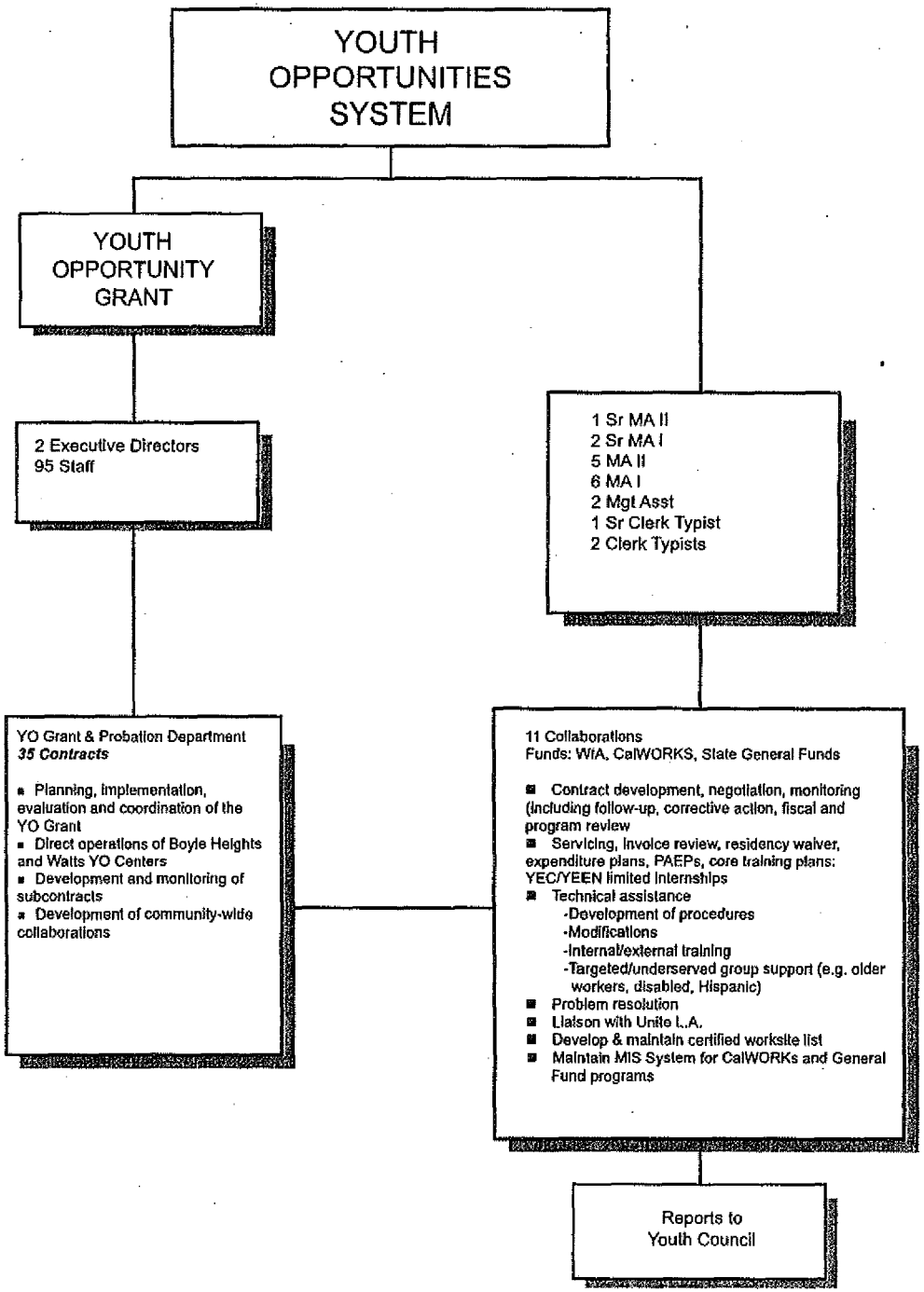


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ATTACHMENT G.1

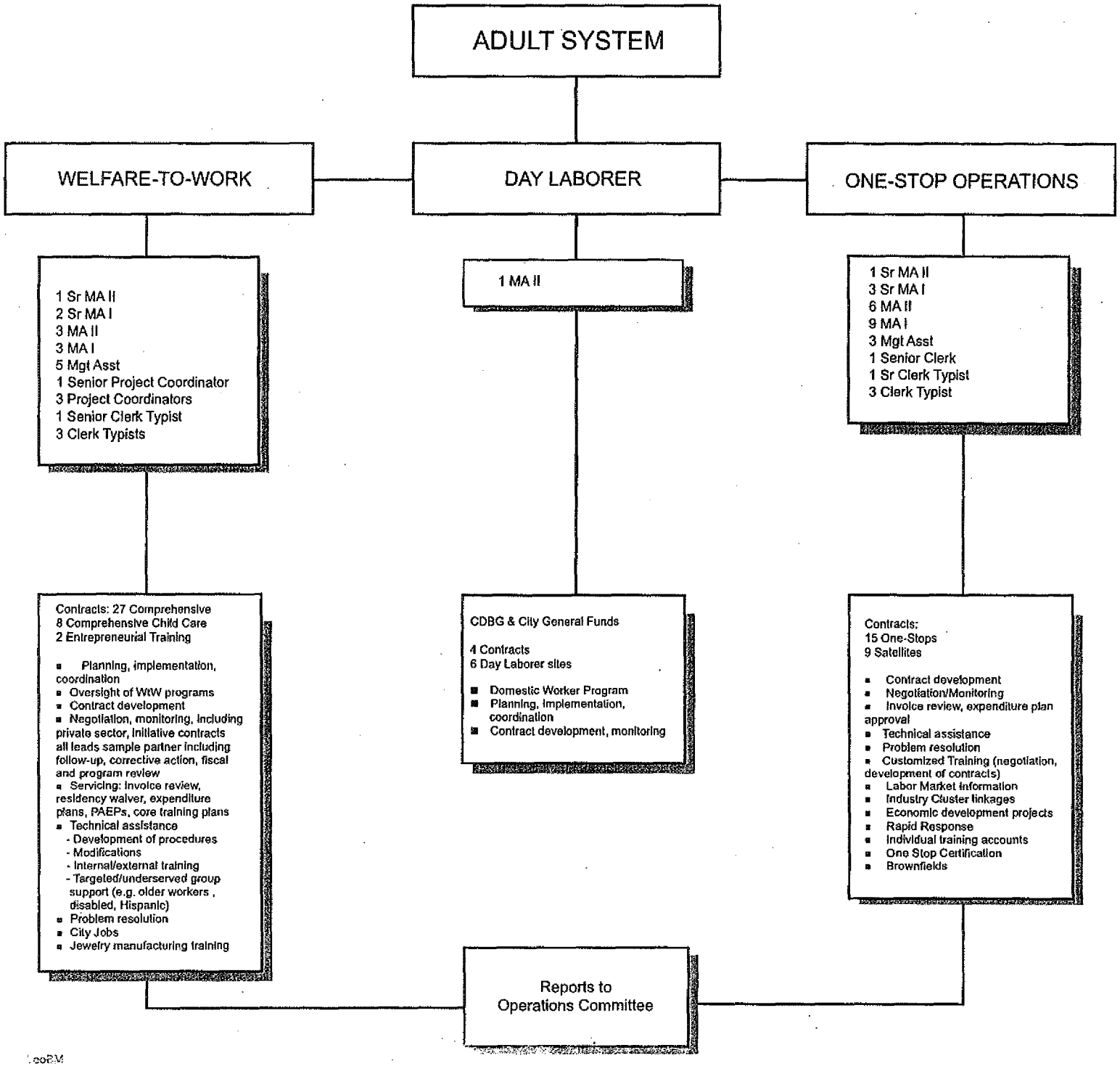


ATTACHMENT G.1.



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ATTACHMENT G.1.



adultsystem
Rev. 4/20/01 LeoBM

ATTACHMENT G.1

Form POES 3 (Rev. 7/87)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW HIRE

2. Employee's Present Class Title/Code: SENIOR PROJECT COORD. MANAGER CODE 1538

3. Present Salary or Wage Rate:

4. Reason for Preparing Description: ☒ New Position ☐ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation

Date Prepared: March 20, 2001

5. Location of office or place of work:
Community Development Dept.
215 W. Sixth Street, 9th Floor
Los Angeles CA 90014

6.
Name of Department: Community Development
Division: WDD Section: YOS

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: Marian Aguilar Title: Sr. Management Analyst II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, PDA, and pager

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). -0- %

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
All assignments and program progress will be reviewed by the Youth Opportunities Director

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter).
A Masters degree and a teaching credential from an accredited college or university.

(b) Experience (type and length; list appropriate city classes, if any).
Minimum of two years experience in the classroom and two years in curriculum development.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

____Strength to: ____Lift ____Push ____Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	Hours per week
Average weight____ Heaviest weight____	x Vison, to read fine print/numbers	____Legs, for walking/standing	____
____Climbing (stairs, ladders, poles)	x Hearing, for telephones/alarms	____Hands and fingers	____
How far____	____Balance, for working heights	____Back, for strenuous labor	____
____Face severe work conditions	Other/explain ____	Other/explain ____	
Outdoors____ on/near water____	____	____	
Other/explain ____	____	____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES
(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.
Interpreting Federal, State, and City regulations and guidelines pertaining to youth programs and business assistance programs

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.
Is position bonded? ____; amount of bond $____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Will meet with business owners, Council, and job development groups.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto will develop and provide regular reports designed to show the efficacy of the program.

Signature of the immediate supervisor Marian Lynch Date 3/20/01

Class Title Senior Management Analyst II Extension 5-4675

Signature of department head ____ Date ____

SENIOR PROJECT COORDINATOR
(Youth Educational Coordinator)

Responsible for advising City staff on educational assessment and competencies and in assisting Youth System service providers in curriculum and instructional methodology, and providing coordination with the educational system. Duties will include:

15% Coordinating development, instruction and evaluation of curriculum (basic skills, work readiness and occupational skills) for the Youth System with service providers;

15% Developing curriculum necessary to attain skills required by employers;

10% Coordinating with training providers in the implementation of curriculum required by employers to assists youth attain skills necessary to perform a job.

15% Training Youth System staff in the implementation of curriculum;

10% Training pedagogical (methods of teaching) approaches to Youth System teaching and training staff;

10% Evaluating and analyzing Youth System operating manual and making revisions as necessary;

10% Analyzing and evaluating assessment tools and making necessary recommendations;

10% Coordinating with Youth System service providers involved in curriculum development and implementation;

3% Identifying Youth System best practices;

1% Maintaining a central library of curriculum that all Youth System providers can access;

1% Preparing oral and written reports as may be required.

Minimum Requirements: A Masters degree and a teaching credential from an accredited college or university, minimum of two years experience in the classroom and two years in curriculum development. Knowledge of contextual learning and project based learning, portfolio of curriculum, familiarity with student centered curriculum. Experience with non-profit organization and or JTPA/WIA not necessary but a plus.

Form PDES 3 (Rev. 7/87)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW HIRE

2. Employee's Present Class Title/Code: SENIOR PROJECT COORD. MANAGER CODE 1538

3. Present Salary or Wage Rate:

4. Reason for Preparing Description: ☒ New Position ☐ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation

Date Prepared: March 20,2001

5. Location of office or place of work:
Community Development Dept.
215 W. Sixth Street, 9th Floor
Los Angeles CA 90014

6.
Name of Department: Community Development
Division: WDD Section: YOS

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: Marian Aguilar Title: Sr. Management Analyst II

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, PDA, and pager

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 35 %

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
All assignments and program progress will be reviewed by the Youth Opportunities Director

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter).
Completion of a 4 year degree or AA degree with 4 years of direct Job Development experience

(b) Experience (type and length; list appropriate city classes, if any).
Two years of experience managing a Job Developer program (youth experience preferred)

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
___Strength to: ___Lift ___Push ___Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight____ Heaviest weight____	x Vison, to read fine print/numbers	___Legs, for walking/standing	
___Climbing (stairs, ladders, poles)	x Hearing, for telephones/alarms	___Hands and fingers	
How far____	___Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain	Other/explain	
Outdoors____ on/near water____			
Other/explain			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES
(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.
Interpreting Federal, State, and City regulations and guidelines pertaining to youth programs and business assistance programs

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.
Is position bonded? _____; amount of bond $_____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Will meet with business owners, Council, and job development groups.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto will develop and provide regular reports designed to show the efficacy of the program.

Signature of the immediate supervisor Maria Rejmaker Date 3/20/01

Class Title Senior Management Analyst II Extension 5-4675

Signature of department head _____ Date _____

SENIOR PROJECT COORDINATOR
(Employment Specialist)

Responsible for providing job development services for the Youth system particularly in the fields related to technology, network cabling and telecommunication. Duties include:

15% development and implementation of strategies to place program participants who have completed training programs particularly in the fields related to technology, network cabling and telecommunication into unsubsidized employment;

15% development of a good working relationship with local businesses aimed at serving the human resources needs of employers;

10% coordination with employers to identify skills which are needed to fill job openings and with training providers to develop the appropriate curriculum;

10% establishment of job development strategies based on employer feedback;

5% management of activities that will promote the Youth Opportunities System with employers;

10% evaluation of qualified applicants resume for referral to prospective employers;

10% coordination with Youth System service providers and training providers to serve the training needs of participants;

10% communication with employers to verify referral results;

5% presentation to various groups and individuals including business groups, workforce investment board, council, mayor, community organizations and public forums;

10% facilitation of meetings and training with service providers job development staff regarding effective job development strategies.

Minimum Requirement:

Graduation from a four year accredited college or university with a Bachelor's Degree preferably in the areas of Marketing, Communication, Business or Education and at least three years of full time experience in working as employment specialist or similar occupations. Must have good communication skills.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
Vacant	Senior Project Coordinator Code 1538	

4. Reason for Preparing Description: X New Position ☐ Change in Existing Position ☐ Routine Report of Duties Review for Proper Allocation

5. Location of office or place of work:

215 W. Sixth Street
Los Angeles, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division WDD Section One Stop Operations

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name John Chavez Title Senior Management Analyst II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? N/A

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, PDA, and cell phone and fax.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A %

12. Indicate the number of employees supervised by class titles. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature John V Date 5/3/01 Extension

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Information is accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

All assignments and program progress will be reviewed by the One Stop Operations Deputy Director.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

A Masters degree and a teaching credential from an accredited college or university, minimum of two years experience in providing English as a Second Language or its equivalent and two years in curriculum development. Knowledge of contextual learning and project based learning, portfolio of curriculum, familiarity with student centered curriculum. Experience with non-profit organization or JTPA/WIA not necessary, but a plus.

(b) Experience (type and length; list appropriate city classes, if any).

As stated in bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

		Hours per week
_x_ Strength to: _x_ Lift _x_ Push _x_ Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:
_10_ Average weight _25_ Heaviest weight	x Vision, to read fine print/numbers	x Legs, for walking/standing 9
___ Climbing stairs, ladders, poles)	x Hearing, for telephone/alarms	x Hands and fingers ___ 18
___ How far ___	___ Balance, for working heights	___ Back, for strenuous labor ___
___ Face severe work conditions	Other/explain ___	Other/explain ___
Outdoors ___ on/near water ___		
Other/explain ___		

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

The position will be responsible for interpreting Federal, State, and City regulations and guidelines pertaining to Limited English Proficiency program delivery systems.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

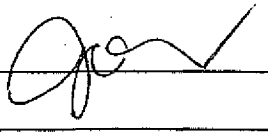
Is position bonded? N/A ; amount of bond

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

The position will meet with target populations, contractors, service providers, training providers and employers, and One Stop System contractors.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

The position will be responsible for developing and providing regular reports designed to illustrate the efficacy of the program.

Signature of the immediate supervisor  Date 5/3/01

Class Title Senior Management Analyst II Extension 473-0307

Signature of department head ___ Date ___

SENIOR PROJECT COORDINATOR
(Limited English Proficiency)

Responsible for coordinating an interagency workgroup in the development and implementation of programs that will be responsive to the unique needs of the population with Limited English Proficiency. Duties include:

15% Establishing and facilitating an interagency workgroup to serve in brainstorming ideas, determining best practices, resolving issues, inviting resource speakers aimed towards enhancing program services;

15% Analyzing and evaluating the different methods used by system service providers in offering the service;

10% Analyzing and evaluating assessment tools used in determining English language deficiency and the need for English language skills necessary in the workplace and making recommendations as necessary;

10% Analyzing and evaluating materials currently available within the system;

10% Conceptualizing and implementing ideas to enhance current system and serving the needs of the target population;

5% Determining the best method of providing the service to the diverse population;

5% Coordinating with service providers, training providers and employers in devising and implementing different methods of providing the service;

10% Overseeing the development and implementation of appropriate curriculum to serve the unique needs of the diverse population;

5% Maintaining a library of resources to effectively and efficiently provide the service;

5% Developing a Request for Proposal to hire the services of a consultant/s to enhance the Limited English Proficiency program delivery system; providing support to the consultant/s and ensuring the recommendations are properly implemented.

5% Preparing oral and written reports as required.

5% Performing other related duties as required.

Minimum Requirements: A Masters degree and a teaching credential from an accredited college or university, minimum of two years experience in providing English as a Second Language or its equivalent and two years in curriculum development. Knowledge of contextual learning and project-based learning, portfolio of curriculum, familiarity with student-centered curriculum. Experience with non-profit organization and or JTPA/WIA not necessary but a plus.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee: VACANT	2. Employee's Present Class Title/Code: MANAGEMENT ANALYST II	3. Present Salary or Wage Rate:

4. Reason for Preparing Description: ☒ New Position ☐ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 WEST 6TH STREET
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Human Resources Division Section

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Title Departmental Personnel Officer II

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? NEW POSITION

10. List any machinery or equipment operated and any unusual or hazardous working conditions. AUTOMOBILE, CALCULATOR, COMPUTER, COPIER AND FAX.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). NONE

12. Indicate the number of employees supervised by class titles. NONE

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature Date Extension

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

POSITION TASKS ARE ADEQUATELY DESCRIBED. SPECIAL PROJECTS MAY REQUIRE PERFORMANCE OF RELATED DUTIES.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

MODERATE LEVEL OF SUPERVISION IS PROVIDED TO MONITOR QUALITY OF WORK PRODUCT AND APPLICATION OF STAFF RESOURCES.

WORK MAY BE ASSIGNED BOTH ORALLY AND IN WRITING AND REVIEWED UPON COMPLETION OR WHILE IN PROGRESS.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

PER BULLETIN

(b) Experience (type and length; list appropriate city classes, if any).

PER BULLETIN

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
AVG Strength to: x Lift ___Push ___Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Avg weight___Heaviest weight___	____Vision, to read fine print/numbers	___Legs, for walking/standing	_____
___Climbing stairs, ladders, poles)	____Hearing, for telephone/alarms	____Hands and fingers	_____
How far _____	____Balance, for working heights	____Back, for strenuous labor	_____
_____Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors_____on/near water_____	_____	_____	
Other/explain_____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

WITHIN CITY'S AVAILABLE RESOURCES, REASONABLE ACCOMMODATION MAY BE PROVIDED TO ASSIST PERFORMANCE REQUIREMENTS.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

ADHERENCE TO CITY, DEPARTMENT AND DIVISION POLICIES AND PROCEDURES PERTAINING TO POSITION

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

RESPONSIBLE FOR PROPER CARE AND HANDLING OF EQUIPMENT LISTED IN ITEM #10 ON OTHER SIDE

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? NO ; amount of bond $ _____

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

FREQUENT CONTACT WITH PUBLIC, DEPARTMENT STAFF AND EMPLOYEES OF OTHER DEPARTMENTS.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

PREPARE AND REVIEW REPORTS AND RECORDS INDICATED UNDER DUTIES.

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

MANAGEMENT ANALYST II

Human Resources Division

Responsible for position authority tracking for all positions funded by the Workforce Investment Act (WIA).

20% Reviews transmittal language to ensure appropriateness as it relates to obtaining position/employment authorities for WIA programs. Requests and tracks allocation and/or exemption of position authorities; works with Personnel Department and OARS staff to ensure proper allocation and/or exemption; monitors and requests extensions of exempt authorities as required. Reviews and/or prepares requests for allocation, reallocation and or upgrade; works with Personnel Department and OARS staff; Responsible for development and completion of the Personnel Resolution Authority (PAR) submitted annually to OARS.

15% Prepares and tracks requests for substitute and in lieu authorities working closely with Division and OARS staff in performing duties; responsible for development and completion of the Sub and In Lieu Letter submitted annually to OARS.

15% Prepares job bulletins, recruitment and pay grade advancement announcements; ensures the proper distribution of bulletins and announcements; monitors recruitment and selection processes; occasionally interviews candidates in order to evaluate their qualifications to fill vacant positions.

15% Responds orally and in writing in a timely manner to inquiries received from members of the public, employees, Department management, Personnel Department, OARS, City Attorney and outside agencies regarding various personnel topics.

10% Works with Division Personnel Coordinators and Division Directors regarding position authorities, filling vacancies and position control reconciliation; works closely with Director of Human Resources. Liaison Analysts and Personnel Records staff to ensure adequate control over position authorities and accuracy of position control reports.

10% Advises managers and supervisors on personnel matters; assists in the administration of the department's employee relations program.

5% Assists in the coordination of the personnel aspect of the department's budget preparation through activities such as reviewing and analyzing requests for new positions, conducting job analyses, making recommendations to management on appropriate organizational structures and staffing changes.

5% Assists in the development and implementation of policies and procedures for the department

5% Performs other related duties as required.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
Vacant	Public Information Director Code 1800	

4. Reason for Preparing Description: X New Position ☐ Change in Existing Position ☐ Routine Report of Duties Review for Proper Allocation

5. Location of office or place of work:	6.
215 W. Sixth Street Los Angeles, CA 90014	Name of Department COMMUNITY DEVELOPMENT Division Executive Office Section

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Lillian Kawasaki Title General Manager

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? N/A

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, PDA, pager, cellular phone, media equipment.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A %

12. Indicate the number of employees supervised by class titles. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature Lillian Kawasaki Date 5-7-01 Extension 485-1617

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Information is accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is assigned by General Manager and Assistant General Managers. Minimal supervision is required; review of work is ongoing and performed by GM, AGMs.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

As stated in bulletin

(b) Experience (type and length; list appropriate city classes, if any).

As stated in bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

		Hours per week
x Strength to: x Lift x Push x Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:
10 Average weight 25 Heaviest weight	x Vision, to read fine print/numbers	x Legs, for walking/standing 9
___ Climbing stairs, ladders, poles)	x Hearing, for telephone/alarms	x Hands and fingers 18
___ How far ___	___ Balance, for working heights	___ Back, for strenuous labor ___
___ Face severe work conditions	Other/explain ___	Other/explain ___
Outdoors ___ on/near water ___		
Other/explain ___		

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

The position will be responsible for interpreting Federal, State, and City regulations and guidelines pertaining to their effect on media campaign efforts and marketing of Department's programs and services.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

The position will involve continuous contact and interaction with: all levels of Department management and staff; representatives of various communications media; elected officials and their staffs; various local, state, and federal government agencies; businesses and business groups; nonprofit sector organizations; citizens; community organizations and faith based organizations for the purpose of promoting CDD programs and services, as well as respond to inquiries regarding the programs and services.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

The position will be responsible for developing and providing regular reports.

Signature of the immediate supervisor Allan Tawasaki Date 5-7-01

Class Title General Manager Extension 485-1617

Signature of department head Allan Tawasaki Date 5-7-01

Public Information Director - Tasks
CDD Executive Management

30% Manages and directs staff in the planning and execution of a comprehensive media and public outreach program for the Community Development Department, encompassing the various programs and services administered by the Department. Responsible for evaluating the effectiveness of ongoing and planned activities and responsible for problem solving and implementing necessary changes required to increase outreach. Responsible for annual budget request related to Department's public relations and media activities.

20% Advises and reports to Department Management regarding ongoing public and media relations activities and the potential public relations effect of any proposed policies and actions.

20% Responsible for liaison activities with various communications media, business associations, citizen groups, nonprofit groups, and government agencies to effectively promote the Department's programs and services. Responsible for coordinating the Department's response to various media inquiries.

15% Manages and coordinates the writing of press releases, speeches, as well as speaking engagements before media, civic, and other organizations about the Department programs and activities.

15% Manages and coordinates the production of all elements needed for an effective public relations and media program including television, radio, print, web, and other various forms of media. Provides functional direction for public relations projects and activities performed on contract by private companies.

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	AUDITOR	

4. Reason for Preparing Description:

☐ New Position ☐ Routine Report of Duties

☐ Change in Existing Position ☐ Review for Proper Allocation

Date Prepared
September 3, 1997

5. Location of office or place of work:
215 West Sixth Street, 5th Floor
Los Angeles, CA 90014

6.
Name of Department Community Development Department

Division Financial Management Section Audit Section

7. Name and title of person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Rai Sharma Title Senior Auditor

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? 4 Year

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, calculator

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A %

12. Indicate the number of employees supervised by class titles. Possibly, Student Worker

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

General supervision with closer supervision as needed (e.g. particular projects)

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter).

See most recent bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

See most recent bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

	SPECIAL NEED FOR:	EXTENSIVE USE OF:	Hours per Week
___Strength to: __X__ Lift ___Push ___Pull			
Average weight ____ Heaviest weight ___	__X__ Vision, to read fine print/numbers	___Legs, for walking/standing	_____
____Climbing (stairs, ladders, poles)	___Hearing, for telephone/alarms	___Hands and fingers	_____
How far ____	___Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain _____	Other/explain _____	
Outdoors ____ on/near water ___	_____	_____	
Other/explain _____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Open to accomodations suggested by Human Resources Division.

18. RESPONSIBILITIES
(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Adherence to City, Department, and Division policies and procedures pertaining to position.

(b) Materials of Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing or materials or products, or through planning or engineering in connection with same.

Responsible for safeguarding the department's resources through periodic review of subrecipient's records to prevent waste and abuse.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for proper care and handling of equipment items listed on item #10 on reverse side.

(d) Money; Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $_____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contact with various levels of City employees and subrecipients.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto Review and prepare records and reports indicated under duties.

Signature of the immediate supervisor _____ Date _____

Class Title Senior Auditor Extension _____

Signature of department head _____ Date _____

Auditor Tasks
F.M.D. - Audit Section

30% 1. Performs on-site fiscal review of either outside organizations or City departments funded through Federal, State and/or local assistance, including analyzing the provisions of the contract, reviewing previous working papers and audit reports, and preparing for the review of procedures and associated programs.

30% 2. Evaluates the internal controls of funded agencies, including a test of transactions, evaluation of the agency's prior responses to audit issues, and a review of the agency's follow-up activities to ensure that appropriate corrective actions are implemented when necessary; conducts an entrance and exit conferences; prepares written reports of evaluations performed.

30% 3. Performs a desk review of audit reports prepared by independent CPA's for compliance with Single Audit requirements (OMB Circular A-133) using AICPA reporting requirements and City guidelines and procedures in the evaluation of the audit reports submitted to the City. This evaluation includes an analysis of financial statements and the review of various reports such as compliance, internal control, federal awards, etc., to ensure that reporting requirements are fully met; communicates with independent auditors and staff from agencies being audited; recommends resolutions to audit findings and questioned/disallowed costs identified in reports. Also includes the reconciliation of cash advanced to the agency being audited with the audited expenditures reported in the Schedule of Federal Awards.

10% 4. Provides resolutions to findings identified in reports issued by the Department of Labor, the Office of the Inspector General, CDD Special Investigations Unit (Fraud and Abuse), and reports issued by independent auditors concerning special engagements contracted by the City. The audit resolution process includes such activities as reviewing questioned/disallowed costs, reviewing agency/organization responses and accounting records, evaluating documentary evidence and preparing appropriate recommendations.

ATTACHMENT 7

Form PDES 3 (Rev. 7/87)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	ACCOUNTANT II	

4. Reason for Preparing Description:
- ☐ New Position
- ☐ Change in Existing Position
- ☐ Routine Report of Duties
- ☐ Review for Proper Allocation

5. Location of office or place of work:

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET, 5TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division FINANCIAL MANAGEMENT Section _____

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions. _____

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____ %

12. Indicate the number of employees supervised by class titles. _____

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by t employee who filled in the questionnaire.

Duties description is accurate.

SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that t employee's work is assigned and reviewed.

Minimal. Employee reports directly to Senior Accountant II

REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

As per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin

(c) Physical Requirements (list the general physical requirements and any limiting handicaps).

RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent o participation in development, if any, and approval by higher authority required.

Responsible for application of Federal, State and City laws, regulations and policies in performance of assigned tasks.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $ _____

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Extensive contacts with agency management, Department and Division management in verifying information as well as resolution of recommendation/findings.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Responsible for preparing financial reports for the Department, City, State and Federal government.

ature of the immediate supervisor _____ Date_____

Title _____ Extension _____

ature of department head _____ Date_____

Accountant II Tasks

25% 1. Fiscal monitoring of subgrantee contracts including review and analysis of cost reports, trial balances, bank reconciliations and lease agreements to determine adherence to contract guidelines and planned expenditure levels, reasonableness of cash balances and compliance with Federal, State and City policies and procedures as prerequisites for disbursements of funds. As this section is processing public service agency invoices, the primary costs to be reviewed will be salaries, which makes payment both time-critical and sensitive to appropriate approval and allocation.

20% 2. Use Quattro Pro software on a personal computer in performing analyses of subgrantee reports. Financial data is submitted on invoice, at times via modem, and is audited as it relates to expenditure plans and contract monitor approvals on file. Documentation of the analysis (a spreadsheet with necessary notations/recommendations) is prepared for the file which supports payments/adjustments.

20% 3. Input or access data via FMIS in order to process encumbrances, payments and expenditure corrections; based on the financial information received. Reports are generated via FMIS and are submitted to the Controller for their own processing.

15% 4. Interface with the monitors of assigned contracts, subgrantee staff and staff from other departments, via oral and written communication, regarding such things as cash requests, reported costs, insurance and other reporting requirements. This communication will frequently include instruction/recommendations on correct procedures for such.

5% 5. Utilize IDIS (the Federal Integrated Disbursement and Information System) to draw down funds and reconcile grant amounts drawn down against subgrantee expenditures. Cash is drawn down by modem for each separate activity or expenditure category.

5% 6. Maintain fiscal records of subgrantee contracts, ensure that all documentation required to support the financial transactions associated with the contract are contained in the contract closeout file. This might include follow-up with appropriate personnel to obtain any outstanding records and subsequently responding to inquiries from internal and external auditors relating to assigned subgrantee contract expenditures.

5% 7. Request Controller reports via SAR, such as statements of conditions of appropriations and balance sheets. Monthly reports prepared by the Controller are reviewed to assure proper posting of receipts, disbursements, appropriations and adjustments processed through FMIS.

5% 8. Review and interpret Council actions and motions to ensure proper execution of recommended actions such as the preparation of FMIS documents to establish new accounts and transfer appropriations. Assist in grant accounting, including preparation of cash management records and requisitions for grant funds.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	MANAGEMENT ANALYST II	

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 WEST 6TH STREET
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division ADMIN SERVICES Section BUDGET/AP

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title SR. MANAGEMENT ANALYST I

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? NEW POSITION

10. List any machinery or equipment operated and any unusual or hazardous working conditions. AUTOMOBILE, CALCULATOR, COMPUTER, COPIER AND FAX.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). NONE

12. Indicate the number of employees supervised by class titles. NONE

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

POSITION TASKS ARE ADEQUATELY DESCRIBED. SPECIAL PROJECTS MAY REQUIRE PERFORMANCE OF RELATED DUTIES.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

MODERATE LEVEL OF SUPERVISION IS PROVIDED TO MONITOR QUALITY OF WORK PRODUCT AND APPLICATION OF STAFF RESOURCES. WORK MAY BE ASSIGNED BOTH ORALLY AND IN WRITING AND REVIEWED UPON COMPLETION OR WHILE IN PROGRESS.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

PER BULLETIN

(b) Experience (type and length; list appropriate city classes, if any).

PER BULLETIN

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
AVG Strength to: X Lift X Push X Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Avg weight 15# Heaviest weight 20#	X Vision, to read fine print/numbers	X Legs, for walking/standing	10
X Climbing stairs, ladders, poles)	X Hearing, for telephone/alarms	X Hands and fingers	30
How far 3-6 FLIGHTS OF STAIRS	Balance, for working heights	Back, for strenuous labor	
Face severe work conditions	Other/explain	Other/explain	
Outdoors on/near water			
Other/explain			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

WITHIN CITY'S AVAILABLE RESOURCES, REASONABLE ACCOMMODATION MAY BE PROVIDED TO ASSIST PERFORMANCE REQUIREMENTS.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

COMMUNICATES POLICIES & REQUIREMENTS TO DEPARTMENT STAFF. MONITORS FOR COMPLIANCE.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? NO ; amount of bond $

WILL ACT AS BACK UP AS LEVEL ONE AUTHORIZATION FOR EXPENDITURES.

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

FREQUENT CONTACT WITH VENDORS, DEPARTMENT STAFF AND EMPLOYEES OF OTHER DEPARTMENTS.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

RESPONSIBLE FOR MAINTAINING ACCOUNTING RECORDS RELATING TO WORK. PREPARES REPORTS REGARDING BUDGET, PROCUREMENT AND ACCOUNTS PAYABLE ISSUES.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Extension _____

Signature of department head _____ Date _____

POSITION DESCRIPTION - Attachment
Duties - Management Analyst II
ASD-Budget/Accounts Payable Section

15% Researching and preparing correspondence and reports relating to budget, procurement and accounts payable matters.

15% Monitoring of various account balances in the adopted and adjusted budget by preparing and reviewing budget expenditure plans, line-item budget/expenditure reports, periodic budget expenditure reports, program/funding source allocation reports, budget/expenditure projections and fund transfer/appropriation recommendations.

10% Analyzing budget information received from operating divisions. Reviewing for accuracy and completeness of the request and the propriety of the request with respect to type, number and dollar amount of the items requested. Making sure that appropriate justification is provided.

10% Designing and completing required budget documents such as forms, narratives, reports, supporting documents and presentation materials using software such as Microsoft Excel and Word.

10% Reviewing transmittals to Mayor/Council for accuracy and sufficiency of Fund 100 budgetary resources.

10% Reviewing and approving requests for expenditures based upon such criteria as the current budgetary condition, accounting and procurement policies and completeness, accuracy and appropriateness of requests.

10% Managing the Department's charge-back responsibilities through such activities as obtaining division invoice approvals, researching and resolving billing problems, recommending charge-back system improvements and determining and monitoring charge-back budget.

10% Responding to budget-related questions received from the OARS, the Mayor's Office and Council Office staff during the budget process. This will involve clearly identifying the information being requested, forwarding the request to the proper operating division in the Department and providing the needed response to the appropriate party.

10% Preparing interim budget adjustments to reflect changes in budgetary needs of the operating divisions and the Department.

City of Los Angeles

1. Name of Employee:	2. Employee's Present Class Title/Code: Sr. Clerk Typist	3. Present Salary or Wage Rate:

4. Reason for Preparing Description:

☒ New Position
☐ Change in Existing Position
☐ Routine Report of Duties
☐ Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST - 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Human Resources Section

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Title Personnel Records Supervisor

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your t and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentag show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occur

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above?

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer, typewriter, FAX machine

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 25%

12. Indicate the number of employees supervised by class titles. Clerk Typist and Summer Youth Exempt staff

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature Date Extension

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee wh in the questionnaire.

Duties sufficiently described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the emplo work is assigned and reviewed.

Assignments are given orally and in writing

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

As specified in bulletin

(b) Experience (type and length; list appropriate city classes, if any).

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
___ Strength to: ___Lift ___Push ___Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	____Vision, to read fine print/numbers	___ Legs, for walking/standing	1
___Climbing stairs, ladders, poles	____ Hearing, for telephone/alarms	___Hands and fingers	
How far____	____Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___			
___Other/explain_____			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participat in development, if any, and approval by higher authority required.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effecti handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planni or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventi losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditu of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month

Is position bonded?_____; amount of bond $ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indica the type of contacts, purpose thereof, and the importance of persons contacted.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive term and the action employee takes in respect thereto.

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

SENIOR CLERK TYPIST
HUMAN RESOURCES DIVISION

25% 1. Supervise and direct activities of 1 regular employee and 3-7 as needed employees through activities such as assigning and reviewing work, processing weekly time sheets, motivating the employees to perform their duties, and solving interpersonal and work performance problems, including the initiation of progressive discipline.

15% 2. Monitor all leaves from work within the Department such as Sick Leave, Workers' Compensation, Family Medical Leave, Educational Leave, Medical Disability, etc.. This may include preparing and providing necessary documentation for review and/or approval of corresponding Analyst, contacting supervisor and employees if necessary to obtain additional information to update the weekly Leave Status Report, generating a report the every other Friday of pay period with copies to corresponding Analysts, ensuring that all documents are filed away in the appropriate folder/binder, and updating the Occupational Safety Health Act (OSHA) log 200 upon receipt of the injury report.

15% 3. Coordinates the certification process. This involves taking availability information on certifications, contacting candidates to schedule interviews and preparing package.

15% 4. Data entry of interview summary packages. Assists with extending job offers in the absence of the Personnel Records Supervisor.

10% 5. Uses word processing and spreadsheet software on the computer in order to type correspondence such as memos, letters and reports for submissions to Analysts and Personnel Officer.

10% 6. Maintains records and copies for future reference of filings with City Ethics Commission Annually and Semi-Annually. This includes ensuring that the information is accurate and complete, contacting employees regarding their conflict of interest statements, meeting with Ethics Commission staff to discuss the conflict of interest statements, and forwarding the statements to the Ethics Commission.

7% 7. Answers inquiries on the telephone and in person. This includes assisting employees, other City departments, and the public.

3% 8. Responsible for preparing certificates and letters of recognition for General Manager's signature, ordering pins quarterly and retirement plaques, sending the attendance recognition letters to employees, and distributing the service pins to the respective Division.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee: VACANT	2. Employee's Present Class Title/Code: MANAGEMENT ANALYST II	3. Present Salary or Wage Rate:

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 WEST 6TH STREET
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division WDD Section YOS

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Marian Aguilar Title Senior Management Analyst II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? NEW POSITION

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Automobile, personal computer, PDA, cell phone, fax and copier.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). NONE

12. Indicate the number of employees supervised by class titles. NONE

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature Marian Aguilar Date 5/3/01 Extension

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Information is accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

A moderate level of supervision is provided to monitor quality of work product and application of staff resources. Work may be assigned both orally and in writing and reviewed upon completion or while in progress.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

PER BULLETIN

(b) Experience (type and length; list appropriate city classes, if any).

PER BULLETIN

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

		Hours per week
AVG Strength to: _x_Lift __Push __Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:
Avg weight___Heaviest weight___	____Vision, to read fine print/numbers	___Legs, for walking/standing_____
____Climbing stairs, ladders, poles)	____Hearing, for telephone/alarms	____Hands and fingers _____
How far _____	___Balance, for working heights	___Back, for strenuous labor _____
____Face severe work conditions	Other/explain_____	Other/explain_____
Outdoors____on/near water____	_____	_____
Other/explain_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

WITHIN CITY'S AVAILABLE RESOURCES, REASONABLE ACCOMMODATION MAY BE PROVIDED TO ASSIST PERFORMANCE REQUIREMENTS.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

The position will be responsible for interpreting Federal, State, and City regulations and guidelines as it pertains to assignments.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for proper care and handling of equipment listed in Item #10 on first page.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? NO ; amount of bond $

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Frequent contact with public, target populations, contractors, service providers, training providers, employers, educational organizations, other governmental agencies, and Department staff and employees of other City departments.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Prepare and review reports and records indicated under duties.

Signature of the immediate supervisor Marian Ryder Date 5/3/01

Class Title Senior Management Analyst II Extension _____

Signature of department head _____ Date _____

MANAGEMENT ANALYST II
Workforce Development

Coordinates Workforce development activities and opportunities with department and general City programs for youth and their families;

20% Meets regularly with CDD staff, and contractors, of the LA Bridges, LA Youth at Work, Family Development Networks, Neighborhood Action, and Youth Advocacy Programs to identify services they provide that could assist the One Stop and Youth Opportunities System providers in meeting client needs and to share workforce development opportunities with those programs;

20% Meets with staff of other City Departments, such as the Commission on Children, Youth, and their Families, and the Department of Recreation and Parks, to identify opportunities for youth employment such as Proposition A and Proposition 12 construction projects, summer hiring, student worker positions, and internships;

20% Works with external entities such as Job Corps, the California Conservation Corps, and County Departments to identify services and share opportunities for linking youth from the Youth Opportunities System to those programs and youth from those programs to workforce development opportunities;

20% Develops strategies, methods, and protocols for sharing information and clients between entities including identification of, and removal of barriers to, co-enrollment in programs and sharing of client information;

10% Prepares written and oral reports for the Youth Council

10% Other duties as assigned

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	PROJECT COORDINATOR/1537 AB1913	

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

2130 E. First Street, Suite 202
LOS ANGELES, CA 90033

6.

Name of Department **COMMUNITY DEVELOPMENT DEPARTMENT**

Division **Workforce Development** Section **YOG- Boyle Heights**

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
20%	Responsible for supervising case management, employment counseling and job development services for all Probation youth served by the AB 1913 Grant Program.
20%	Coordinate objective assessments or youth designed to identify their basic skill level(reading, math, ESL), interests aptitudes, educational goals, vocational goals and personal goals.
10%	Coordinate individual Service Strategy Plans (ISSP),with the youth and referral agencies detailing their short and long term career on personal goals and strategies or steps necessary to obtain these goals.
10%	Coordinate vocational and educational counseling on an individual or workshop group basis to assist youth in identifying career and educational goals.
10%	Coordinate ongoing case management designed to assist youth in addressing barriers to employment; refer youth to appropriate support services to ease barriers in the areas of housing, mental, and/or physical health, transportation and childcare.
20%	Refer youth to appropriate training services, educational activity or employment opportunity based on strategy and plans developed with youth and results of job search information and labor market information.
10%	Prepares documentation and reports of all services received by youth referrals to other programs and service partners.

9. How long have the duties been substantially as described above? New position- proposed duties

LA CITY COMM DEVP Fax:323-526-2895 Apr 4 2001 16:16 P.03

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computers

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 20%

12. Indicate the number of employees supervised by class titles. 2 Project Assistants

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

They are adequately described: Outcome performance and success of primary is most important

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Employees are professionals requiring minimal supervision. Assignments may be written or oral; work will be reviewed by Project Coordinator.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

At a minimum, A Bachelor of Arts in Social Science with emphasis on counseling and case management

(b) Experience (type and length; list appropriate city classes, if any).

At least 3 years experience in counseling and case management; 1 year working heavily with at risk young adults.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per
___ Strength to: ___ Lift ___ Push ___ Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	week
Average weight ___ Heaviest weight ___	_X_ Vision, to read fine print/numbers	___ Legs, for walking/standing	_____
___ Climbing stairs, ladders, poles	_X_ Hearing, for telephone/alarms	_X_ Hands and fingers	_____
How far 2	N/A Balance, for working heights	___ Back, for strenuous labor	_____
___ Face severe work conditions	Other/explain _____	Other/explain _____	
Outdoors ___ on/near water ___	_____	_____	
___ Other/explain N/A _____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods, indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for enforcing policy and interpreting participants

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond $ _____
Not responsible for money

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Frequent daily contacts with participants, employers and other organizations providing services for the youth program; contacts may be face to face or by phone

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Will develop appropriate records and reports to document services provided to youth, to meet requirements of program evaluation and to Provide Information needed by funding sources

Signature of the immediate supervisor _____ Date _____

Class Title _____ Extension _____

Signature of department head _____ Date _____

LA CITY COMM DEVP Fax:323-526-2895 Apr 4 2001 16:16 P.05

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
Vacant	**SR. PROJECT ASSISTANT/1546** AB1913	

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

2130 E. First Street, Suite 202
LOS ANGELES, CA 90033

6.

Name of Department **COMMUNITY DEVELOPMENT DEPARTMENT**

Division **Workforce Development** Section **YOG**
Boyle Heights

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	Responsible for assisting in provision of case management and job development services for out -of- school youth ages 14-21, served by the Youth Opportunity Grant program.
25%	Objective assessments for all youth enrolled in the program designed to assist youth in their basic employment interests, aptitudes, educational goals, vocational, goals and personal goals; the assessment will also help delineate any barriers to employment in the areas of employment/skill development.
50%	Assist in referring youth to appropriate internships services, educational activities, training program or employment opportunity; the referrals may include but are not limited to vocational training classes, academic classes, basic skills classes and pre-employment preparation; and direct employment placement.
25%	Assist in conducting vocational and career counseling workshops for groups to assist youth in identifying career goals and to provide job search information and labor market information.
	Assist in preparation of participant records and program reports documenting all services provided to each youth and organizations providing the services.
25%	Assist in making the follow up contacts with youth by phone or site visit to monitor their progress in training or on the job.

9. How long have the duties been substantially as described above? New position- proposed duties

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computers, Program VAN

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). None

12. Indicate the number of employees supervised by class titles. None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

LA CITY COMM DEVP Fax:323-526-2895 Apr 4 2001 16:16 P.06

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties and responsibilities are accurately and sufficiently described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Will receive frequent supervision as the assistant to the case manager staff; Assignment may be verbal or written.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

High school diploma; Associate of Arts degree or equivalent college level

(b) Experience (type and length; list appropriate city classes, if any).

2 Years experience working with job development, counseling or case management; experience must be recent (within the past 5 Years)

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
__ Strength to: __ Lift X Push X Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight __ Heaviest weight __	X Vision, to read fine print/numbers	X Legs, for walking/standing	____
__ Climbing stairs, ladders, poles	X Hearing, for telephone/alarms	X Hands and fingers	____
How far 2	____ Balance, for working heights	N/A Back, for strenuous labor	____
N/A Face severe work conditions	Other/explain ____	Other/explain ____	
Outdoors __ on/near water __	____	____	
__ Other/explain N/A	____	____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for enforcing policy and interpreting to participants.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond $ ____
Not responsible for money

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will have frequent daily contact with youth participants, employers, and training providers both face to face and by telephone

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Will help prepare participant records and program records, as required to document and track services provided

Signature of the immediate supervisor ____ Date ____

Class Title ____ Extension ____

Signature of department head ____ Date ____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
Vacant	Management Analyst II/9184-2	$24.38/hr

4. Reason for Preparing Description: In lieu request
- New Position
- ☒ Change in Existing Position
- ☐ Routine Report of Duties
- ☐ Review for Proper Allocation

Date Prepared: 04/23/01

5. Location of office or place of work:
Commission for Children, Youth and Their Families
333 S. Spring Street
Los Angeles, CA 90013

6.
Name of Department: Commission for Children, Youth and Their Families
Division: Section: Policy and Planning

7. Name and title of the person from whom you ordinarily receive instructions and who normally supervises or reviews your work:
Name: Richelle Rios-Huizar Title: Assistant Executive Director

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30 %	Works with the Community Development Department to develop, implement and maintain a resource and referral system on public health issues to improve communication and accessibility of public health services to the Family Resource Networks. Schedules and coordinates meetings to facilitate the exchange of information and ideas on public health issues among the Family Resource Networks.
20 %	Functions as principal resource in the area of public health to the Workforce Investment Board, City personnel, and various community agencies. Establishes and maintains cooperative working relationships with City personnel, other government agencies, public health groups and community agencies; confers with the Workforce Investment Board, Commission, Mayor's Office, City Council, City departments, other government agencies, and community agencies to enhance collaboration and coordination of programs and services impacting public health through networking and shared resources.
20 %	Prepares and distributes written materials related to public health issues for the Workforce Investment Board, City personnel and community agencies to aid in the delivery of effective programs and health education messages. Develops and coordinates training activities related to public health for City personnel and community agencies.
20 %	Maintains current information on proposed, pending and enacted legislation pertinent to public health issues; in collaboration with organized public health groups and appropriate City personnel, seeks enactment of new or revised Federal, State and County regulations or statutes necessary for the improvement of the City's public health status; researches and interprets the effect of new and proposed legislation, policies and procedures on the public health status of the City's residents.
10%	Prepares regular oral and written reports regarding public health issues to the Workforce Investment Board, Commission, Mayor's Office, City Council, Community Development Department, community agencies, and other appropriate entities.

9. How long have the duties been substantially as described above? New

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, printer, calculator, copier and fax machine.

11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). 10%

12. Indicate the number of employees supervised by class title. 1 as needed employee

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

LA COM FOR CHILDREN Fax:213-485-5439 May 3 2001 10:02 P.02

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.
Accurate as described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Reports directly to the Assistant Executive Director for Policy Research and Analysis who oversees his/her work.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter).
4 year college degree as specified by the City of Los Angeles Employment Opportunity Bulletin for the position of Management Analyst II. A Master's Degree in public health or a closely related field preferred.

(b) Experience (type and length: list appropriate city classes, if any).
Two years' experience working in the field of public health. Excellent oral and written skills required.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

___ Strength to: __ Lift __ Push __ Pull
Average weight __ Heaviest weight __
___ Climbing (stairs, ladders, poles)
How far ___
___ Face severe working conditions
Outdoors ___ on/near water ___
Other/Explain:

SPECIAL NEED FOR:
X Vision to read fine print/numbers
X Hearing, for telephones/alarms
___ Balance, for working heights
Other/Explain: Valid driver's license.

EXTENSIVE USE OF: Hours per
___ Legs, for walking/standing
X Hands and fingers
___ Back, for strenuous labor
Other Explain:

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.

Will have significant responsibility for developing and interpreting proposed, pending or enacted legislation, policies and procedures relating to public health issues. Will advise Executive Director and Assistant Executive Director regarding public health policies. Will work with little supervision.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsible for own proper use of department office equipment.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for own proper use of department office equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month.
Is position bonded? No ; amount of bond $

This position does not handle any funds.

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Personal contacts with other staff, Workforce Investment Board, City departments, Council Offices, Mayoral staff, community agencies and the public in matters relating to public health policies.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. Prepares regular oral and written reports as required and in response to management needs.

Signature of the immediate supervisor _____ Date _____

Class Title: _____ Extension _____

Signature of department head _____ Date _____

(A:POSDOS.WP)

LA COM FOR CHILDREN Fax:213-485-5439 May 3 2001 10:03 P.03

MILEAGE AUTHORITIES
for
YOUTH OPPORTUNITIES MOVEMENT

Employee	Classification	
Name	Code	Title
Boyle Heights		
Adams, Annalisa	1550	Program Aide
Aguilar, Anthony	1546	Sr. Project Assistant
Angulo, Andrea	1550	Program Aide
Aranda, Alfred	1550	Program Aide
Avilez, Herman	1546	Sr. Project Assistant
Bailey, Cord	1537	Project Coordinator
Benedicto, Grace	9184-2	Management Analyst II
Burkes, Gregory	1538	Sr. Project Coordinator
Calixto, Jannet	1550	Project Aide
Cantu, Laura	1546	Sr. Project Assistant
Contreras Ramirez, Maribel	1546	Sr. Project Assistant
Diaz, Carmen	1537	Project Coordinator
Diaz, Jose	1546	Sr. Project Assistant
Diaz, Raul	1546	Sr. Project Assistant
Dixson Hardy, Ingrid	1546	Sr. Project Assistant
Estrada, Antonio	1546	Sr. Project Assistant
Garcia Alegria, Douglas	1546	Sr. Project Assistant
Garcia, Antonio	1546	Sr. Project Assistant
Garcia, Conrad	1546	Sr. Project Assistant
Gutierrez, Victor	1542	Project Assistant
Hernandez, Edmund	1538	Sr. Project Coordinator
John, Karen	1368	Sr. Clerk Typist
Lupas, Natividad	1596	Systems Analyst I
Mendoza, Gene	1542	Project Assistant
Pacho, Maria	1537	Project Coordinator
Pelayo, Martha	1546	Sr. Project Assistant
Quezada, Peter	1546	Sr. Project Assistant
Rodriguez, Celia	1546	Sr. Project Assistant
Romero, Juan	1546	Sr. Project Assistant
Sainz, Robert	1577	Assistant Chief Grants Administrator
Salazar, Lisa	1538	Sr. Project Coordinator
Salinas, Yolanda	1546	Sr. Project Assistant
Soto, Herminia	1542	Project Assistant
Valenzuela, Jimmy	1537	Project Coordinator
Vega, Franco	1546	Sr. Project Assistant
Villa, Roberta	1546	Sr. Project Assistant
Gonzales, Jasmine	1546	Sr. Project Assistant

MILEAGE AUTHORITIES
for
YOUTH OPPORTUNITIES MOVEMENT

Watts		
Talley, Marc	1546	Sr. Project Assistant
Park, Carrol	1546	Sr. Project Assistant
Atkins, Fabre	1546	Sr. Project Assistant
Veliz, Adrian	1546	Sr. Project Assistant
Sullivan, Damali	1546	Sr. Project Assistant
Valdez, Wendy	1546	Sr. Project Assistant
Williams, Kelvin T.	1546	Sr. Project Assistant
Manani, Malik	1546	Sr. Project Assistant
Reed, Karen	1546	Sr. Project Assistant
Garner, Monisha	1546	Sr. Project Assistant
Fowler, Krystal	1546	Sr. Project Assistant
Williams, Kevin A.	1546	Sr. Project Assistant
Hernandez, Anna Patricia	1546	Sr. Project Assistant
Meza, Eduardo	1546	Sr. Project Assistant
Wade, James	1546	Sr. Project Assistant
Jefferson, Patrick	1546	Sr. Project Assistant
Young, Rasheedah	1546	Sr. Project Assistant
Lee, Scott	1537	Project Coordinator
Sierra, Ramon	1537	Project Coordinator
Flores, Martin	1537	Project Coordinator
Smith, Rande	1550	Program Aide
Leon, Emilio	1550	Program Aide
Sandoval, Raul	1550	Program Aide

YEAR TWO ANNUAL PLAN
PUBLIC COMMENTS

On March 21, 2001, the Community Development Department released the Draft Workforce Investment Board Year Two Annual Plan for 2001-2002 for a thirty-day public comment period. During this period, 500 copies of the draft plan were printed and distributed to the public. The plan was also available via the City's website.

Five public hearings were conducted, three by the Workforce Investment Board (WIB) and two by the Community and Economic Development Committee of City Council. During the month of April, the plan was discussed at the meeting of each of the Committees of the WIB with an opportunity for public comments. Written comments, including comments by e-mail and fax, were also accepted.

Over forty people provided oral testimony. Written testimony was received from two individuals and ten organizations. The organizations represented contractors, advocacy groups, and the Welfare to Work Oversight Board. Comments focused primarily in six areas: The proportion of funds going directly to One Stop Operators, the types of training provided and the proportion of funds going directly to training, changes to proposed policies, improvement of services to persons with limited English proficiency, increased funding for specific activities, and the operation of the WIB.

Many comments raised the issue of ensuring that sufficient training and supportive services are provided for individuals to obtain and retain employment at or above the level of self-sufficiency.

Comments sometimes presented conflicting viewpoints. This was particularly true with regard to the philosophy of "work first" and the proportion of funds allocated to training. The Southern California Workforce Partnership (SCWP), representing nine One-Stop Operators, stated that WIA is deeply rooted in a "work first" model and that training through ITA's is a last resort. Advocacy groups were concerned that the Plan presented too much of a "work first" model and that insufficient funds were dedicated to training.

The WIA final regulations make it clear that WIA is not a "work first" model. At the same time it is not a "training first" model. WIA is designed to provide the appropriate services to individuals to enable them to obtain employment at a level of self-sufficiency. Some individuals are able to do this through self-service; others need staff assisted core services, intensive services, and/or training. The funds allocated in the plan for training include Individual Training Accounts, Customized Training, City Jobs, funding directly to the One-Stop Operators for On-the-Job Training, and a portion of the activities discussed under "other." At this time staff does not recommend an increase in training funds due to the low expenditures in the current year. Should the funds required for training increase significantly, a mid-year adjustment will be requested.

SCWP recommended that the base allocation for One-Stop Operators be increased from $1.4 million to $2.8 million, with a commensurate funding increase for satellites. While staff concurs that the costs associated with operating a One-Stop Centers and satellites need to be reviewed and probably increased, we are not yet prepared to recommend the $2.8 million. However, staff is recommending a $3.75 million increase for One Stop Operators and a $.95 million increase for satellites.

SCWP was also concerned about the coordination of activities listed under "other" when the funding did not come directly to the One-Stop operator. Language has been added to the plan to indicate that the intent of the plan is that all of the activities should be coordinated through the One-Stop system. This coordination may occur in a variety of ways. Some of the funds included in the "other" category, such as funds for coordination with economic development projects, will go directly to One-Stop operators, other funds, such as marketing and the Disabilities Accommodations Web-site will benefit the entire system. In some cases, such as Services for Persons with Limited English Proficiency, One Stop Operators and Youth Consortia may be asked to assist in the design of the Request for Proposal and, where no conflict exists, they may also be involved in the selection process. In other situations, One-Stop Operators and Youth Providers may be the primary bidders. Participants in all activities will be required to be registered at a One-Stop Center, Youth Consortia, and/or Welfare-to-Work contractor as appropriate.

In addition, the Welfare to Work Oversight Board made comments (see Attachment IC) requesting the removal of the apparel industry from the plan, emphasis of training for welfare to work (WtW) clients which would lead to higher wage career paths, increased accessibility of services to Limited English Proficient populations, a training wage policy, and the funding of Individual Development Accounts for WtW clients.

The following is a summary of the public comments and the staff response.

I. Issues Raised by the Southern California Workforce Partnership (SCWP) representing nine One-Stop Operators

Eliminate $21.7 million in activities in the Annual Plan that duplicate existing services available from mandatory partners as listed in the Gap Analysis Matrix (Attachment IA)

As discussed in Attachment IB, with the possible exception of Labor Market Information, the proposed activities complement, but do not duplicate, partner services. Many in fact were developed in conjunction with partners. We have also added language to reinforce the intent that the expenditures complement, and not duplicate, services available through partner agencies. A meeting is scheduled with a Task Force of One-Stop Operators to discuss these activities in more detail. The outcome of these meetings may result in additional recommendations for modifications to the plan.

Allocate the revenues and resources to the true intent of a One-Stop Center system by consolidating funding streams through the One-Stop Lead Agencies.

We concur that there is a need to clarify that most of the activities contained in the plan will be provided through the One-Stop System and will not be "stand alone" projects. We have added language to this effect on the first page of the plan. This does not, however, mean that all of the funds should go directly to One-Stop Operators. A variety of approaches may be used including direct funding of One-Stops, priority for One-Stops in bidding, and provision of services only to clients who are registered at One-Stops and/or participation of One-Stops in selection of providers or consultants. Some of the activities are by their very nature system-wide activities, and while One-Stop Operators would not be prohibited from bidding on them, they may in fact be outside of their area of expertise. One of the issues for discussion with the Task Force mentioned above will be the definition of, and method for funding of, these activities.

The Budget contains allocations that are inconsistent with the legislative intent of WIA and Welfare-to-Work, which are deeply rooted in a "work first model." The plan allocates in excess of $10 million in training funds. These services can and should be accessed through the local educational agencies. Training through ITA's is a last resort.

The "work first" philosophy was a major item of discussion by both the WIB and City Council in the development of the 2000-01 Annual Plan and resulted in the removal of that language from the final Plan. This was consistent with the Final Regulations for WIA which states that neither the Act nor the regulations mandate a "work first" system. WIA requires customer choice from classroom training using the Eligible Training Provider List paid for through Individual Training Accounts (ITAs). Recently there has been a great deal of concern at the Federal Level as to why more funds are not being utilized for ITAs. Although we concur that the educational system provides many fine training programs, we cannot mandate that clients select them. In addition, the configuration of classes provided through LAUSD and LACCD may not meet the scheduling needs of clients.

Revisit the Policy and discontinue the practice of allowing other Workforce Investment Areas as Lead Agencies within the City's One-Stop System.

Only one Lead Agency is another Local Workforce Investment Area, the operator of the Harbor One-Stop Career Center. The operator was selected through a competitive process and was, in fact, the only bidder for the Harbor Area. Their performance has always been good and we see no evidence of a "conflict of interest." No change is recommended.

Raise the minimum threshold for One-Stop Centers from $1.4 million to $2.8 Million

We concur there is a need to re-examine the basic cost of operating a One-Stop Centers and satellites. The $1.4 million threshold was established about four years ago and pre-dated the WIA legislation that requires significant changes in the delivery of services. In addition, there has been no cost of living adjustment. The Task Force formed with the contractors has examined the costs and is meeting with staff regarding these increased operational costs. At this time, staff is recommending a $3.75 million increase for One Stop Operators and a $.95 million increase for satellites.

Provide a formal mechanism for One-Stop Center Lead Agencies to have a formal structure and representation at the negotiation table and throughout all phases and aspects of One-Stop system implementation and resource allocation

We are open to discussions about how to improve working with all One-Stop Centers and Satellites as well as Youth Opportunities System providers, such as the discussions taking place regarding the increased operational costs. This communication does not require a change in the Annual Plan.

The use of 1990 Census data is an "egregious flaw" in the Plan

Although some of the data in the plan is from 2000, the items for which the 1990 Census data was used are not expected to be available from the 2000 Census until 2003. As stated in the plan, adjustments will be made as soon as the data becomes available. We would also suggest that funds be set aside in the Year Three Plan to address the impact of demographic changes on the distribution of funds.

II. A number of comments related to occupational clusters and training, including recommendations for increased funding for training and emphasis on training for high wage jobs rather than on immediate job placement.

Give greater priority to the completion of the Customized Training Policies so that the funds requested for Customized Training actually get obligated and utilized.

We concur and have prioritized this policy for development. Initial discussion of the customized training concept paper was held at the Operations Committee meeting on April 17, 2000. It should be noted that the policy is not a legal requirement so we are able to respond to requests for customized training without an approved policy including projects initiated by the One-Stop Centers. The purpose of the concept paper and ultimately the policy is to provide guidance to the system particularly with regard to focusing on industry clusters. Customized training is also a component of the Business Services Plan being developed by the consultant recently selected via an RFP.

Invest significant resources in training job seekers and incumbent workers who need to move up the scale to self-sufficiency, particularly WtW recipients

We concur. The plan invests $7.5 million in individual training accounts, $3.1 million in customized training, and $4.4 million in City Jobs. In addition, a portion of the $55.2 million that goes directly to System Providers is used for Work Experience and On-the-Job Training. No change is suggested to the plan.

Training should be targeted towards growth, self-sufficiency industry clusters

We concur, this is consistent with the intent of the plan which contains a number of references to high growth, high wage jobs. In addition, funds have been set aside to assist in identifying appropriate occupation clusters and for providing related training to contractors.

Prioritize Health Care as a key industry cluster and work with labor unions, community organizations, and employers to develop a regional program

Language to this effect has been added under Goal 2 in the plan. In addition, Metropolitan Alliance, CDD staff and other interested parties recently started a working group to address this issue.

The Chair of the Community and Economic Development Committee requested that we prioritize the occupational clusters in which customized training will be provided and indicate the funds allocated to each.

We have identified five priority areas to be considered for customized training. How much is spent in these or other areas will be dependent on identifying employers willing to pay 50% of the cost of training as required by WIA. Additionally there are employers willing to pay more than 50% of the cost. In these situations expenditures would not accurately reflect training activity. Expenditure goals are $750,000, Health $300,000 for other areas and the remaining $2.1 million to be available for Technology, Manufacturing and Apparel, Food Services and Trades.

Apparel and Food Services are two areas with traditionally low wages, no benefits, and no career ladder

Although we agree that many parts of these two industry clusters do indeed have low wages and poor working conditions, the same could be said of some aspects of health care like home health aides. The Apparel Industry does however, have an unmet need for skilled workers where the wages are higher and the conditions are better. We plan to focus on those skilled jobs. With regard to Food Services, we are working with the union and focusing on retail foods which generally pays a living wage with benefits even for part-time workers. In addition, all customized training must be in accordance

with WIB approved policies that require training to be in occupations that lead to self-sufficiency.

The Welfare to Work's apparel industry customized training program, "Stitches," should not receive funding through the plan

The Stitches program management has committed to providing jobs with higher wages at participant completion. It will be monitored to meet the WIB's desire for living wages and participant self-sufficiency. In addition, staff and several members of the Welfare to Work Oversight Board and Metropolitan Alliance agreed to meet with the Stitches program director to determine the merit of the program. Jack Kyser, chief economist for the Los Angeles Economic Development Corporation, reported at the May 9, 2001 WIB meeting that low paying apparel jobs are moving to Mexico, while the jobs remaining in Los Angeles will be higher paying designer and high tech production jobs.

Strategies need to be developed to improve the early coordination of business needs for trained employees with training being offered

We concur. Some of the steps we plan to take are as follows: 1) Work with CDD's Industrial and Commercial Development Division to develop an early notification procedure for projects it is undertaking; 2) increase marketing to employers regarding our services (through Business Services and Marketing Contracts); 3) increase the WIB's strategic role, including the allocation of funds to the WIB to contract with specialists in economic and demographic trends; and 5) continue to work closely with the Mayor's Business Team.

The Automotive industry cluster is also a demand occupation particularly as it relates to technology and manufacturing including the increasing need for diesel mechanics; Proposition 10 funds will probably create a demand for additional childcare workers.

Training may be provided in the automotive cluster; childcare provider training is currently provided with Welfare-to-Work funds; no change is needed.

III. Several comments are related to the funds allocated for specific activities. In reviewing these comments it should be remembered that we have the flexibility to modify any given line item by $500,000 without further approval. In addition, should this not be sufficient flexibility, we can also request a budget adjustment. Finally, our projection of carry-in funds is very conservative. When we have closed the books on this fiscal year we anticipate having additional funds available.

The amount for Business Services should be increased; $500,000 is very low given the potential scope of work to adequately provide for Business Services on a citywide, system-wide basis

Although we concur that this amount would be too low if we expected all of the business services to be provided from this line item, that is not the case. We are in the process of finalizing the selection of a consultant to review the way in which our system interacts with business and to make recommendations for re-structuring and training to increase our responsiveness. That contract will not begin until June at the earliest. The $500,000 is to implement recommendations that we anticipate receiving near the end of the calendar year. In addition, there are a number of other line items from which we anticipate making expenditures related to business services including marketing, technology, and training and technical assistance.

Increase funding allocated for homeless from $400,000 to at least $1,000,000, the amount allocated for those with limited English proficiency

While we concur with the importance of providing services targeted specifically to homeless as allowed under WIA, we recommend that the amount designated for this target group in the Year Two Plan be increased only to $500,000. We disagree with the premise that the amount designated for homeless should be equivalent to that allocated for persons with limited English proficiency. The number of adults in Los Angeles with limited English proficiency (nearly 50% of all adults) far exceeds the 41,000 homeless persons in Los Angeles.

The City should provide funding and/or staff resources to develop an approach to working with the homeless similar to the existing Disabilities Task Force.

We concur that some type of task force is a good idea. Staffing can be accomplished by a combination of existing staff, One-Stop staff, and consultant services procured from the $500,000.

Funds should be added to provide Individual Development Accounts (IDAs) for welfare recipients

IDAs were not implemented due to the depletion of Welfare to Work funding.

Consider funding community colleges to teach basic skills and literacy classes at the One-Stops

Although we concur with the need for such classes, Los Angeles Unified School District has indicated that they can provide them at no cost to the system. Therefore we do not recommend setting aside funds for this purpose. If we find that sufficient capacity is not available, we can revisit this as a part of the mid-year modification.

Getting a job is just a small part of the situation. Individuals need to be tracked for longer periods of time and provided a form of support that is encouraging. Funds should be made available for organizations to adequately follow up and support their placements.

We concur. Follow-up services are vital to the success of many individuals. In fact, WIA requires follow up for at least one year for adults and one year for youth. Funds for this purpose are included in our contracts with One-Stop, Welfare-to-Work, and Youth Providers. No changes are needed to the plan.

More funds should go directly into the youth system.

The plan includes $2.9 million for enhancements to the youth system. Given the low level of enrollments and expenditures of youth agencies, we feel that this is sufficient augmentation of the system at this time. When the actual amount of carry-in is known, we can revisit this issue and make mid-year adjustments if warranted.

Raise the administration cap for Youth System from 4% to 5%

Staff will review the application of the new definition of Administration Costs with contractors. No changes are needed to the plan.

The amount of funds allocated for the technology plan is considerable, particularly in light of the reduction in Welfare-to-Work funds.

We have reduced the recommended funds for the Technology Plan from $13.5 to $9.2 million. EDD has indicated that the State may be interested in augmenting this amount for better systems connectivity.

IV. Numerous comments related to proposed policies:

Definition of credential

Proposed changes were discussed at the Accountability Committee and the definition was revised to incorporate changes.

Demand Occupations Policy

- Clarify that the options listed for defining a demand occupation are not exclusive and train One-Stops on how to use the referenced labor market information

  The policy already allows for the use of other information, no change is needed. Training is provided to contractors on the use of labor market information.

- Redefine demand occupations to ensure that individuals are not excluded from jobs that pay self-sufficiency but don't show up as "demand" occupations

  The policy already has includes language to this effect. No change is needed.

Work Experience (not yet adopted by the WIB)

- Limit the use of Unpaid Work Experience;
- Do not allow unpaid work experience

  The Work Experience policy discourages the use of Unpaid Work Experience but does retain it as an option since there may be individual circumstances where it is appropriate. No change is recommended.

- Ensure all unpaid work experience is accompanied by concurrent education or training, including VESL for LEPs and needs based payments;

  Although we agree that work experience should usually be accompanied by concurrent education or training, there may be individual circumstances where it is not appropriate. No change is recommended.

- Unpaid work experience should be closely monitored;

  We concur.

- Work experience should be paid at the level of self-sufficiency

  This will be considered as a part of the overall training wage policy, which is still under development.

Support Services/Needs Based Payments Policy

- Procedures should include an automatic check for any former GAIN participants to make sure that they are getting all services or payments they are entitled to through GAIN

  This is a good suggestion and will be incorporated into the procedures; no change is needed in the policy

- Needs based payments should be aligned with self-sufficiency wage levels

  WIA specifically states that for dislocated workers the amount of needs based payments must not exceed the greater of either the applicable weekly level of the unemployment insurance or the poverty level. No change is recommended.

- Clarify that they are available when not available elsewhere free of charge

  This was discussed by the Operations Committee– no change is recommended.

Customer Flow Policy

- Should ensure that customer needs are assessed up front and that customers can move quickly through the system according to those needs

  Language to that effect has been incorporated into the Customer Flow Policy; no change is needed.

- The Guide to Conducting a Quality Job Search does not adequately address the issues of vocational assessment and screening for barriers to employment

  Funds have been set aside in the plan for assessment including the identification of any additional types of assessment that might be necessary. No change is needed

- Delete (paragraph 7) the "quality job search" requirement
- Paragraph 7 – add language to provide examples of individuals for whom a "quality job search is inappropriate"
- Define job or employment as "at a level of self-sufficiency"
- Add the words "or training" to the end of paragraph 8
- Add referral to ESL/VESL to Core services list
- Add ESL/VESL to list of Intensive services
- Add language stating that a customer will not be moved quickly through training and will not be limited to participating in short-term programs
- Eliminate reference to "unable to find or retain employment" from paragraph 9
- Reword paragraph 11 to add language also prioritizing other economically disadvantaged, immigrants, LEPs and other special needs populations
- Reword paragraph 11 to give first priority to welfare recipients

Welfare-to-Work Performance Evaluation and Reallocation Policy

- Add knowledge of GAIN Rules as an evaluation criteria
- Add a criteria that measures placement in training

  Due to the lack of Welfare to Work Funds, no further changes are recommended to the policy at this time.

One Stop Certification Policies

Evaluation should include program specific performance information including program completion and placement rates for LEPs, public assistance recipients, homeless individuals, and other low-skill job seekers

This is really a performance issue and will be forwarded to the Accountability Committee for consideration as the Performance Evaluation and Reallocation Policies are developed.

Customized Training (policy under development)

Any customized training policy should include the following:

- Target industry clusters with self-sufficiency wages, benefits, and socially responsible businesses
- Ensure jobs as an outcome are permanent, full time, pay a self-sufficiency wage during and after training
- Include language in the OJT/customized training contract to spell out the employers' obligations
- Prohibit OJT/customized training for any employment that is of a level of skill and complexity too low to merit training
- Require unionized employers to notify the union, permit it to participate in development of the training and consent to it
- Give priority to City residents
- Allow public participation in decisions about which employers will be awarded OJT/customized training contracts
- Require employers not to oppose unionization of their workers

The customized training policy is still under development. We concur that it should target industry clusters that pay self-sufficient wages and have benefits. Although full-time jobs are the desired outcome, part-time placement must be allowed for individuals who do not want full-time work. Language regarding the employer's obligations is already contained in our OJT agreement and includes language related to unionized employers. The remaining issues require further analysis.

ITA Policy

Establish caps for ITA's for each type of training program on the ETPL rather than a generic cap

Although we are philosophically in agreement with this concept, it would require a significant investment of staff time. In addition, the recommendation from One-Stop Operators has been to remove all caps. The ITA policy will be reviewed for possible revisions.

Other Policies

Adopt a self-sufficiency Wage Policy during and after training and as a performance criterion

The possible use of a self-sufficiency wage policy is shown in the plan as still under development. A performance criterion related to self-sufficiency has been developed and submitted to the Accountability Committee

The City should continue their pattern of incorporating needed flexibility into One-Stop policies, based on the understanding that "one size does not always fit all."

We concur.

An informal complaint resolution process should be developed.

We concur. A process is under development and will be transmitted to contractors through a directive. No change is needed in the plan.

V. A number of comments related to services to Persons with Limited English Proficiency commending the funds set aside and making additional suggestions and a reminder that core, intensive, and training services all need to be appropriate for LEPs as well as marketing materials

The plan should adopt additional policies to ensure Limited English speaking persons have access to all services and this needs to be monitored to avoid violating Title VI of the Civil Rights Act

We concur and have added this as one of the policies that needs to be developed; this will be one of the tasks of the Senior Project Coordinator for LEP; no change is required in the plan

Need a wide variety of options for LEPs due to the diversity of needs

We agree and this will be considered as a part of the targeting of services for LEPs – no change is required in the plan

Need to address the accessibility of services for non-citizen immigrants who work in dead-end, low wage jobs

We concur provided they meet the WIA requirements. The issue of accessibility will be addressed in the plan for services to LEPs. . No change is needed in the plan.

A community-based subcommittee or advisory group should be formed to look at the needs of LEPs

One of the responsibilities of the Senior Project Coordinator for LEP will be to develop an LEP Network similar to the existing networks for Older Workers and Persons with Disabilities – no change is required in the plan.

Adopt performance criteria and ensure adequate bilingual staff to facilitate services to LEPs

Adequacy of bi-lingual services is one of the accessibility criteria in the certification process. In addition, it will be addressed in the monitoring process that is developed by the Senior Project Coordinator; no change is needed in the plan.

Ensure that the marketing and customer satisfaction processes are inclusive of LEPs

This has been taken into consideration in the development of the contracts for marketing and customer satisfaction; no change is needed in the plan.

VI. Comments made by WIB members related to the operation of the WIB

The WIB should have its own Continuous Quality Improvement Plan

Amend the goals to add reference to "continuously improving"

We need a panel of economists to guide work around industry clusters; improve ties to economic development – interface with Council & Mayor's offices; develop criteria for defining the top five industry clusters

Funds have been added to the plan to procure the services of economists, demographers, and other experts to assist the WIB in this effort.

Add language indicating the WIB's commitment to becoming more strategic.

Language has been added to page 1 of the plan.

Need to develop "system indicators"

Part of the scope of work for the consultants who are developing the performance management system is to look at "system-wide" performance indicators.

Adopt policies to increase public participation in the WIB process including evening meetings (submitted by a community group)

VII. Miscellaneous Comments

The Draft Plan continues to take a "work first" approach by focusing on getting people into jobs as quickly as possible without adequate regard to wages, full time status, benefits, or advancement opportunities

We disagree. The reference to "work first" was removed from the first year plan and the customer flow policy contains language to encourage the movement of individuals through the system quickly when appropriate. The plan and policies also emphasize training for and placement in high wage occupations with career ladders. No changes are recommended.

Ensure that funds are available to organizations to adequately follow-up on and support those individuals who have been placed into unsubsidized employment.

We concur. The proposed supportive services/needs based payment policy provides for the provision of post employment follow-up services for a minimum of 12 months following placement into unsubsidized employment.

Ensure all participants eligible for intensive services have access to meaningful PC training

We are in philosophical agreement and need to look at the implications before making any specific recommendations.

Do not require photo identification for Swipe Card System or many immigrants will not use it

Photo identification will only be required of individuals actually registered into system.

One comment expressed concern over vocational trade school fraud and recommended the customer satisfaction surveys and consumer reports contain fields allowing both the customer and the employer to comment on starting salaries, ease of placement and the appropriateness of the training to the skills required by the job. These reports should be reviewed semi-annually for indications of trade school fraud.

Some of this information is already being collected as a part of I-TRAIN. To the extent that it is not being collected we will add it to the customer satisfaction surveys. This should also be taken into consideration as the criteria for training providers to remain on the EPTL are developed.

Establish a database of jobs that could be shared or that are in non-traditional hours sorted by skills and pay levels

Suggestion will be forwarded to EDD for consideration with regard to CalJOBS.

One Stop System And Center
Gap Analysis Matrix

Required Partners $ Duplication to system / Requested Programs Who Duplicates	EDD	Dept Of Rehab	LAUSD	Community Colleges	Dept of Probation	DPSS	Dept of Aging	Job Corp	One Stop Centers	TOTAL Duplication
Industry Cluster for UCLA	$ 300,000									$300,000
Industry Consortia (Unite LA)	$ 75,000									$75,000
Labor Market Information	$ 415,000[1]									$415,000
EITC	$ 80,000[2]									$80,00
Info-Line 1800 For a Job	$ 645,000[3]									$645,000
Assisted Technology		$ 300,000								$300,000
Persons with Disabilities Demo Grant		$ 500,000								$500,000
Special Assessment		$ 60,000								$60,000
At Risk Young Adults								$ 420,000		$420,000
At Risk Youth								$ 250,000		$250,000
Technology Academy								$ 250,000[4]		$250,000

[1] EDD provides this data. DOL access through Web site and internet
[2] EDD certification and documentation available to the system
[3] EDD provides this service for both employers and job seekers
[4] Job Corp has a CISCO academy for 350 youngsters which opened in March

Attachment IA

Required Partners $ Duplication to system	EDD	Dept Of Rehab	LAUSD LACOE	Community Colleges	Dept of Probation	DPSS	Dept of Aging	Job Corp	One Stop Centers	Total Duplication Costs
Assessment Job Skills				$ 500,000						$500,000
Limited English Proficient			$1,000,000							$1,000,000
Offender Training					$ 200,000					$200,000
Customized Training			$2,900,000	Same						$2,900,000
ITA's				$ 7,500,000[5]						$7,500,000
Non Custodial Parents						$ 210,000				$210,000
Special Supportive Service						$ 400,000				$400,000
Special/Under Demo						$1,000,000				$1,000,000
Older Workers							$ 265,000			$265,000
City Jobs									$4,400,000.[6]	$4,400,000
Economic Development (Staples)									$ 380,000	$380,000
TOTALS	$1,215,000	$ 860,000	$3,900,000	$8,000,000	$ 200,000	$1,610,000	$ 265,000	$ 920,000	$ 4,780,000	$21,750,000

[5] ITA's should not replace PELL Grants and other services. Training is available through LAUSD, LACOE, and Community College System. This is essential in a Work First Model imposed by WIA. Leveraged resources should be accessed first.

[6] City Jobs should and can be coordinated through One Stop Centers. Allocating these resources at the One Stop. What has been the performance for City Jobs program (ROI). Is the cost per participant $16,000 after EER is calculated? Or is it the enrollment slot cost, which translates to a higher EER?

STAFF COMMENTS ON THE GAP ANALYSIS MATRIX

Staff has reviewed the Gap Analysis Matrix prepared by the Southern California Workforce Partnership which consists of nine of the City's One-Stop Operators. The analysis raises questions regarding the ability of partner agencies to provide these services. As discussed below, with the possible exception of the Labor Market Information, the proposed activities complement, but do not duplicate those available from the partner agencies indicated on the Gap Analysis Matrix.

Many of the activities proposed are related to functions of partner agencies, however the partner agencies do not have the resources to provide these services or have limits on who can receive the services. Because we believe these services are important for One-Stop customers, staff recommends that we provide the necessary funding. At the same time, we suggest that the WIB and City assist partner agencies in advocating with the State or Federal government for increased funding in these specific areas.

Depending on the particular activity, a variety of approaches may be used to ensure coordination through the One-Stop System including soliciting input from One-Stop and Youth Consortia into program design and in the selection of providers or consultants, direct funding of One-Stops, priority for One-Stops/Youth Consortia in bidding, and provision of services only to clients who are registered with One-Stops/Youth Consortia.

Industry Clusters - Funds will be primarily used to provide on-site technical assistance for One-Stop System staff on Los Angeles specific industry clusters and how to work with them. We received several public comments on the need to expand upon the work previously done by UCLA.

Industry Consortia - Funds will be used to support intermediary industry organizations in each of four high wage, growth occupational clusters to continue the work they are doing around development of skills standards, recruitment of mentors and worksites, teacher training, job shadowing opportunities, development of career ladder information, and identification of employment opportunities in the industry. This is part of our partnership in UNITE LA which co-funds the effort.

Labor Market Information - This is one area of possible duplication. EDD does provide a great deal of Labor Market Information, however with the exception of unemployment statistics, it is retrospective information and trend information. The funds in the plan are to develop real time, Los Angeles specific information through surveying local employers. The survey will provide LA specific information such as names of employers who hire for specific occupations, current wages, skills needed, difficulty in hiring, number of projected openings, and receptivity to hiring youth, welfare recipients, and part time workers. This is also a marketing tool increasing the awareness of employers of our services. We are working collaboration with the LA County WIB, Los Angeles Economic Development Corporation, and possibly other Local Areas to develop an single RFP for the County.

EITC (Earned Income Tax Credit) - Compliments the EDD effort by marketing this credit opportunity to both low wage workers and employers.

Info-Line - EDD offers an 800 number for people who are interested in UI benefits that also provides information for job seekers. The 1-800-FOR-A-JOB serves as a central point of access to our system and is used in our local marketing efforts. InfoLine provides callers with information on an array of services. Customer service representatives assist callers in determining the appropriate agencies for their specific needs.

Assisted Technology - Funds will be used to purchase equipment for One-Stop Centers and Youth facilities that to assist persons with disabilities in using our services. The Department of Rehabilitation has indicated that they cannot pay for the initial purchase and installation of the equipment. Once the equipment is installed, they can pay for their fair share.

Persons with Disabilities - $250,000 of these funds will be used to support the website that has been developed with input from the Department of Rehabilitation (DR) to assist employers, case managers, and job developers. DR has indicated that they can pay their fair share of the cost of maintenance but cannot pay for the establishment of the website. The other $250,000 will be used to pay for floating technical assistance providers and trainers to provide on-site assistance to case managers, job developers, and employers on an as-needed basis to increase their ability to serve persons with disabilities. DR has indicated that this is a needed service. They have an ADA unit in Sacramento that can be called for technical assistance but cannot provide on-site assistance unless the person is already a DR client..

Specialized Assessment - although Dept of Rehabilitation does provide specialized assessment, they indicated to us that there are some services they can not provide and that funds should be made available to fill this gap.

At Risk Young Adults - These are specially targeted funds to fill a gap in service in an area that requires special expertise - gang involved young adults 21-24. For the most part this group is not served by Job Corps.

At Risk Youth - Although Job Corps certainly works with at-risk youth, these funds are to continue programs which were previously procured and for which none of the existing youth lead agencies, One Stop operators, or Job Corps bid. Two of the contractors provide residential facilities - one for homeless youth and the other for foster youth. The third program is a unique partnership with the Casey Family Program for foster youth. Funds are leveraged with private sector funds.

Technology Academy - This program addresses different aspects of technology than does the CISCO Academy and is open only youth enrolled in one of the WIA youth consortia. The very unique curriculum was developed by USC with a grant from the National Science Foundation.

Assessment - Both the Community Colleges and the Los Angeles Unified School District provide some assessment as do all of our funded agencies and most other partners. The WIB identified the development of a more systemic approach to assessment as a high priority this year. One of the roles of the consultant will be specifically to identify available assessments and develop protocols to share assessment results and avoid duplication among partners as well as to identify gaps and recommended assessment instruments to fill those gaps.

Limited English Proficient - Although LAUSD and LACCD provide ESL and VESL classes, a a number of community members have identified a need for training in a variety of languages which are not available on the ETPL. A portion of the funds will be used to increase the ability of One-Stop Operators to provide core and intensive services in languages other than English. Additionally, new Federal Regulations will require significant consideration of this population.

Offender Training - The Probation Department has identified the lack of on-site job training and post-release placement services for youth in their camps as an important gap. Job training is not one of their core services. We have worked with them to design this program which is connected to our youth system.

Customized Training - It is possible that some customized training may be provided by LAUSD and LACCD at no cost to the system. They do not, however, have funds to pay for the On the Job Training portion. In addition, some customized training requires the development of training programs that are outside their scope or for which they do not have sufficient funding. We anticipate that some of the customized training funds will go directly to One-Stops to provide these services.

Individual Training Accounts - We concur that ITA's should not replace Pell grants and other grants. However, WIA requires that training paid for with WIA funds be purchased with ITA's from the Eligible Training Provider List and that the choice of training providers is up to the customer, not the city or the One Stop staff. Additionally, public comments have indicated that there is a need for additional training. This is consistent with the national emphasis on providing increased training.

Non-Custodial Parents - This initiative is the result of collaboration with DPSS, LA County District Attorney & Sheriff to work with persons incarcerated in the County Jail. DPSS has indicated that is it not a duplication of service.

Specialized Support Services - We concur that DPSS provides a number of specialized support services, some of which are under utilized, however gaps still exist. Some services, such as tattoo removal are not provided by DPSS while other services are not available to some WIA participants. Funds are requested to fill the gaps.

Special Demonstration Projects - Since the demonstration projects have not yet been developed any discussion of duplication is premature. We have added language to indicate that Demonstration Projects should not duplicate services available through partner agencies.

Older Workers - Although the Department of Aging has training funds, they are only for Title V enrollees who must be over 55. The requested funds will be used to provide training and technical assistance to One Stop staff to increase their capacity to meet the unique needs of individuals over 40.

City Jobs - This is a customized training program funded only by Welfare to Work Funds. Participants must be registered in a Welfare to Work agency. The City is the employer and therefore the funding is provided directly to the various City Departments. City staff assist in the coordination within the City including the negotiation of the Labor/Management agreements.

Economic Development - Funds are for One Stops to coordinate first source hiring initiatives like the Hollywood-highland project.

WELFARE-TO-WORK OVERSIGHT BOARD'S COMMENTS ON
THE LOS ANGELES CITY WORKFORCE INVESTMENT BOARD'S YEAR TWO ANNUAL PLAN 2001-2002

I. PLANNED ACTIVITIES / FUNDING

A. Remove apparel / garment industry from the WIB's Year Two Annual Plan as an identified, target industry cluster.

1. Welfare-to-work funds should be directed to industries with higher wages at placement, achievable career paths, and that traditionally provide benefits(i.e. health care and entertainment industries).
    i. The Los Angeles garment industry is a sweatshop industry
    ii. The number of living wage jobs in the garment industry is far too small to justify investment of scarce public funds.
    iii. STITCHES proposed curriculum will not provide welfare recipients with the higher level skills they need to obtain the few higher-paying jobs in the industry.
    iv. There is no reliable, demonstrated career path for the advancement from minimum wage to living wage jobs in the garment industry.
    v. Therefore, (1)the garment industry is not deserving of WIB funding and should not be an industry cluster, and (2)the specific garment industry proposal before the WIB is not deserving of funding.

B. Emphasize training leading to higher wage jobs with career paths and benefits for job seekers and incumbent workers for higher wage jobs with career paths rather than focusing on immediate job placement.

1. Take a strategic approach rooted in labor economic analysis and target growth industry clusters with self-sufficiency wages and career paths based on the following criteria:

    i. overall labor law compliance; provides self-sufficiency wages and benefits; provides a safe-working environment that meets workers' needs and rights; have an occupational structure with career ladder opportunities; should not lead to, or encourage, lower-waged subcontracting; provide jobs that benefit the community.

2. Develop a process for implementing workforce development programs for those clusters.
3. Modify the ITA policy to ensure participants are provided access to skills upgrade and job training in positions that will increase their earning power, as well as access to non-traditional career training for women
4. Provide low-wage, low skilled workers, especially immigrants, with priority for ITAs.
5. Collaborate with labor unions, community organizations, training institutions and employers to develop a regional training and placement program in the healthcare industry.

C. Ensure the availability and accessibility of services for Limited English Proficient (LEP) populations.

1. Increase amount of funding for training LEP persons and immigrants.
2. The WIB should fund smaller community-based organizations for innovative outreach in under-served communities, especially but not limited to immigrant and LEP populations.
3. Ensure a wide range of options for training, adequate to accommodate various levels of literacy and limited English proficiency, are developed.
4. Recognize that the ability to communicate in English is a necessary job skill. Encourage One-Stops to provide intensive Vocational English as a Second Language (VESL)classes through the use of ITAs.
5. Adopt performance criteria and ensure adequate bilingual staff to facilitate services at all levels to LEP individuals.
6. Ensure marketing and customer service processes, which are contracted, are inclusive of LEPs, including proportionally represented.
7. Eliminate the photo identification requirement for the Swipe Card System (7.b).

8. Form a community-based subcommittee or advisory group to look at the needs of LEPs.

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1. A self-sufficiency wage standard that participants are paid during training and post-training.
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1. IDA funds provide participants with a mechanism to obtain further skill upgrade training – this is especially critical given that the WTW program is ending next year.

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1. Modify policy so that individuals are not excluded from training for jobs that pay a self-sufficiency wage and have career ladders but are not categorized by "demand occupation" lists.
2. Economically disadvantaged participants should not be placed in jobs that pay less than a self-sufficient wage.
3. Develop a process to solicit labor market information from other organizations and labor market experts other than those five listed in the policy.
4. Industries that consistently violate labor laws should not be allowed as a listed demand occupation.

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1. Only paid internships and work experience should be offered.
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3. If unpaid work experience is allowed, add the following limitations:
   i. Must be a last resort.
   ii. Cannot exceed a limited duration.
   iii. Must be approved by CDD.
   iv. Can only be used in public and nonprofit sectors.
   v. Be monitored closely by WIB.
   vi. Be in conjunction with concurrent training, especially concurrent VESL for LEPS
   vii. Provide needs based payment.

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1. Ensure that welfare recipients and other economically disadvantaged participants have prioritized access to support services for a minimum of a year after exiting or until they achieve self-sufficiency.
2. Clarify that support services payments are appropriate when an item is not available elsewhere free of charge.
3. Provide needs based payments to those in unpaid work experience.

D. Customer Flow

1. Ensure participants move promptly into training when appropriate.
2. Clarify that a job search is not a prerequisite to training.
3. Ensure that welfare recipients and other economically disadvantaged populations get priority for training.
4. Include ESL / VESL as intensive training services.

CITY OF LOS ANGELES SPEAKER CARD

Date: 4/9/2001

Council File No., Agenda Item, or Case No.: (4) 99-0646-S4

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments re WLB

Name: Patricia Wong

Business or Organization Affiliation: Valley Economic Dev Ctr

Address: 5121 Van Nuys (Street) CA (City) 91403 (State / Zip)

Business phone: ~~562-9~~ 8189079977 Representing:

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CITY OF LOS ANGELES SPEAKER CARD

Date: 5-9-01

Council File No., Agenda Item, or Case No.: 1

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Bertha Galindo

Business or Organization Affiliation: Silverlake-Hollywood Echo Park Metro Alliance

Address: 1715 W. Florence (Street) LA (City) CA (State) 90047 (Zip)

Business phone: (323)789-7920 Representing:

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CITY OF LOS ANGELES SPEAKER CARD

Date 5/9/01

Council File No., Agenda Item, or Case No. 1

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

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Name: Clementina López

Business or Organization Affiliation: AGENDA

Address: 2306 Tajit St (Street) L.A.C. (City) (State) 90007 (Zip)

Business phone: 323 7323933 Representing:

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CITY OF LOS ANGELES SPEAKER CARD

Date 5-9-01

Council File No., Agenda Item, or Case No. #1

I wish to speak before the CED Committee
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (✓) General comments

Name: Victor Narro

Business or Organization Affiliation: Coalition for Humane Immigrant Rights of LA

Address: 1521 Wilshire Blvd (Street) LA (City) CA (State) 90017 (Zip)

Business phone: 213-353-1337 Representing: Metro Alliance

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CITY OF LOS ANGELES SPEAKER CARD

Date	Council File No., Agenda Item, or Case No.

I wish to speak before the Community + Economic Dev. Committee
Name of City Agency, Department, Committee or Council Agenda Item #(1)

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? (X) For proposal ( ) Against proposal ( ) General comments

Name: DAVID ESTRADA

Business or Organization Affiliation: SEIU - Local 399

Address: 1347 W. 7th St. (Street) LA (City) CA (State) 90017 (Zip)

Business phone: 213-508-7063 Representing: SEIU - Local 399

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2

CITY OF LOS ANGELES SPEAKER CARD

Date	Council File No., Agenda Item, or Case No.
5/9/01	WIB Annual Plan

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Ng'ethe Maina

Business or Organization Affiliation: LA Metropolitan Alliance

Address: 1715 W. Florence Ave LA, CA 90047
Street City State Zip

Business phone: 3237897920 Representing: _____

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CITY OF LOS ANGELES SPEAKER CARD

Date: 5/9/01

Council File No., Agenda Item, or Case No.: 1

I wish to speak before the CED Committee of the LA City Council
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Diane McBride

Business or Organization Affiliation: City of LA Welfare to Work Oversight Board

Address: 215 W. 6th St. LA CA 90014, 10th Floor
Street City State Zip

Business phone: (213) 891-2439 Representing: W to W Oversight Board

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Client Address: _____
Street City State Zip

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Date: 4/9/2001

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Business phone: ~~562~~ 8189079977 Representing: _____

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2

CITY OF LOS ANGELES SPEAKER CARD

Date

Council File No., Agenda Item, or Case No.
1

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (✓) General comments

Name: Yolanda Duarte

Business or Organization Affiliation: Chirla / SCWP

Address: 4301 E. Valley (Street) LA (City) CA (State) 90063 (Zip)

Business phone: 323.269.0751 Representing: one-stop system

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

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Client Address: _____
Street City State Zip

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3

CITY OF LOS ANGELES SPEAKER CARD

Date
5-8-01

Council File No., Agenda Item, or Case No.
① 99-0646-S4
② 01-0738

I wish to speak before the Community & Economic Development
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (✓) General comments

Name: Robert L. Gutierrez

Business or Organization Affiliation: Archdiocesan Youth Emp of Catholic Charities

Address: 3550 Wilshire Blvd. LA CA 90010
Street City State Zip

Business phone: (213) 736-5456 Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐ N/A

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

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CITY F LOS ANGELES SPEAKER ARD

Date	Council File No., Agenda Item, or Case No.
5/9/01	1

I wish to speak before the Community & Economic Dev Committee
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? (~~A~~ For proposal
( ) Against proposal
( ) General comments

Name: Clotee McAfee

Business or Organization Affiliation: STITCHES Technology

Address: 5609 McKinley Ave., LA CA 90011
Street City State Zip

Business phone: 323-846-5110 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

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Client Address:
Street City State Zip

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5/9 Rec'd in Court

5/3/2001

WELFARE-TO-WORK OVERSIGHT BOARD'S COMMENTS ON
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Workforce *Investment* Board

THE CITY OF LOS ANGELES

WORKFORCE INVESTMENT BOARD

YEAR TWO ANNUAL PLAN

2001 - 2002

REVISED DRAFT

MAJOR CHANGES TO DRAFT ANNUAL PLAN
As of 4/23/01

- Added language regarding the WIB's commitment to becoming more strategic with increased focus on Labor market trends and connections to economic development and education; set aside funds to procure services of experts
- Added language regarding increasing the integration of the youth programs
- Updated section on changes from first year plan
- Added "Services for persons with limited English proficiency" to list of policies under development
- Added language indicating the "other" activities discussed in the plan will be delivered through the One Stop System as appropriate
- Increased number of new positions requested to 14
- Added language under goals and activities regarding the development of a health care training initiative
- Increased the total funds available to $136.3 million due primarily to an increase in the estimated Welfare to Work Carry in; revised the budget pages accordingly.
- Reduced funds recommended for the technology plan from $13.5 to $9.2 million freeing up WIA funds to continue services to Welfare-to-Work participants
- Increased funds recommended for homeless from $400,000 to $500,000
- Increased funding for customized training from $2.95 million to $3.13 million and indicated it would be targeted as follows: Health $725,000; Technology $525,000; Manufacturing and Apparel $525,000; Food Services $525,000; Trades $525,000; and Other $300,000.
- Updated the status report to include latest available information regarding expenditures and performance
- Revised the Technology Plan based on input from the Technology Task Force
- Revised the Proposed Policies to incorporate actions by WIB committees
- Added information regarding staffing and position requests (Attachment G)
- Attachment H, Public Comments, will be added

City of Los Angeles
Workforce Investment Board
Year Two Annual Plan
July 1, 2001 - June 30, 2002

The agreement between the City of Los Angeles and the Workforce Investment Board of the City of Los Angeles executed March 29, 2000 (CF# 99-0646), requires the development of an Annual Plan. The purpose of this Second Annual Plan is to establish the administrative and program budget, service strategies, program goals, priorities, and One-Stop Operator, Youth, and Welfare-to-Work program providers for FY 01/02.

GOALS

Initially the Workforce Investment Board used a meta-planning process to identify and prioritize goals. In December 2000, the Executive Committee reviewed and reconfirmed the goals as follows:

- Provide consistently high quality service through a system that is user friendly and responsive to business, service providers, and job seekers.
- Provide job training for first-time job seekers, unemployed individuals, and low wage workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need
- Promote collaboration and leveraging of funds and resources
- Provide quality assurance through a system of standards and accountability
- Improve Service to Business
- Ensure access and training for diverse population
- Minimize Bureaucracy

The 2001/02 goals, strategies and activities are shown in Attachment A. Many of the activities contemplated in the First Year Plan have not been completed and are being continued in this plan.

The WIB is committed to becoming more strategic with an increased focus on labor market trends and connections to economic development and education.

ONE-STOP SYSTEM

The City of Los Angeles One-Stop System is primarily funded from two sources: Workforce Investment Act and Welfare-to-Work. The projected available funds for the entire system for PY 01/02 totals $136.3 million as shown in Attachment B1. As discussed below, the system has two major components, Adult and Youth. The expected performance levels are for 01/02 have not yet been negotiated with the State. Once negotiated, they will be incorporated into the plan.

A. Adult Component

The adult component provides services for individuals who are 18 years old or older including unemployed, underemployed, dislocated workers, and person's transitioning from welfare to work. It also provides services for businesses. This component consists of the following:

One-Stop Career Centers – Fifteen One-Stop Career Centers and nine Satellites strategically located throughout Los Angeles [Attachment B 3(a)] provide core services to individuals who are 18 or older and to businesses. Intensive and training services are available to eligible participants including work experience and on-the-job training. Classroom training is provided by vendors listed on the Eligible Training Providers List (ETPL) utilizing Individual Training Accounts (ITAs).

Customized Training – Training programs may be customized to meet the needs of a specific employer or group of employers based on projected job openings in demand occupations that lead to self-sufficiency.

Business Services – In partnership with the Mayor's Office of Economic Development and LA's Business Team, One-Stop Centers coordinate customized training, provide access to tax credits and refer appropriate job seekers to employers for specific economic development projects such as Genesis LA.

First Source Hiring – First Source Hiring Agreements negotiated by the City with developers and unions provide a structure for increasing the number of local residents employed in new construction projects and post-construction jobs.

Rapid Response – Services are provided to employers and individuals affected by layoffs or plant closures to assist them in accessing the One-Stop System, including EDD's Unemployment Insurance, and services needed to transition to new employment.

Welfare-to-Work – Comprehensive employment and post-employment services are provided to eligible recipients of Temporary Assistance to Needy Families (TANF) and non-custodial parents. Former foster youth age 18-24 and custodial parents whose income is below the poverty level are also eligible. Through a network of service providers [Attachment B 3 (b)], many of which are One-Stop Centers, clients are referred to jobs that can lead to careers. Upward mobility is stressed through skills enhancement and customized or entrepreneurial training. Special Welfare-to-Work Initiatives include:

> **City Jobs Program** – Provides job placement within the City of Los Angeles supplemented by classroom training. The program is available to eligible Welfare-to-Work participants.
>
> **Child Care Training** – Provides work experience and technical assistance to enable eligible participants to become Childcare providers.
>
> **Entrepreneurial Training** – Provides business classes for eligible participants interested in pursing self-employment as a means to self-sufficiency.

Brownfields – A $100,000 U.S. Environmental Protection Agency grant is used to train low-income residents of the City's Federal Empowerment Zone to become environmental technicians through a contract with the Los Angeles Conservation Corps.

Day Laborer – This program operates six sites, which provide a safe and orderly environment for the hiring of day laborers. Sites operate with the guidance of individual Neighborhood Advisory Boards. (CDBG and City General Fund).

Domestic Worker – This program helps women who currently make a living by cleaning houses to upgrade their job skills, increase their salaries, and access greater career opportunities. (CDBG funds)

Community Service Centers – Concentrated, comprehensive youth and family development services are provided for residents at five Housing Authority of the City of Los Angeles sites. (CDBG and WIA funds)

B. Youth Component

Oversight for the youth programs is provided by the Youth Council in conjunction with the WIB. The Youth Council's vision is that "All youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training".

The Youth Council developed a youth plan based on the following principles: accessibility, meeting the needs of youth, promoting integration of all components of the system and community resources, simplifying goals and processes, and continuous improvement. Since the development of the Youth Plan we have received several, new grants including the Youth Opportunity Movement Grant. The Youth Council is committed to increasing the integration of all of the youth programs with each other and with the One-Stop Centers and other youth programs such as L.A. Bridges and Proposition A construction projects. The following programs are part of the youth system:

Youth Opportunities System Consortia – Eleven consortia of agencies [Attachment B 3 (c)] provide comprehensive youth activities designed to increase employability, educational attainment and leadership development for low-income youth, ages 14-21, who have barriers to employment. At least 30% of the funds must be spent on out-of-school youth.

TANF/CalWORKS – funds provide vacation jobs and employment preparation for approximately 2700 youth in TANF families with a priority for teen parents.

Youth Opportunity Movement Grant Program: Watts and Boyle Heights – This program is designed to improve the educational, vocational and long-term employment opportunities for youth, ages 14-21, who reside in specific census tracts within the Empowerment Zone in Watts and Boyle Heights. Funding is from the $11 million Youth Opportunity Grant. Approximately 70% of the funds will be spent on out-of-school youth. Services are provided directly by City staff and through sub-contractors [Attachment B 3 (c)].

Youth Offenders – Pilot program to provide work readiness skills and training in cabling for youth in probation camps. Support services are provided to entire family. Upon release youth are placed into employment and an educational program with intensive follow-up services. Program partners are the Probation Department, LA County Office of Education, Family Development Networks, and Community Build.

At-Risk Youth – Three non-profit agencies are funded to provide educational support, job training, support services and placement for current and former foster and homeless youth. This special State grant ends December 31, 2001. We anticipate that funding after that time will be through WIA.

LA Youth at Work – LA Youth at Work is a project of the WIB. It is designed to obtain private sector commitments for jobs, prepare young people for the interview process, and match young job seekers to appropriate job openings. Funding is through a combination of CDBG and private sector funds.

UNITE LA – Urban Networks for the Improvement of Training and Education in Los Angeles (UNITE LA) is a local school-to-career partnership of employers, labor, parents and education. As a member of the partnership, the City has accepted the responsibility for the development of industry consortia, which guide workforce preparation, in their fields including the development of skills standards and certificates. The consortia include: entertainment and new media, health and biotechnology, manufacturing, and hospitality, travel and tourism.

STATUS OF FIRST YEAR PLAN

An update of the implementation of the 2000-2001 Annual Plan is contained in Attachment C.

CHANGES FROM FIRST YEAR PLAN

The Year Two Plan is predicated on a projected $136.3 million available funds, $14.4 million less than the first Annual Plan. For the most part, the year two plan continues the goals and activities laid out in the first year plan. Many of the initiatives included in the first year plan were not funded until near the end of the first year and sufficient funds are still available in those contracts to complete the work during year two. Other initiatives envisioned in year one were not implemented and funds have been requested again in year two.

The most significant change from the first year is the reduction in Welfare-to-Work (WtW) funds. These funds were one-time grants and no new WtW funds are anticipated. As a result the available WtW funds decreased from $52.3 million in the first year to approximately $16.2 million in for 2001-02, a decrease of $36.1 million. Funds recommended for WtW service providers decreased from $33.7 million to $9.3 million. A transition plan is being developed to move participants to WIA funding for continued services as appropriate. Approximately $4.9 million WIA funds have been reserved for this purpose and appear on Attachment B1 as "uncommitted." Funding for Individual Development Accounts for the Welfare-to-Work program ($2 million) was deleted in order to increase the amount available for participant training.

An investment in Technology is proposed of $9.1 million (Attachment D.) Other significant changes include an increase in the enhancements of the Youth System from $7 million to $2.9 million to incorporate additional agencies as part of the Youth Consortia and to increase funding to high performing agencies. The amount for customized training has been increased from $1.8 million to $3.1 million and funding for industry clusters and industry consortia increased from $40,00 to $375,000. Funds requested for demonstration projects are reduced from $1,925,000 to $1,000,000. At the same time there is an increased emphasis on Goal 6: Ensuring Access and Training for Diverse Populations. The plan includes a Senior Project Coordinator position and $1 million for services for persons with Limited English Proficiency, $500,000 to improve services for Person with Disabilities, $265,000 to improve services for Older Workers, and $500,000 for services for homeless. Funds have been also been allocated for system-wide case management and assessment and funding for marketing is increased.

POLICIES

The following policies adopted by the WIB and the City as part of the first Annual Plan is incorporated herein: (Attachment E)

- Definition of Self-Sufficiency
- Policies for Youth System Funding and Youth Eligible List
- Definition of Youth Barriers to Employment
- Policy on Use of Individual Training Accounts

The following policies have been approved by the WIB as a part of this plan are included herein for approval (Attachment F):

- Definition of "Under-Employment" for Youth (as approved by the WIB)
- Definition of "Credential"
- Determination of "Demand Occupations" (as approved by the WIB)
- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB)
- One-Stop Certification (Revised)
- Work Experience and Internships (One-Stops)
- Support Services and Needs Based Payments (Adults and Dislocated Workers)
- Support Services (Youth)
- Customer Flow (One-Stops)

The following policies are still under development and will be submitted for approval as appropriate to the WIB, Council, and Mayor at a later date:

- Customized Training Policy
- One-Stop Evaluation and Reallocation Policy
- Youth System Evaluation and Reallocation Policy
- Criteria for Training Providers (One-Stops)
- Fee for Service (One-Stops)
- Criteria and Process for Decertification of One-Stops
- Individual Development Accounts (Welfare-to-Work)
- Criteria for ITA Exceptions for Special Populations (One-Stops)
- Training Wage (One-Stops)
- Self-Sufficiency for Displaced Homemakers and Persons with Disabilities

- Work Related Relocation Expenses (Dislocated Workers)
- Services for persons with Limited English Proficiency

PROCUREMENT

Procurement for the youth component was accomplished through a Request for Proposals process for 2000-05. Funding recommendations for FY 01/02 are shown in Attachment B3(c). Additional funds may be awarded to contractors on the youth eligible list in accordance with the Policy for Youth System Funding (Attachment E2).

Procurement for services in the adult system varies by source of funding. Welfare-to-Work procurement was by Request for Proposals. Funded contractors are listed on Attachment B3(b). Funding recommendations for FY 2001/2002 are being developed based on performance and availability of funds.

One-Stop operators were initially procured through a Request for Proposal process in 1997. One-Stops are now being certified. Authority for this method derives from WIA section 121(e). Recommended funding levels for One-Stop operators and directly funded Satellites are shown in Attachment B3(a).

One-Stop funding recommendations are subject to successful certification by each operator. Failure to be certified will result in loss of funding to that operator. In the event that a particular One-Stop Operator is not certified, we will consider the impact of closing that site. If it is determined that the services are needed at that site, then a new operator will be sought. WIA allows for the operator to be selected by the partner agencies without formal procurement.

Policies for Decertification of a One-Stop will be developed and submitted to the WIB and City for approval at a later date.

Procurement of services authorized under this plan will be in accordance with the WDD procurement policies as required by Federal Law with the concurrence of the City Attorney. The Workforce Development Division maintains a list of agencies and individuals that want to be notified of the release of any Request for Proposals or Request for Qualifications. Notification is also sent to the Mayor and Council Offices.

The activities authorized in the plan will be coordinated through the One-Stop system. This coordination may occur in a variety of ways including direct funding of the One-Stop Operators and Youth Consortia, priority for One-Stops in bidding, participation in the design and, where no conflict exists, in the selection process for consultants. Participants in all activities will be required to be registered at a One-Stop Center, Youth Consortia, and/or Welfare-to-Work contractor as appropriate.

STAFFING

This annual plan incorporates funding for all authorized positions within the Workforce Development Division (See Attachment G1) and all related positions funded under the Workforce Investment Act and Welfare-to-Work Grants in other divisions and departments of the City. Please note that only a portion of this funding is included in the proposed City Budget, the remainder is considered to be "off-budget."

We are requesting 14 new positions, 13 of which are within CDD (see Attachment G for job descriptions):

3 Senior Project Coordinators (exempt) in the Workforce Development Division

- Senior Project Coordinator-Youth Educational Coordinator
  WIA has increased emphasis on the educational preparation of young people. A Senior Project Coordinator with expertise in the field of education will be hired to advise city staff on educational assessment and competencies, assist agency staff with curriculum and instructional methodology, and increase coordination with the educational system.

- Senior Project Coordinator-Job Specialist
  This person will provide job development services for the youth system in fields related to technology, network cabling, and telecommunications. Increasingly, we are emphasizing training for young people in technology related fields, yet our contract agency job development staff have limited experience in this field. In addition, we want to test a centralized industry specific job development model.

- Senior Project Coordinator-Limited English Proficiency
  Los Angeles has a significant number of persons who speak little or no English. We need to increase the capacity of our WIA system to provide services to this diverse population. A Senior Project Coordinator will be hired to staff an interagency workgroup, provide training and technical assistance, and oversee the development of programs that are responsive to the unique needs of this population.

1 Management Analyst II - Human Resources Division
Position is requested to assist with the increase workload associated with additional position authorities related to the Workforce Investment Act (WIA). This MA II will assist in the development, review and tracking of budget, exempt, substitute, and in lieu authorities. An MA II dedicated to providing these services will create greater efficiency within the Department, and will allow technical professional staff sufficient time to address other WIA related priorities.

1 Public Information Director - Executive Management (70% WIA)
Position will be responsible for managing and directing staff in the planning and execution of a comprehensive media and public outreach program for the Community Development Department, encompassing the various programs and services administered by the Department.

2 Auditors - Financial Management Division
1 Accountant II - Financial Management Division
The Auditors and Accountants are responsible for acting as "fiscal monitors" for all contracts. Each auditor has an average workload of approximately 30 contracts while each Accountant is handling an average of 17. The normal workload for an Auditor/Accountant is an average of 15 contacts. Adding two auditors will reduce an auditor's current workload by 50% and will enable them to also act as "leads" for the accounting staff. The additional Accountant II position

will reduce the four Accountants' workload and help update various internal management reports.

1 Management Analyst II - Administrative Services Division
This person will act as the Budget Analyst for the Workforce Development Division to process purchases, track availability of funds, and ensure compliance with federal regulations.

1 Senior Clerk Typist (bilingual) – Human Resources Division
A Senior Clerk Typist is requested to provide clerical support to the EEO Compliance Unit. New Federal Regulations related to persons with Limited English Proficiency are expected to increase the workload of EEO staff and require bilingual capacity.

1 Management Analyst II - Workforce Development Division
Position will be responsible for assisting youth involved in various programs such as LA Bridges to connect with Workforce Programs including WIA, CalWorks, LA Youth at Work, and Proposition A.

1 Project Coordinator (exempt) - Workforce Development Division
1 Senior Project Assistant (exempt) - Workforce Development Division
These positions are to provide coordination with the Probation Department and will be funded from the Schiff-Cardenas funds received from Los Angeles County.

An additional position is requested from WIA funds for the Commission on Children, Youth, and Families as follows:

1 Management Analyst II
Responsible for working with the Community Development Department to develop, implement and maintain a resource and referral system on public health issues to improve communication and accessibility of public health services to the Family Resource Networks.

BUDGET

Attachment B1 shows a summary of the proposed FY 2001/2002 budget by funding source. By Federal law the City has access to WIA money for two years: in the first year 80% must be obligated and by the end of the second year 100% must be spent. Any funds that do not meet these requirements revert to the State.

The "Available Funds" column of Attachment B1 is an estimate. We have not yet been notified by the State of our 2001/02 grant amount. However, this is a good estimate. The Federal Budget has been adopted, and the formula used to distribute these monies to the States has not changed. Should there be a significant change at the State or Federal level, the WIB will submit a revised budget.

"Year 1 Carryover" is broken down by funding source in Attachment B1. This column reflects any WIA money we anticipate will be either unspent or unobligated by June 30,

2001. Actual expenditures through January 31, 2001 were used. Projected expenditures cover the period February 1, 2001 through June 30, 2001.

"City Direct" includes all salary, expense, and equipment included in the proposed CDD budget (Schedule 22) and this annual plan. "City Indirect" is a standard calculation based on salaries. Attachment B4 itemized by account and funding source lists the resources requested in this plan by the Workforce Development Division for FY 01/02. The Watts and Boyle Heights columns include salaries, as needed and expense accounts which were omitted from the CDD proposed budget. "System Providers" are listed in Attachment B3. "Other" is shown on Attachment B2.

Welfare-to-Work funds are governed by a different set of federal regulations. The City originally received two grants in two consecutive years, each of which was to be spent in three years. The first deadline for complete expenditure was June 30, 2001. In a recent Federal action the deadline for each grant has been extended two years. However, the amount of money allowed for administration of the grant has not been increased. We estimate that the City's Welfare-to-Work (WtW) grant funds will be fully spent by June 30, 2002. Staff will work to integrate W-t-W strategies with the One-Stop System so the public does not experience an abrupt end of services.

DEMOGRAPHICS

In 2000, approximately 254,500 persons in the City of Los Angeles received TANF. In addition, there were approximately 58,629 offenders; 118,329 unemployed persons; and 187,053 veterans.

According to the 1990 Census, Los Angeles had 341,578 economically disadvantaged persons between the ages of 22 and 54 and 52,789 ages 55-72. In addition there were 112,812 economically disadvantaged youth ages 14-21. Of the economically disadvantaged population (22-54) 60% do not have a high school diploma. For youth, this figure drops to 34%. Fifteen percent (15%) of economically disadvantaged 22-54 year olds were disabled and 43% had limited proficiency in English. When the 2000 Census results are available they will be analyzed and appropriate adjustments made.

SUMMARY OF ACTIONS

Adoption of this Annual Plan will authorize the Community Development Department to take the following actions:

1. Develop and submit proposals for funding to any County, State, or Federal entity having funding available for workforce preparation and related activities

2. Apply for and accept WIA Governor's Discretionary, Rapid Response, and WIA formula funds from the State of California

3. Issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy. Anticipated RFPs/RFQs include, but are not limited to, the following:

- Demonstration Projects
- Job Search Assistance for individuals about to be laidoff
- Leverage External Resources/Resource Coordination
- Staffing Firms for Welfare-to-Work
- Research existing Skills Certificates and development of a process for creating new industry recognized certificates
- Services for Limited English Speaking
- Specialized Assessment
- Development of Common Cost Accounting system
- Case Management
- Industry Clusters
- Training for Homeless
- Labor Market Information
- Consultant for Older Workers
- Consultant for Persons with Disabilities
- Consultant to improve Rapid Response
- Customer Satisfaction
- Support Services
- Customized Training (Sole Source)

4. Development and execution of contracts and contract amendments as described in the Annual Plan including:
   - Youth Opportunities System Collaboratives listed in Attachment B 3 (c)
   - Youth Opportunities Movement listed in Attachment B 3 (d)
   - One Stop Centers and Satellites listed in Attachment B 3 (a)
   - Welfare to Work providers listed in Attachment B 3 (b)

- City of Hawthorne for Individual Training Accounts
- Los Angeles County Department of Community and Senior Services for Regional Marketing (Reingold and Associates)
- Purchase of equipment and training from C-TECH
- Purchase of Assessment tools
- Enhancement of Youth Services through contracts with Los Angeles Unified School District, East Los Angeles Skill Center and United Community Resource Agency (UCRA)
- INFO Line to maintain and staff the "1-800-For A Job" and Welfare-to-Work services
- Lori Strumpf for Quality Improvement
- Industry Consortia
- At Risk Youth Providers
- Grantswriting Services
- Training and Technical Assistance
- ERISS for Labor Market Information
- Multi-media University Academy, Inc.
- VXR for Local Marketing
- Build Rehabilitation for the Disabled Accessibility Web-site

5. Negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five-Year Local Plan.

6. Accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for WIA or Welfare to Work Funds.

7. Provide funds for all authorized staff positions and add additional positions

8. Approve the following policies:

- Definition of "Under-Employment" for Youth (as approved by the WIB)
- Definition of "Credential" (Adult, Dislocated Workers, and Older Youth)
- Determination of "Demand Occupations" (as approved by the WIB)

- Welfare-to-Work Evaluation and Reallocation Policy-Revised (as approved by the WIB)
- One-Stop Certification (Revised)
- Work Experience and Internships (Adult and Dislocated Workers)
- Support Services and Needs Based Payments (Adults, Dislocated Workers and Youth)
- Customer Flow (Adult and Dislocated Workers)

9. Accept $400,000 for 2000-02 from Los Angeles County for coordination with the Probation Department.

10. Transfer up to 20% of the total FY 2000-2001 Dislocated Worker funds to Adult funds.

11. Authorize the implementation and expenditures for projects that were contemplated in the first year plan but were not completed and for which funds were not encumbered.

Attachments

Attachment A: Goals / Major Activities 2001-2002

Attachment B: Budget

- B.1. Estimated Funding and Expenditures, Workforce Investment System
- B.2. Other Requested
- B.3. System Providers
  - B.3.a. One Stop and Satellite Centers
  - B.3.b. Proposed Welfare to Work Contractors
  - B.3.c. Youth Opportunity Grant Contractors
  - B.3.d. Youth Opportunities Grant Program
- B.4. WDD Requested Summary

Attachment C: Status Report 2000-2001

- C.1. Status Report - Narrative
- C.2. Status Report - Goals / Major Activities
- C.3. Expenditures to Date
- C.4. Performance Reports

Attachment D: Technology Plan

Attachment E: Approved Policies

- E.1. Definition of Self Sufficiency
- E.2. Policy for Youth System Funding and Youth Eligible List
- E.3. Definition of Youth Barriers to Employment
- E.4. Policy on Use of Individual Training Accounts

Attachment F: Proposed Policies

- F.1. Definition of "Under-Employment" for Out-of-School Youth (WIB Approved)

Attachments

Attachment A: Goals / Major Activities 2001-2002

Attachment B: Budget

- B.1. Estimated Funding and Expenditures, Workforce Investment System
- B.2. Other Requested
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Attachment F: Proposed Policies

- F.1. Definition of "Under-Employment" for Out-of-School Youth (WIB Approved)

Attachments

F.2. Definition of "Credential" Policy

F.3. Definition of "Demand Occupations" (WIB approved)

F.4. Welfare-to-Work (WtW) Performance Evaluation and Reallocation Policy (WIB approved)

F.5. One-Stop Certification Policies (Revised)

F.6. Draft - Work Experience Policy

F.7. Support Services/Needs-Based Payment Policy (Adults and Dislocated Workers)

F.8. Draft - Policy for Customer Flow (One-Stops)

Attachment G: Staffing

G.1. Workforce Development Division Organizational Chart

G.2. Position Descriptions

Attachment H: Public Comments

Attachment A: Goals / Major Activities 2001-2002

GOALS/MAJOR ACTIVITIES
2001-2002

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business, service providers, and job seekers

WIB Strategy	Activities	Requested 01-02
1.a Administer One-Stop System – Administer system composed of One-Stop centers and satellites, Youth Service Providers, and Welfare-to-Work contractors	1.a. (1) – <u>One Stop Centers</u> Provide services to Adults and Dislocated Workers at 15 One-Stop Centers and 9 satellite facilities [(Attachment B3(a)] provided they are certified by June 30, 2001.	(1)
	1.a (2) – <u>Individual Training Accounts (ITAs)</u> Continue contract with the City of Hawthorne (South Bay WIB) to provide individual training accounts for Adults and Dislocated Workers.	$7,500,000
	1.a. (3) - <u>Youth Opportunities Program</u> Provide services to WIA eligible youth through 11 consortia of youth agencies [Attachment B3(c)]	(1)
	1.a. (4) – <u>Youth System Enhancement</u> In accordance with the previously adopted policies for additional funding in the youth system [Attachment E2] the following is recommended. Expansion of Youth Consortia ($2,500,000) Funds are requested to expand the number of agencies providing youth services in accordance with the youth funding policy, increase funding for high performing consortia, and address space issues UCRA ($250,000) UCRA has a well known accessible location in the East Los Angeles area. The addition of UCRA to the Area 8 collaborative headed by Catholic Charities will provide necessary enhancement to the occupational training opportunities and job placement services currently available through the WIA youth system provider in the area. Los Angeles Unified School District/East Los Angeles Skills Center ($150,000) The East Los Angeles Skills Center (ELASC) has demonstrated ability serving out-of-school and older youth. These target populations have been identified by the youth system as the hardest to recruit and enroll. The addition of ELASC to the Collaborative headed by Catholic Charities will enhance services in areas 6, 7, and 8.	$2,900,000
	1.a. (5) – <u>Youth Opportunities YO Movement</u> Provide services to approximately 1650 youth in Boyle Heights and Watts YO target areas directly and through contract agencies as shown on [Attachment B3(d)].	(1)
	1.a. (6) – <u>Lease Needs</u> All WIA agencies will meet threshold facility standards such as Americans with Disabilities Act (ADA) and signage. Although WIA prohibits building rehabilitation and maintenance cost, tenant improvements can be amortized via the lease. These funds would be held aside and only used to cover increased lease costs arising from City mandated tenant improvements.	$550,000
	1.a. (7) – <u>Welfare- to-Work Program</u> Provide services for TANF eligible individuals through contract agencies as shown on Attachment B3(b) and develop a plan for transitioning participants to WIA One-Stop providers due to the depletion of WTW funds.	(1)

(1) Funds Requested are included on schedule – Under System Providers

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business, service providers, and job seekers

WIB Strategy	Activities	Requested 01-02
1.b Build Capacity – Invest in the development of organizational infrastructure and training of staff at all levels;	1.b. (1) – Training and Technical Assistance Funds are needed to provide training and technical assistance to City staff and service providers including One-Stop, Youth, YO Grant and Welfare-to-Work.	$300,000
1.c Customer Satisfaction – Measure satisfaction of both employers and job seekers and use the results for continuous improvement	1.c. (1) – Customer Satisfaction Customer Satisfaction is a WIA and WTW performance measure and an important element of our local evaluation and continuous improvement process. Funds are needed to implement recommendations of consultant.	$100,000
1.d Customer Reports – Implement a consumer report system so job seekers and businesses have access to performance information about training providers (youth and adult) and One-Stop Centers	1.d. (1) – Consumer Reports Contractor performance evaluation results will be displayed using an electronic solution developed in coordination with the Workforce Investment Board.	$50,000

GOAL 2. Provide job training for first-time job seekers, unemployed individuals, and incumbent workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need.

WIB STRATEGY	ACTIVITIES	Requested 01-02
2.a Industry Clusters – Continue to identify and assess industry clusters to ensure that training is being provided in high quality, high growth sectors, and that placement will lead to high wage jobs.	2.a (1) – Industry Clusters Funds are requested to update information on industry clusters, identify the demand occupations with high wages within those clusters, define the career ladder, and provide training on the use of this information. 2.a (2) – Industry Consortia Funds are requested to continue the work of the Industry Consortia with the WIA Youth agencies and expand to benefit the entire system through contracts with: Small Manufacturer's Institute, Entertainment Industry Development Corporation, Economic Alliance of the San Fernando Valley, and Community Partners. *An additional $75,000 will be received from LAUSD for a total of $150,000 available. 2.a. (3) – City Jobs Funds are requested to continue the City Jobs Program. This program prepares participants for employment at entry level positions with the City of Los Angeles. These placement opportunities will focus on demand occupations with clear career paths within the City of Los Angeles. Funds are needed to reimburse City departments for wages during training, instructional costs, and support services. 2.a. (4) – Health Occupations In collaboration with labor unions, community organizations, training and educational institutions, and employers, staff will develop a healthcare industry training to provide clients with the skills needed to enter and advance within the health industry.	$300,000 $75,000* $4,400,000
2.b Labor Market Information – Provide current Labor Marker Information via the internet	2.b. (1) – Labor Market Information Partner with other local WIA's to update Labor Market Information for Los Angeles County and make it available via the internet.	$415,000
2.c Technology – Invest in technology needed to provide job seekers with up-to-date skills; reduce the digital divide for program participants	2.c. (1) – Technology Academy Continue funding for the Multimedia University Academy Inc. to provide technology training for youth who are referred from WIA youth programs. 2.c.(2) – Technology Training Capital Investment Funds will be used to continue the existing sites and/or expand to other locations and purchase equipment, tools, supplies and materials necessary to provide hands on training in network cabling, network administration, computer repair and network and computer trouble shooting. C-Tech, a New Jersey based DOL endorsed company, is recommended as the sole source provider of the equipment, training curriculum and train-the-trainer training.	$280,000 $120,000

GOAL 3. Promote collaboration and leveraging of funds and resources

WIB STRATEGY	ACTIVITIES	Requested 01-02
3.a Integrate Partner Services – Continue work with the 19 partners to develop and integrated system that included the following: EDD co-located at every One-Stop Center; staffing plans to extend hours of service; a resource sharing plan; common definitions and vocabulary; common technology; a common intake, assessment and tracking system; and a unified approach to the business community. Revise MOU accordingly and develop Center specific MOUs	3.a. Integration of Partner Services Will be enhanced through shared technology, shared assessment and a common cost accounting system all of which are described elsewhere in this plan. 3.b. Case Management Funds are requested to secure the services of a consultant to design and implement a case management approach across mandatory partners.	$0 $400,000
3.b Integrate Youth and Adult Services – Increase integration of the Welfare-to-Work, Youth and Family Development Networks, and One stop Centers particularly in the areas where they share common customers and common needs.	3.b. – No Funds Requested	$0
3.c Recognize Efforts that promote System Approach – Develop qualitative measure of collaboration and a team measure to encourage total system collaboration.	3.c. – No Funds Requested This will be included in the evaluation and reallocation policy.	$0
3.d Secure Additional Funds – Apply for additional funds such as the Governor's Discretionary Funds; secure the services of a grants writer; investigate revenue-generating activities and develop policy for One-Stop operators.	3.d. – Secure Additional Funds Funds are requested to secure grants writing services on an as needed basis to increase the competitiveness of our system in applying for other funds.	$100,000
3.e UNITE LA – Continue to participate as a partner in UNITE LA	3.e – No Funds Requested	$0
3.f Promising Practices – Provide opportunities for contractors to share practices	3.f. – Promising Practices Funds are requested to host a resource fair	$5,000

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GOAL 3. Promote collaboration and leveraging of funds and resources

WIB STRATEGY	ACTIVITIES	Requested 01-02
3.g Expand Partnership – Involve additional community partners including labor organizations	3.g. (1) – Empowerment Zone Linkages Increase outreach to empowerment zone residents and provide post employment services to ensure retention.	$0
	3.g. (2) – Leverage External Resources – Funds will be used to secure the services of a consultant to expand the partnership and improve the ability of the One-Stop System to leverage additional resources.	$100,000
	3.g. (3) – Demonstration Projects – Staff recommends developing new strategies or identifying promising practices for working with high risk and/or underserved populations. Each demonstration project may be funded up to an amount not to exceed $250,000. Participating agencies in this Demonstration Projects Program may be agencies with a well established track record as recipients of federal monies or grass roots/emerging agencies which are established in their respective community but have minimal or no track record as recipient of federal dollars. All Demonstration Projects shall not duplicate existing services and shall have as their primary goal either better preparing a targeted population for work, or better assisting employer in their search for qualified workers. Demonstration Projects will be for a specified period time, with a small group of participants, closely monitored during implementation and evaluated at the conclusion.	$1,050,000
3.h. Seek Opportunities for Regional Collaboration – Seek opportunities for collaboration with the WIB's, particularly those in LA County, to promote commonality of forms and processes and seek opportunities for co-funding of initiatives as appropriate	3.h. – Regional Collaboration Continue regular meetings with the other LA County WIA Directors, collaboration for Regional Marketing, and development of Local Labor Market Information; seek additional opportunities to collaborate; explore development of County-wide Workforce Academy for WIA staff training	$0
3.i. Assessment	3.i. – Assessment Funds are requested for the purchase of assessment materials that are tied to specific job skills. The requested funds will allow for piloting of the materials in a limited number of One-Stop Centers and system-wide implementation if the assessment tools are determined to be effective.	$500,000

GOAL 4 Provide quality assurance through a system of standards and accountability

WIB STRATEGY	ACTIVITIES	Requested 01-02
4. a Quality Improvement – Develop minimum standards for all One-Stop Centers and incorporate these into the certification process; develop criteria and process for decertification.	4.a. (1) Quality Improvement Continue contract with Lori Strumpf for continuous quality improvement (CQI) training, process improvement, and organizational change.	$150,000
4.b. Performance Evaluations – Revise and implement Performance Evaluation and Reallocation Policies for Youth, One-Stop Centers, and Welfare-to-Work providers, including OJT, Customized Training, and Classroom Training (ETPL) providers.	4. b – Evaluation Development Funds are requested to implement the recommendations of the consultants developing the Performance Evaluation.	$50,000
4.c. Skills Certification – Develop skills certificates that are industry recognized	4.c - Skills Certification/Credentials One of the performance indicators under WIA is the number of individuals who obtain credentials including "industry-recognized certificates." Consultant services are being procured to build upon the efforts of the Industry Consortia, research industry-recognized certificates currently in use elsewhere, review training provider curriculum for relevance to business, and develop additional certificates in high wage, demand occupations.	$400,000
4.d. Meet or Exceed Performance Levels – Develop and implement strategies for continuous improvement of performance.	4.d. – No funds requested Continue to provide training and technical assistance to contractor staff on performance; Support the Continuous Quality Improvement (CQI) teams. Negotiate performance levels for 2001-02 with the State.	$0
4.e. Audit – Conduct Annual Audit of all contracted agencies.	4.e – Audit Fees Funds are needed to pay the WIA share of the Single Audit of contracted agencies.	$150,000

GOAL 5. Improve Service to Business

WIB STRATEGY	ACTIVITIES	Requested 01-02
5.a. Marketing -	5.a. (1) Regional Marketing Continue countywide marketing campaign with other SDAs, EDD, and DPSS with single point of contact for business, publicize successes (Contract is with Reingold) 5.a. (2) Local Marketing Funds will be used to promote City specific programs. This includes funds for brochures, promotional items, hosting events, etc. Contract is with VXR.	$250,000 $500,000
5.b Business Services – Develop a systematic approach to assist businesses with meeting their employment and training needs.	5.b. Business Services Funds are requested for the implementation of Business Services Plan being developed by consultants	$500,000
5.c Customized Training – Expand the use of customized training including incumbent workers training to meet business needs.	5.c. Customized Training Funds are requested to provide customized training for high wage occupations in growth industries in accordance with customized training policy. Priority will be given to the following clusters: health, technology, manufacturing and apparel, food services, and trades including projects currently under development with Kaiser, Stitches, and Staples.	$3,125,000
5.d Economic Development – Ensure that economic development projects, such as Genesis LA, public works projects, and those of CDD's Industrial Commercial Development Division and the Mayor's Office of Minority Business Opportunities Committee (MBOC), are directly tied to workforce development	5.d. Coordinate with Economic Development Projects Funds will be used to coordinate first source hiring for large, publicly funded projects involving both construction and post-construction jobs.	$380,000
5.e Upgrade Technology – Invest in technology upgrades to standardize the system used by One-Stop operators and increase the systems ability to be responsive to business.	5.e. – Technology Funds are requested to implement technology plan (Attachment D)	$9,176,076
5.f Rapid Response – Provide assistance to employers and individuals affected by staff downsizing or plant closures. Including readjustment, retraining, and employment services	5.f. Job Search Assistance Provide job search assistance for individuals being laid off. In addition to providing job search assistance workshops, a consultant will be sought to assist One-Stop job developers to increase their skills in working with employers facing layoffs and those with potential job opportunities for laid off workers.	$150,000
5.g. Maintain High Level WIB Board	5.g. Business Involvement with WIB Continue contract with Lee Dudley to involve high level business representatives in the work of the WIB, Youth Council, and committees; secure experts to *assist the WIB* in analyzing economic and demographic trends	$60,000 $100,000

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GOAL 6. Ensure access and training for diverse population

WIB STRATEGY	ACTIVITIES	Requested 01-02
6.a Specialized Training – Contract for training for specific populations such as offenders, homeless, and persons with significant language barriers whose needs are not well met through the existing (ETPL) Eligible Training Providers List.	6.a. (1) - Training for Offenders – Demonstration Continue pilot program to provide work readiness skills and training in cabling for youth in probation camps. Support services are provided to entire family. Upon release youth are placed into employment and an educational program and intensive follow-up of services are provided. The contracts are with the Los Angeles County Probation Department, L.A County Office of Education, and Community Build. Develop pilot for adults. A program will be developed in conjunction with the Los Angeles County District Attorney and the LA County Sheriff to serve non-custodial parents of children receiving TANF. Funds will be used to provide counseling and other supportive services impacting their ability to maintain employment and become responsible parents, both financially and emotionally.	$400,000
	6.a. (2) - Training for Homeless Release an RFP and select vendors to provide training for the homeless.	$500,000
	6.a. (3) - Limited English Proficient Funds are requested to provide specialized services for adults who speak little or no English.	$1,000,000
	6.a. (4) – At Risk Young Adults The recent increase in violence in South Central LA necessitates a community wide response. An important component of this response is job preparation and placement especially of adults in the 21 to 24 year old range. Contract is with Community Build.	$420,000

GOAL 6. Ensure access and training for diverse population

WIB Strategy	Activities	Requested 01-02
6.b Capacity Building Provide training and technical assistance to increase ability of service providers and employers to work with diverse populations including persons with limited English proficiency; increase capacity to assess for learning disabilities and provide staff development in meeting identified needs; increase access to substance abuse, mental health treatment, and other support services through a coordinated information and referral system.	6.b. (1) – Specialized Assessment Funds are needed to obtain (or develop) and provide training on screening tools for barriers to employment such as learning disabilities, mental or emotional health problems, substance abuse, and borderline metal retardation. Funds are also needed for in-depth assessment services when the initial screening indicates a potential need and services are not available from partners or other entities. 6.b. (2) – INFOLine Funds are requested to continue to contract with INFOLine to maintain the "1-800 – For A Job" number and a dedicated number for Welfare-to-Work. Business and Job Seekers calling INFOLine will be referred by trained INFOLine staff to the appropriate service provider. This contract will also pay for the salary of a dedicated INFOLine staff person, to handle walk-ins and telephone inquiries at the City. A Welfare-to-Work specialist markets the services of WTW funded agencies and provides information to callers on post-employment services specifically designed to meet the needs of welfare recipients such as transportation, child care, skills upgrade training, substance abuse treatment, and domestic violence services.	$60,000 $645,000
	6.b. (3) – Earned Income Tax Credit Funds are requested to continue to inform employees and employers about the Earned Income Tax Credit (EITC) a wage supplement in the form of a refundable federal tax credit for eligible low-to-moderate income workers. 6.b. (4) - Persons with Disabilities Funds are requested for two initiatives to increase the capacity to provide services to persons with disabilities: Funds are requested to secure a consultant to provide training to contractor staff to recognize, assess, accommodate, and arrange for appropriate training for customers with disabilities and to work with employers to facilitate the hiring of persons with disabilities. Selection will be through an RFP. ($250,000) Funds are also requested for Build Rehabilitation to expand the Disabled Accomodations Network Web-site and train service providers on its use. ($250,000) 6.b. (5) – Older Workers Funds are requested to secure a consultant through an RFP to increase the capacity of One Stop and Satellite staff to understand and accommodate the unique needs facing the older worker population and to work with business to facilitate the hiring of older workers. Continue funding to Career Encores to facilitate the Older Workers Network which provides training and technical assistance to the One-Stops on serving Older Workers (funds are included in their One-Stop contract)	$80,000 $500,000 $265,000

GOAL 6. Ensure access and training for diverse population

WIB Strategy	Activities	Requested 01-02
6.c Assistive Technology – Invest in assistive technology to assist persons with disabilities in using One-Stop system services and assist employers in securing adaptive equipment for disabled employees hired through the One-Stop system.	6.c (1) – Assistive Technology Job seekers with disabilities have inconsistent access to services because not all agencies are equipped with adaptive technology. These funds will provide a minimum threshold of programmatic and physical access to resources for job seekers with disabilities.	$300,000
6.d At-Risk-Youth – Increase services for youth exiting foster system, youth with disabilities and returning from probation camps	6.d – At Risk Youth Funds received from the State General Fund are being used to provide services for foster youth, former foster youth and homeless youth. The State General Funds are scheduled to end on December 31, 2001. Depending on the future status of those funds and the performance of the funded agencies, funds may be added to existing WIA youth consortia to continue these services.	$250,000
6.e Specialized Support Services Provide services to remove barriers to employment	6.e – Specialized Support Services Funds are requested to purchase specialized services necessary for an individual to participate in training and/or employment. These may include, but are not limited to, tattoo removal, records expungement, substance abuse treatment, access to healthcare, background checks, and driver's license reinstatement.	$400,000

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GOAL 7 Minimize Bureaucracy

WIB STRATEGY	ACTIVITIES	Requested 01-02
7.a MIS Reporting – Develop computerized tracking system for all youth and One-Stop providers (ISIS) that includes easy capture of use of core services by non-registered participants	7.a – Integrated Services Information System (ISIS) Continue to develop and maintain a regional electronic case management system via an open architecture Web based application for the One-Stop System, including all WIA funded programs, Welfare-to-Work, and Human Service systems. This application is currently being developed internally with the assistance of the Information Technology Agency (City of Los Angeles Technology Department). Funds are requested to pay for contract programmers and database specialists used in the continued development of each individual program module.	$295,000
7.b Participant Tracking – Develop standard method for collecting data and tracking services across partner systems including the use of core, non-staff assisted services.	7.b. Swipe Card Systems Develop a system wide process in which all participants are issued a photo identification card for the purpose of tracking services throughout the region. This swipe card system will interact with ISIS to further expand the capability of the common participant and case management tool developed for the City's Service Delivery Area. The use of this system will enable agencies to further follow up on the tracking of services provided to participants.	$150,000
7.c Financial Reports – Revise financial management tools and provide training and technical assistance to city staff and contractors; develop common cost accounting system and process for electronic submission	7.c – System Cost Accounting An important tool for continuous improvements is good financial information. At this time there is no common cost accounting system throughout the Workforce Development System. These funds will be used to secure a consultant to assist in determining how shared costs should be distributed among partner agencies.	$150,000
7.e Easy Access for Employers – Ensure bureaucratic process confronting employers is minimized	7.e. – No funds requested	$0

Attachment B: Budget

ESTIMATED FUNDING AND EXPENDITURES, WORKFORCE INVESTMENT SYSTEM
FY 2001- 2002
In $ millions

SOURCES OF FUNDS	ESTIMATED FUNDING			ESTIMATED EXPENDITURES								UNCOMMITED FUNDS	
	Available	Year 1 Carry-over	TOTAL	City Direct		City Indirect		System Providers	Others	TOTAL			
				Proposed	Requested	Proposed	Requested	Requested	Requested	Proposed	Requested		
WIA Title 1													
WIA Adult Funds	22.2	15.3	37.5	2.7	0.9	0.9	0.4	14.2	16.1	3.5	31.6	2.4	*
WIA Dislocated Worker Funds	25.0	5.2	30.2	2.7	0.9	0.9	0.4	12.2	10.7	3.5	24.2	2.5	*
WIA Youth Funds	24.8	7.3	32.1	2.7	1.3	0.9	0.6	18.7	7.7	3.5	28.3	0.3	
State Rapid Response	1.2	0.0	1.2	0.5	0.2	0.2	0.0		0.2	0.7	0.5	0.0	
DOL Youth Opportunity Grant	11.0	2.0	13.0		6.1		2.0	5.0		0.0	13.0	0.0	
Governor's Discretionary Fds.	0.5	0.0	0.5					0.5		0.0	0.5	0.0	
Welfare to Work Funds	0.0	16.2	16.2	0.6	1.2	0.0	0.6	9.3	4.9	0.6	15.9	-0.2	
City General Funds	0.0	0.0	0.0							0.0	0.0	0.0	
L. A. County Probation Dept.	0.2	0.0	0.2		0.2		0.0			0.0	0.2	0.0	
State General Funds (At-Risk Youth Grant)	0.0	0.0	0.0					0.0		0.0	0.0	0.0	
SALT	0.0	0.0	0.0							0.0	0.0	0.0	
CALWORKS Incentive Funds (for youth jobs)	5.3	0.0	5.3		4.4		0.1	0.8		0.0	5.3	0.0	
EPA	0.0	0.0	0.0							0.0	0.0	0.0	
UNITE-LA School-to-Career	0.1	0.0	0.1					0.1		0.0	0.1	0.0	
T O T A L	**90.3**	**46.0**	**136.3**	**9.1**	**15.0**	**2.8**	**4.1**	**60.8**	**39.5**	**11.9**	**119.4**	**5.0**	

*Note: The uncommitted balances have been reserved to support Welfare to Work participants

ATTACHMENT B1

01-02ANNUALplan

OTHERS - REQUESTED
1 of 2

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		Adult	Dislocated Worker	Youth	Welfare to Work	Rapid Response	Total
1a	(2) ITA	3,170,000	4,330,000				7,500,000
	(4) Youth System Enhancement			2,900,000			2,900,000
	(6) Lease needs	185,000	295,000	70,000			550,000
1b	(1) Training & Technical Assistance	168,000	57,000	57,000		18,000	300,000
1c	(1) Customer Satisfaction	28,000	56,000	16,000			100,000
1d	(1) Consumer Reports	12,500	25,000	12,500			50,000
2a	(1) Industry Clusters	100,000	100,000	100,000			300,000
	(2) Industry Consortia	15,000	15,000	45,000			75,000
	(3) City Jobs	100,000	100,000		4,200,000		4,400,000
2b	(1) Labor Market Information	128,750	278,750	7,500			415,000
2c	(1) Technology Academy			280,000			280,000
	(2) Technology Training Capital Investment	80,000	40,000				120,000
3b	Case Management	175,000	75,000	150,000			400,000
3d	Secure Additional Funds	33,000	33,000	34,000			100,000
3f	Promising Practices	2,500	2,500				5,000
3g	(2) Leverage External Resources	33,000	33,000	34,000			100,000
	(3) Demonstration Projects	500,000	400,000	100,000	50,000		1,050,000
3i	Assessment	250,000		250,000			500,000
4a	(1) Quality Improvement	50,000	50,000	50,000			150,000
4b	Evaluation Development	25,000	25,000				50,000
4c	Skills Certification/ Credentials	166,667	66,667	166,667			400,000
4e	Audit Fees	50,000	50,000	50,000			150,000
5a	(1) Regional Marketing	87,500	87,500	75,000			250,000
	(2) Local Marketing	200,000	150,000	150,000			500,000
5b	Business Services	150,000	250,000	100,000			500,000
5c	Customized Training	2,250,000	400,000		475,000		3,125,000
5d	Economic Development Co-ordination	165,000	165,000			50,000	380,000
5e	Technology Plan	5,138,038	2,038,038	2,000,000			9,176,076
5f	Job Search Assistance					150,000	150,000
5g	Business Involvement with WIB	33,000	33,000	34,000			100,000

OTHERS - REQUESTED

2 of 2

		Adult	Dislocated Worker	Youth	Welfare to Work	Rapid Response	Total
6a	(1) Training for Offenders - Demonstration	325,000		75,000			400,000
	(2) Training for Homeless	175,000	175,000	150,000			500,000
	(3) Limited English Proficient	750,000	250,000				1,000,000
	(4) At Risk Young Adults	420,000					420,000
6b	(1) Specialized Assessment	30,000	15,000	15,000			60,000
	(2) INFOline	180,000	200,000	100,000	165,000		645,000
	(3) EITC	34,000	34,000	12,000			80,000
	(5) Persons with Disabilities	160,000	240,000	100,000			500,000
	(6) Older Workers	100,000	165,000				265,000
6c	(1) Assitive Technology	150,000	100,000	50,000			300,000
6d	At Risk Youth			250,000			250,000
6e	Specialized Support Services	200,000	100,000	100,000			400,000
7a	Integrated Services Information System (ISIS)	135,000	125,000	35,000			295,000
7b	Swipe Card Systems	50,000	50,000	50,000			150,000
7c	System Cost Accounting	50,000	50,000	50,000			150,000
	TOTAL	**16,054,955**	**10,659,455**	**7,668,667**	**4,890,000**	**218,000**	**39,491,076**

SYSTEM PROVIDERS
ONE-STOP AND SATELLITE CENTERS

LEAD	ADULT	Dislocated Worker	TOTAL
Build Rehabilitation Industries	750,000	700,000	1,450,000
Career Planning Center, Inc.	779,130	620,870	1,400,000
City of Torrance (as Administering Entity for Carson/Lomita/Torrance PIC)	653,760	746,240	1,400,000
Casa de Hermandad	740,000	660,000	1,400,000
CHARO Community Development Corporation	750,000	950,000	1,700,000
Chicana Service Action Center	700,000	700,000	1,400,000
Community Career Development Inc	1,493,000	657,000	2,150,000
Community Centers, Inc.	800,000	600,000	1,400,000
El Proyecto del Barrio, Inc.	670,000	730,000	1,400,000
Los Angeles Urban League, Inc.	944,800	455,200	1,400,000
Pacific Asian Consortium in Employment	650,000	750,000	1,400,000
The Training Institute, Van Nuys	735,000	665,000	1,400,000
The Training Institute, Canoga Park	725,000	675,000	1,400,000
UAW - Labor Employment Training Corporation	540,000	860,000	1,400,000
Watts Labor Committee Action Center	900,000	500,000	1,400,000
Sub-total LEAD	11,830,690	10,269,310	22,100,000
SATELLITE			
Advanced Computing Institute, Inc.	270,000	430,000	700,000
Career Encores, Inc.	350,000	100,000	450,000
Goodwill Industries of Southern California	353,000	138,500	491,500
Housing Authority of the City of Los Angeles	550,000	150,000	700,000
City of Hawthorne on behalf of South Bay WIB	150,000	500,000	650,000
United Community Resource Agency	550,000	150,000	700,000
City of Glendale (Verdugo Consortium Service Delivery Area)	150,000	500,000	650,000
Sub-total SATELLITE	2,373,000	1,968,500	4,341,500
TOTAL	**14,203,690**	**12,237,810**	**26,441,500**

SYSTEM PROVIDERS
WELFARE TO WORK

CONTRACTOR	
Round 3 Comprehensive Providers (7/01/01 - 6/30/02)	
LA Valley College	826,000
Beyond Shelter	668,272
Build Rehabilitation	1,000,000
UCRA	755,748
HACLA	2,086,000
Community Centers, Inc.	1,409,198
Sub-total	**6,745,218**
Round Two - Comprehensive	
AADAP	350,000
Community Employment Project	300,000
HACLA	300,000
Harbor Interfaith	300,000
LA Mission College	200,000
MCS Rehabilitation	500,000
Sub-total	**1,950,000**
Specialized Providers	
VEDC (Entrepreneural)	184,000
Sub-total	**184,000**
Child Care Providers	
LA Mission College	400,000
Sub-total	**400,000**
TOTAL	**9,279,218**

01-02 ANNUAL PLAN

SYSTEM PROVIDERS
YOUTH OPPORTUNITIES

03/20/01

Area	Contractors Name	Funding Amount	Lead	Joint
1	**Housing Authority of the City of Los Angeles**	$ 1,668,600	x	
	Catholic Charities of Los Angeles, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
2	**El Proyecto Del Barrio, Inc.**	$ 741,600	x	
3	**El Proyecto Del Barrio, Inc.**	$ 1,362,600	x	
4	**Housing Authority of the City of Los Angeles**	$ 723,600	x	
	Catholic Charities of Los Angeles, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
5	**Los Angeles Urban League, Inc.**	$ 2,822,600	x	
	Catholic Charities of Los Angeles, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
	United Community Resource Agency			x
6	**Chicana Service Action Center, Inc.**	$ 2,367,600	x	
6	**Catholic Charities of Los Angeles, Inc.**	$ 2,100,000	x	
	Chinatown Service Center			x
	Housing Authority of the City of Los Angeles			x
	Los Angeles Conservation Corps, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
	Watts Labor Community Action Committee			x
7	**Catholic Charities of Los Angeles, Inc.**	$ 2,228,200	x	
	Chinatown Service Center			x
	Los Angeles Conservation Corps, Inc.			x
	Los Angeles Unified School District			x
	Regents of the University of California			x
	United Community Resource Agency			x
8	**Catholic Charities of Los Angeles, Inc.**	$ 1,110,600	x	
	Los Angeles Unified School District			x
	Regents of the University of California			x
9	**Watts Labor Community Action Committee**	$ 2,784,400	x	
	Catholic Charities of Los Angeles, Inc.			x
	Housing Authority of the City of Los Angeles			x
	Los Angeles Conservation Corps, Inc.			x
	Los Angeles Unified School District			x
	UAW Labor Employment Training Corporation			x
	Regents of the University of California			x
	Community Build, Inc.			x
10	**Los Angeles Unified School District**	$ 790,200	x	
	Catholic Charities of Los Angeles, Inc.			x
	Housing Authority of the City of Los Angeles			x
	Regents of the University of California			x
	Total	$ 18,700,000		

Note:

Joint proposer will negotiate individual contract amounts with each lead agency and subject to approval by CDD provided that the total of all individual contracts does not exceed the approved funding level for each consortia area.

SYSTEM PROVIDERS
YOUTH OPPORTUNITIES MOVEMENT

AGENCY	AMOUNT
BOYLE HEIGHTS	
Barrio Action	80,000
Community Partners/Inner City Struggle	70,000
Community Partners/LA Youth at Work	75,000
El Centro de Ayuda	200,000
Hollenbeck Police Business Council	80,000
Jovenes, Inc.	80,050
Los Angeles Conservation Corps	250,000
Los Angeles Conservation Corps - Girls Today, Women Tomorrow	158,048
LA Family Housing	100,000
Los Angeles Unified School District, East L. A. Skills Center	300,000
Operation Youth Educational Services, Inc.	75,000
Project Amiga	75,000
Proyecto Pastoral	150,000
Salesian Boys & Girls Club	203,380
Soledad Enrichment Action	80,000
Teen Post	150,000
United Community Resource Agency	250,000
White Memorial Medical Center/ Charitable Foundation	199,765
Mentoring (2)	100,000
Subtotal - Contractors	2,676,243
Stipends/Training	450,000
Sub - Total Boyle Heights	**3,126,243**
WATTS	
Community Partners/LA Youth at Work	83,400
LA Conservation Corp.	265,400
Entrepreneurial Education Center	48,800
Community Build	222,200
Glen Williams	60,000
Community Self-Determination	31,000
Los Angeles Community College District	32,500
Work Experience (2)	260,000
Art & Multicultural Programs (2)	150,000
Tutoring SAT Prep	75,000
Mentoring Leadership Development (2)	100,000
Foster Care Counseling & Transitional Services (1)	50,000
Shields for Families (1)	50,000
Parent Academy Training (1)	75,000
Juvenile Offender Probation Services (2)	150,000
Camp Returnees (2)	100,000
Subtotal - Contractors	1,753,300
Stipends	100,000
Sub-total Watts	**1,853,300**
TOTAL	**4,979,543**

(1) Recommended appeals not yet held
(2) Vendor to be selected as result of RFP
(3) Most of the 00/01 contracts for the Boyle Heights end June 30, 2001, therefore the funds shown are for a 12 month period. Most of the 00/01 Watts contracts are funded through December 31, 2001, therefore the funds shown are only the amount needed to extend those contracts through June 30, 2002.

POSITION COSTING - EXISTING & NEW A/C #	DESCRIPTION	TOTAL	A	DW	Y	W	RR	WATTS	BOYLE HTS
DIRECT									
1010	Salaries - General	7,002,123	482,536	482,533	848,544	1,046,175	91,874	2,266,299	1,784,161
1070	Salaries - As Needed	494,400	0	0	0	0	0	86,400	408,000
1090	Overtime	5,000	0	0	0	0	5,000	0	0
2120	Printing and Binding	65,000	0	0	0	0	10,000	25,000	30,000
2130	Traveling Expense	52,000	0	0	0	0	5,000	20,000	27,000
3040	Contractual Services	159,000	0	0	0	0	16,000	107,000	36,000
3310	Transportation Expense	30,130	0	0	0	0	1,000	14,130	15,000
3340	Water and Electricity	45,000	0	0	0	0	0	40,000	5,000
4160	Government Meetings	11,000	0	0	0	0	6,000	0	5,000
6010	Office and Admin Expense	225,048	675	675	2,699	0	20,000	50,000	151,000
6020	Operating Supplies	195,000	0	0	0	0	25,000	20,000	150,000
7300	Furniture and Office Equipment	432,590	865	865	3,460	0	18,000	234,500	174,900
	Rent	99,800						64,800	35,000
		0							
	Share in GASP	542,693	37,398	37,398	65,766	81,083	7,121	175,647	138,280
Total Direct - Existing & New		9,358,784	521,474	521,470	920,469	1,127,258	204,995	3,103,776	2,959,341
INDIRECT									
	General Services Account								
	Office Rent								
	Cost	119,958	20,800	20,800	35,585	38,606	4,167	0	0
	Employees Parking								
	Cost	56,673	10,895	10,895	12,479	20,222	2,182	0	0
	Share in GASP								
	Office Rent	22,320	3,944	3,944	6,936	6,745	751	0	0
	Employees Parking	2,708	479	479	841	818	91	0	0
	Total General Services Account	201,659	36,118	36,116	55,841	66,391	7,191	0	0
	Related Costs Account								
	Pension, Retirement & Health Insurance	1,446,253	95,011	95,011	167,078	205,992	18,090	458,037	407,034
	Allowable General City Indirect Costs	1,634,154	110,597	110,596	194,487	239,783	21,057	524,551	433,083
	Share in GASP								
	Pension, Retirement & Health	106,854	7,363	7,363	12,949	15,965	1,402	34,585	27,227
	Allowable Gen. City Ind. Costs	124,386	8,572	8,572	15,074	18,584	1,632	40,258	31,694
	Total Related Costs Account	3,311,647	221,543	221,542	389,586	480,324	42,181	1,057,431	899,038
Total Indirect - Existing & New		3,513,306	257,661	257,660	445,429	546,715	49,372	1,057,431	899,038
GRAND TOTAL - Existing & New		12,872,090	779,135	779,130	1,365,898	1,673,973	254,367	4,161,207	3,858,379

ATTACHMENT B4

Attachment C: Status Report 2000-2001

STATUS REPORT
2000-01 ANNUAL PLAN

July 1, 2000, the Workforce Investment Act replaced the Job Training Partnership Act and made significant changes in the provision of workforce development services in Los Angeles. As a part of this transition the City and WIB developed a Five Year Plan as required by the legislation and an Annual Plan as required by the WIB/LEO. Both plans were adopted prior to the release by the Department of Labor of the Final WIA Regulations.

The first annual plan was approved by the WIB on September 11, 2000, by the Council on October 25, 2000 and by the Mayor on November 3, 2000. It was based on Goals and Objectives developed by the WIB through a public meta-planning process. Attachment C2 is a status report on the implementation of the first annual plan.

SIGNIFICANT RESULTS OF THE FIRST YEAR ANNUAL PLAN

Although Attachment C2 is a detailed status report of the First Year Annual Plan, the following are items of significance:

1. Start up of WIA Youth System

The Workforce Investment Act required significant changes to the youth system. Under JTPA we directly operated a summer youth employment program, which provided short term, subsidized employment to youth during their school vacation. Ninety percent of the youth served in this program were in-school. We also contracted out a much smaller year round program focused on job training and placement for 2600 youth. As a result of WIA we now operate a single program of which summer employment is only one element. In addition, WIA provides for a richer mix of services emphasizing education and youth development in addition to job training and placement and requires at least one year of follow up services for every participant. At least 30% of the funds must be spent on out-of-school youth.

Youth Opportunities System started on June 1, 2000. It is composed of eleven (11) consortia areas within the City of Los Angeles School to Career areas, which are operated by a lead and joint partners, selected through a Request for Proposal process. Contractors activities during the first six months of the operation centered on program start-up activities which included space acquisition/site development, integration of collaborative partners, staffing and training, development of policies and procedures for the consortia.

At present, contractors activities are focused towards enhancement of the service delivery program which includes development and implementation of marketing strategies for outreach and recruitment of participants, refining of the operating manual and work readiness curriculum, and expansion of work experience sites.

2. Implementation of Youth Opportunities Grant

A major new youth initiative was launched with an $11 million Youth Opportunities Grant. The YO! Program provides services to youth 14-21 who reside in the Boyle Heights and Watts target areas. Major activities included the hiring and training of nearly 100 new staff, development of additional service sites, and contracting with community agencies. To date over 800 youth have been enrolled into this program. Plans have been developed to renovate the "Old" Watts City Hall to create the new Watts Youth Opportunity Center. In Boyle Heights we are purchasing property for a new Youth Center.

3. **Certification of One Stop Operators**

A major investment in organizational change and process improvement has been undertaken in implementing the certification process of the One-Stop Centers and satellites based on the private sector framework associated with the Malcolm Baldridge National Quality Award Criteria. The framework for quality certification was based on the One-Stop and satellites achieving the three objectives of successful organization as defined by the Baldridge Award: superior performance, continuous improvement and highly satisfied customers. In order to achieve certification, the One-Stops and satellites must receive a score of at least 70 on each of seven standards.

The WIB established a Certification Subcommittee comprised of representatives from business and labor. To date, all One-Stops and satellites have established Continuous Quality Improvement (CQI) teams. Team members received CQI training from Lori Strumpf, the City's consultant who is administering the certification process.

The focus of certification is to establish and maintain a high level of quality systemwide for all customers – both job seekers and business. The CQI process is forcing City contractors and City staff to evaluate and improve physical plant, customer flow, customer satisfaction, service integration with partners and business results. To support all contractors in achieving certification, Lori Strumpf has trained the WIB Certification Sub-Committee members on reviewing certification applications provided on-site training to all training One Stop Centers and she has trained City staff to provide technical assistance to the contractors as they prepare their applications for certification.

One-Stop operators must have an application in process or be certified by July 1, 2001. Operators who have not achieved certification must respond by making improvements outlined in the Technical Assistance reports they have received from the WIB Certification Subcommittee. The operators have 90 days to correct deficiencies and reapply for certification. Operators who do not successful reapply within 90 days will no longer receive funding from the WIB. This does not necessarily mean the One-Stop will cease to operate. If the WIB determines that a One-Stop is still needed in that geographic area, a new operator will be sought. The Workforce Investment Act allows the operator to be selected by agreement of the partners without formal procurement.

Once a One-Stop or satellite is certified, the quality level must be maintained and improved. Certification is good for two years. After two years, when a One-Stop or satellite applies for a new certification, there must be demonstrated improvement from the level at which the center or satellite operated at the time of the first certification. If an operator falls below an acceptable quality level, the operator can be de-certified. Policies for de-certification of a One-Stop or satellite will be developed and submitted for WIB and City approval at a later date.

Satellites will also undergo a certification procedure. The schedule for applying and being certified is one quarter later than for One-Stop. Satellite must meet all seven of the standards but are not required to have all of the core services of all of the mandatory partners, but just the core services of the partners they do have.

4. **Regional Cooperation**

Los Angeles County has eight Local Workforce Investment Areas: LA City, LA County, South Bay, Carson-Lomita-Torrance, Foothill, Pasadena, Verdugo, and South East Los Angeles County (SELACO). Seven of these areas have expressed a strong interest in working together. The following are some of the projects where regional collaboration is being explored in conjunction with the Employment Development Department (EDD) and the Department of Public Social Services (DPSS):

Marketing

A regional collaboration has been established to set up a regional business call center and to collectively market to all businesses in the greater Los Angeles area. This is to address the concerns that (a) only 3% of businesses are aware of the One-Stop system; and (b) businesses do not like multiple governmental agencies contacting them for the same information. A marketing consultant has been procured to create a county wide "branding".

Labor Market Information

In FY 00/01, each local area individually contracted with ERISS Corporation to provide local Labor Market Information. A regional RFP for Labor Market Information is currently being prepared for 2001/02.

Case Management

Other local areas are exploring the possibility of adopting ISIS the City's Internet-Based Case Management System. This opens the door to other areas of cooperation. Specifically, the South Bay WIB is discussing the feasibility of connecting ISIS with the electronic vendor management system they maintain for the State.

5. **Development of Technology Plan**

As the first year plan was being implemented, it became apparent that the City's workforce development system needed a coherent technology plan that would enable the system to keep technologically compatible with the private sector. A Technology Master Plan has been developed and submitted for approval to the WIB and the City.

6. **Submission of Proposals for funding as follows:**

- Governor's Discretionary Fund – for a Youth Offender Program
- Department of Labor – for a Youth Offender Program
- Department of Labor – for a Rewarding Youth Achievement (RYA) grant for the Youth Opportunity Movement
- State of California – for funding under Schiff-Cardenas Bill to coordinate with Probation Department

We received $523,439 from the Governor's Discretionary Fund for the Youth Offender Program and $400,000 under the Schiff-Cardenas Bill for coordination with the Probation Department.

In addition, we have supported a number of other entities in developing and submitting proposals that would benefit the system, several of which have been funded.

7. **Implementation of ISIS**

The Integrated Services Information System (ISIS) has been fully implemented at the two Youth Opportunity Movement sites (Watts and Boyle Heights); Phase I has been installed at almost all of the Youth and One Stop Centers, allowing agencies to do on-line data entry.

8. **Rapid Response**

Received Rapid Response funds in the amount of $1,280,645 for FY 2001-02. During the first six months 7/1/00 – 12/31/00, Rapid Response services were provided to 15 companies facing lay off or closure. In the first three months of 2001, services were provided to additional 38 companies, a total of 53 companies with layoffs affecting 7280 employees. A total of 2117 individuals received services.

9. **Youth Offender**

We developed a pilot program to provide work readiness skills and training in cabling for youth in probation camps. Support services are provided to entire family. Upon release youth are placed into employment and or and educational program with intensive follow-up services. Program partners are the Probation Department, LA County Office of Education, Family Development Network, and Community Build. Governor's Discretionary Funds will be used to augment formula WIA funds.

10. **Youth Work Experience Program**

The City of Los Angeles received funding from the County of Los Angeles Department of Community and Senior Services to implement the California Work Opportunity and Responsibility for Kids (CalWORKs) Youth Jobs Program. The program provides work experience and training services during vacation time to youth ages 14 through 19 who are members of families receiving CalWORKs or Temporary Aid to Needy Families (TANF) cash assistance, with priority to CalWORKs teenage parents. To date, 2,548 youth have been served under the CalWORKs program.

City General Funds were used to provide an additional 1,913 youth with work experience during the summer of PY 2000-01.

11. **Partners**

The mandatory partners signed an MOU in which they agreed to the principles of common reporting and shared information through electronic One-Stop concepts and mechanisms including shared technology. Discussions have begun to implement this concept.

Employment Development Department staff are now on-site at 14 of our One-Stop facilities. Operating and shared staff agreements are currently being developed with partners. The partners are participating on the One-Stop Continuous Quality Improvement Teams.

12. **City Jobs**

The City Jobs program was significantly expanded. City Jobs provides a combination of on-the-job training and classroom training to prepare eligible clients for entry level civil service jobs in the City. To date 122 Welfare-to-Work clients have participated, most of whom are still enrolled. Forty-three trainees have received Certificates of Proficiency after completion of the on-the-job and classroom instruction. Thirty trainees are transitioning into regular Civil Service positions.

CityJobs now offers two career tracks: unskilled labor and clerical. Positions in unskilled labor include street repair, landscaping, grounds maintenance and animal care. CityJobs created a clerical pool that receives 20 hours of classroom training and 20 of on-the-job training per week. Once trainees become proficient, they will be made available to other City departments during peak periods of work and unexpected absences, thereby eliminating the need to use "temp" agencies.

PROCUREMENT

To date the following Requests for Proposals/Requests for Qualifications authorized under the Annual Plan have been released and contracts are being developed with successful bidders:

- Regional Marketing Campaign (in conjunction with partner agencies)
- Local Marketing Campaign
- Performance Management and Evaluation
- Customer Satisfaction
- Development of System Report Card
- Business Services
- Grantswriting and Grantsmanship Training
- Facilitation and Facilitation Training
- Youth Opportunities Movement - Training Services for Boyle Heights
- Youth Opportunities Movement - Support Services for Boyle Heights
- Youth Opportunities Movement - Services for Watts
- Second Round Welfare to Work Childcare Training Providers
- Training and Technical Assistance
- Systems Support

We anticipate release of the following additional RFQs prior to the end of this fiscal year:

- Labor Market Information (A regional collaboration)
- Credentials/Certificates in demand occupations

In addition, we have released a Call for Ideas, the results of which will be used to develop an RFP to provide services to adults with Limited English proficiency.

FUNDS AVAILABLE

The 2000-01 Annual Plan Budget was based on an estimated carry-in of $52.3 million in Welfare-to-Work and $4.9 million in JTPA funds. The actual carry-in amounts were $54.0 million in Welfare-to-Work and $14.4 million from JTPA. In January 2001, Congress extended the Welfare to Work legislation for an additional two years with no additional funds. The $54 million Welfare-to-Work funds are thus available for expenditure through 2004.

The actual carry-in from JTPA to WIA as calculated by the City is as follows:

Adult	$8.5 million
Dislocated Worker	$2.9 million
Youth	$2.9 million
JTPA Incentive	$0.1 million
TOTAL	**$14.4 million**

In the preparation of the Annual Plan, estimates were made of the JTPA savings that would be carried into WIA. These estimates were calculated into the plan. The following chart shows the newly available amount which is the difference between the estimated amount and the actual amount of JTPA carry-in:

	Estimated	Actual	Available
Adult	$4.1 million	$8.5 million	$4.4 million
Dislocated Worker	0.0	2.9	2.9
Youth	0.8	2.9	2.1
Incentive	0.0	0.1	0.1
TOTAL	**$4.9**	**$14.4**	**$9.5**

At this time, the City is waiting for an amendment from the State to confirm and incorporate the JTPA carry-in into the WIA agreement.

EXPENDITURES TO DATE

Attachment C3 shows all reported expenditures through March 31, 2001. Please note that several agencies have not yet invoiced us for this period so the actual expenditures are probably higher. To avoid recapture, 80% of WIA funds must be encumbered by the end of the fiscal year.

To date, approximately $2.4 million has been spent for Individual Training Accounts (ITAs).

PERFORMANCE

WIA data currently available to us from our MIS system is shown in Attachment C4. As of February 28, 2001 we had registered 2863 Adults, 1417 Dislocated Workers, and 1444 Youth. The following chart compares the registrations for the first six months of WIA (7/1/00 – 12/31/00) to the equivalent six months under JTPA (7/1/99 – 12/31/99):

	JTPA	WIA	%
Adult	3408	2863	84.0%
Dislocated	2735	1417	51.8%
Youth (year round)	1986	1444	72.7%

The higher percent of Adults than Dislocated Workers may be due, at least in part, to the broader definition of "adult" under WIA than JTPA. The lower number of Dislocated Workers enrolled may also be due to fewer layoffs and a change in definition of "dislocated workers" which reclassified the "long term unemployed" from "dislocated workers" to "adults". An additional measure is the number of persons who use our One-Stop Centers and do not register. Unfortunately that information is not currently available in a useful format. We will be asking our providers to begin keeping it in a uniform manner so that it can be reported on in the future.

The number of youth to be served under WIA should be significantly greater than the JTPA Youth Program. Enrollment into the Youth System was low for the first half of PY 2000-2001 due to contractors focusing on program start-up activities and implementation of the CALWorks vacation jobs program. To address this issue, the City is providing technical assistance and training, facilitating meetings to discuss and resolve issues, and assisting in the development and implementation of marketing strategies to enhance program service delivery.

In addition to the WIA youth program, we enrolled 2548 youth into the Vacation Jobs program funded by CALWorks, 1913 youth into summer employment funded by City General funds and 939 youth at the Youth Opportunity Movement's Watts and Boyle Heights sites.

Performance for the first six months of WIA is based primarily on individuals who exited JTPA between October 1, 1999 and March 31, 2000. Unfortunately, the State does not yet have the programming in place to provide a comprehensive performance report and although we have been evaluated on our first quarter performance, the only information we have been able to obtain from the State is as follows:

	GOAL	ACTUAL
Adult Entered Employment	61.49%	78.63%
Dislocated Worker Entered Employment	65.97%	81.60%

This data was obtained by the State from the Base Wage files and is still considered "unofficial".

The following chart shows outcomes reported in our MIS system for adult and dislocated workers who exited during the first eight months of WIA (7/1/00 – 2/28/01):

	# Exited	% Employed	Average Wage
Adult	1114	91%	$9.65
Dislocated Worker	608	87%	$13.14

Since only 6 youth exited during this time the information is not provided here.

STATUS REPORT
GOALS/MAJOR ACTIVITIES
2000-2001

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business service providers and job seekers

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
1.a Administer One-Stop System - Administer system composed of One-Stop centers and satellites, Youth Service Providers, and Welfare-to-Work contractors	1.a (1) - Lease Needs The certification process will require all One-Stops to meet threshold facility standards such as Americans with Disabilities Act (ADA) and signage. Although WIA prohibits building rehabilitation and maintenance cost, tenant improvements can be amortized via the lease. These funds would be held aside and only used to cover increased lease costs arising from City mandated tenant improvements (excluding seismic).	$490,000		• EDD identifying its priorities for completing lease needs • Conducting survey of needs relative to ADA • Need to develop payment mechanism • Need prior approval from State
	1.a (2)- Individual Training Accounts (ITAs) Only $2.2 million was appropriated for the current year pending further study. This amount will be exhausted by September. Staff recommends an additional $6.3 million be appropriated for the year and the contract with South Bay be extended through June 30, 2001 to manage the ITAs. Last year we allocated $7,250,000. The additional funds requested herein will bring the total to $8,545,000 for this year.	$6,345,000	$6,345,000 (1)	• Contract executed (only $3 mil of $8.5 million encumbered in ITA's through 2/28) • Providing training & technical assistance to One-Stops on use of ITAs
	1.a (3) - Youth System Enhancements Several high quality youth providers were not successful in the recent youth RFP process. The Appeals Panel asked staff to explore ways and means to ensure the City did not lose the investment already made in these well performing agencies. From this discussion arose a new policy adopted by the Youth Council, and the City Council (Attachment J). Funds are recommended for implementation of this policy. Priority consideration will be given to the following:			
	UCRA, Boyle Heights: The Youth Opportunity (YO) grant in the Boyle Heights area may only be spent on youth ages 14-21 who live within the empowerment zone. Much of the residential population lives outside of the zone. These funds will be used to serve the youth who have raised expectations because of the outreach efforts for the YO grant but who are ineligible. Additional funds are provided for this purpose to insure there will be no adverse financial impact on the youth consortia serving this area.	$250,000	$250,000	Contract executed

(1) Actual obligation is $8,545,000 including the $2.2 million previously allocated for this year

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
	Community Build: This organization focuses on the most barriered youth and has historically worked successfully with gang involved individuals. The recent increase of violence in the South-Central area and the subsequent hearings held by the Ad-Hoc Task Force on Gang and Violence have highlighted the need for more efforts to move highly barriered individuals into successful employment. ($250,000)	$250,000	$250,000	• Contract executed
	UCRA Hollywood: The agency has a strategic, well-known accessible location in Hollywood. The consortium funded to serve this area does not have Hollywood location (although they are willing to develop one). The youth service population in Hollywood is substantially within immigrant family structures where knowledge/trust of the service provider is critical. ($200,000)	$200,000	$200,000	• Contract executed
	1.a (4)- Adult System Enhancement			Scope of work under development
	(1) Community Build: The recent increase in violence in South Central LA necessitates a community wide response. An important component of this response is job preparation and placement especially of adults in the 21 to 24 year old range. These funds will be provided to the One-Stop operator (Community Centers, Inc.) to sub contract with Community Build to provide services primarily to the 21 to 24 year old population.	$200,000		
	(2) Assessment: Funds are requested for the purchase of assessment materials that are tied to specific job skills. The requested funds would allow for piloting of the materials in a limited number of One-Stop Centers. If this system is determined to be particularly effective, consideration will be given to system-wide implementation.	$20,000		Purchasing equipment to implement (approximately $250,000)
	1.a (5)- Non-custodial Parent Program A program will be developed to serve non-custodial parents of TANF recipients in conjunction with the Los Angeles County Sheriff, District Attorney, and the Employment Development Department. Funds will be used to provide counseling and other supportive services impacting their ability to maintain employment and become responsible parents, both financially and emotionally.	$210,000		Will be combined with services for offenders in year two plan

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
1.b Build Capacity – Invest in the development of organizational infrastructure and training of staff at all levels; expand electronic connectivity	1.b (1)- Training and Technical Assistance Funds are needed to provide training and technical assistance to city staff and service providers including One-Stop, Youth, and Welfare to Work. [see Attachment Q]	$386,500		• RFQ's being reviewed • Some training being provided every month
1.c **Customer Satisfaction** – Develop methodology for measuring satisfaction of both employers and job seekers and for using the results for continuous improvement	1.c (1) - Customer Satisfaction Customer Satisfaction is a WIA and WTW performance measure and an important element of our local evaluation and continuous improvement process. Although the State will be conducting a customer satisfaction survey, the methodology that they plan to use will not provide us with information that is useful at the local level. A consultant will be procured to develop and conduct a Customer Satisfaction Survey. Procurement would be through a Request for Proposal, Request for Qualifications, or other similar process.	$450,000	$450,000 (2)	Cal State Northridge Selected by RFP – Contract to be effective 5/1/01
1.d Consumer Reports - Develop a consumer report system so job seekers and businesses have access to performance information about training providers (youth and adult) and One-Stop Centers	1.d (1) - Consumer Reports Develop the process for the implementation of a "Report Card" of the One-Stop and Youth programs. Contractor performance evaluation results will be displayed using an electronic solution developed in coordination with the Workforce Investment Board. A consultant is needed to identify the required factors for the "Report Card" and develop the necessary software.	$200,000	$200,000 (2)	Cal State Northridge Selected by RFP – Contract to be effective 5/1/01

(2) The combined funds for 1c(1), 1d(1), and 4b totaled $750,000;
The contract with Cal State Northridge is for the total amount and includes all three activities.

GOAL 2. Provide job training for first-time job seekers, unemployed, and incumbent workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
2.a Industry Clusters - Continue to identify and assess industry clusters to ensure that training is being provided in high quality, high growth sectors, and that placement will lead to high wage jobs.	2.a (1) - Industry Clusters Continue the contract with UCLA to provide training to service providers on growth industries and their employment needs, how to work with businesses within industry clusters, and how to develop long-term relationships with industries. Training will assist them in making the most effective contacts and improve ongoing work with businesses.	$40,000		• Implementation not expected until after July 1, 2001
	2.a (2) - Entertainment Industry The City has entered into a contract with the Entertainment Industry Development Corporation (EIDC) to develop a guide to getting a job in the entertainment industry and to provide related training to our service providers	$195.000* (CF #00-0559)	$195,000	• Contract executed
	2.a (3) - City Jobs Funds are requested to expand the existing City Jobs Program to serve approximately 275 additional TANF clients. This program prepares participants for employment at entry level positions within the City of Los Angeles. Marketing and outreach will be conducted in order to expand the number of potential placement opportunities for participants in other operating City Departments. These placement opportunities will focus on demand occupations with clear career paths within the City of Los Angeles. Funds are needed to reimburse City Departments for wages during training, instructional costs, and support services.	$3,182,000	$3,182,000	• 15 enrolled in clerical training at CDD - being expanded to 30 • Clerical class started at Library Dept • Class for custodians started • Trying to develop Communications Operator Training • Animal Trainer Class at Zoo under development
2.b Labor Market Information - Provide current local Labor Market Information via the internet	2.b (1) - Labor Market Information The City has entered into a contract with ERISS to conduct a survey of local employers and provide the resulting labor market information via the internet	$415,000	$415,000	• System up on Web • Initial training completed • System Administrator trained • Training on Self Service Module being provided • Discussing Regional Approach with other WIBs
2.c Training Policy - Develop self-sufficiency definition and ITA policy that is focused on demand occupations with career paths that lead to self sufficiency	2.c - No funds requested	$0		• Policy adopted

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
2.d Technology - Invest in technology needed to provide job seekers with up-to-date skills; reduce the digital divide for program participants	2.d. (1)- Technology Upgrades Upgrade technology (hardware and software) to facilitate the development of skill sets for job seekers including development of online assessment program. Develop a plan to upgrade and maintain a level of acceptable technology standards within the One-Stop system for use by job seekers and staff. (Note: Includes $876,000 WtW approved last year)	$1,426,000	$500,000	• Technology plan developed with input from providers and partners • RFP for Systems and Network Services to be released • Hardware ordered to expand ISIS • Orders for additional hardware upgrades ($400,000) being prepared • Virtual One-Stop software being evaluated ($100,000) • Partnership with South Bay being explored
	2.d (2)- Youth System Enhancement - Technology Academy There is a growing digital divide which parallels economic demographics. In order for low-income citizens to move up the economic ladder they must have access to computer training which begins with the basics and moves them to skills in high demand. The Community Technology and Education Center (C-TECH) is a cooperative effort of Glendale Community College, Los Angeles Unified School District, and the Mountains Recreation and Conservation Authority. It is located on the grounds of the Los Angeles River Center and Gardens (formerly the Lawry's California Center). The proposed funds would be used to incorporate the Multimedia University Academy into C-TECH and make this unique training available to the entire youth system.	$280,000		• Contract with New Multimedia University Academy Inc. being processed
	2.d (3) - Technology - Capital Investment The Department of Labor has urged consideration of training in high tech occupations. These funds will be used to purchase the equipment, tools, supplies and materials necessary to provide hands on training in network cabling, network administration, computer repair, and network and computer trouble shooting. C-Tech, a New Jersey based DOL endorsed company, is recommended as the sole source provider of the equipment, training curriculum and train-the-trainer training. Initially one center will be piloted. Cost of equipment and training is estimated at $40,000. If this pilot is successful a second site will be set up.	$80,000		• Negotiating Contract with East Los Angeles Skills Center

	GOAL 3. Promote collaboration and leveraging of funds and resources			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
3.a Integrate Partner Services - Continue work with the 19 partners to develop an integrated system that includes the following: EDD co-located at every One-Stop Center; staffing plans to extend hours of service; a resource sharing plan; common definitions and vocabulary; common technology; a common intake, assessment and tracking system; and a unified approach to the business community. Revise MOU accordingly and develop Center- specific MOUs.	3.a - No funds requested	$0	$0	• City Attorney drafting MOU for mandatory partner services • System cost being calculated • Established minimum level of mandatory partner services for each One Stop • Training being provided on partnership development in April and May
3.b Integrate Youth and Adult Services - Increase integration of the Welfare-to-Work and Youth components into One-Stop System particularly in the areas where they share common customers and common needs; integrate youth programs into the partner MOU.	3.b - No funds requested	$0	$0	• Youth and Welfare-to-Work providers are included in the One Stop CQI Teams • Plan being developed to integrate Welfare-to-Work into One-Stops
3.c Recognize Efforts that Promote System Approach - Develop qualitative measure of collaboration and a team measure to encourage total system collaboration	3.c - No funds requested	$0	$0	Part of Evaluation Contract under development with Cal State Northridge

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
3.d Secure Additional Funds - Apply for additional funds such as the Governor's Discretionary Funds; secure the services of a grants writer; investigate revenue-generating activities and develop policy for One-Stop operators	3.d – Secure Additional Funds Authorization is requested to apply to any County, State, or Federal entity having funding available for workforce preparation related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce (for technology related grants), Department of Education, Department of Justice (for job training for offenders), Governor's WIA and WTW Discretionary Funds, and funding under Los Angeles County Long-Term Family Self-Sufficiency Plan. We also want to increase the competitiveness of our system in applying for other funds. Funds are requested to procure grants writing services to be available on an as needed basis.	$110,000		• Received Gov's Discretionary funds • Applied for DOL Youth Offender and Recognizing Youth Achievement grants • Supported proposals to other funding sources • Received $200,000 under Schiff-Cardenas Bill • List of Qualified Grants Writers established as result of RFQ
3.e UNITE LA - Continue to participate as a partner in UNITE LA and expand the Industry Consortia to benefit the entire system	3.e - No funds requested This effort is funded through School-to-Work Opportunities Act	$0	$0	• Hosted two Networking Events for UNITE LA Staff, Youth Agencies & Industry Consortia
3.f Best Practices - Provide opportunities for contractors to share best practices; including hosting a resource fair.	3.f - No funds requested	$0	$0	• Executive Workshop on Best Practices held 2/21
3.g Expand Partnership – Involve additional community partners including labor organizations	3.g (1) – Empowerment Zone Linkages The Empowerment Zone Overnight Committee (EZOC) has identified two pilot projects for which it has requested financial support be targeted. These funds will be used to augment the One-Stop system to provide: (1) targeted outreach to empowerment zone residents and (2) post employment supportive services to ensure retention.	$100,000	$0	• Waiting for information from the EZOC, Implementation not expected until after July 1, 2001
	3.g (2) – Leverage External Resources There are numerous community resources that the One-Stop System is not currently fully utilizing. For example, DPSS provides substance abuse and mental health assessment and treatment for persons enrolled in CalWORKS. These funds are currently underutilized. At the same time, our Welfare to Work providers have identified a need for these services. Making these connections is usually labor intensive and can more efficiently be initiated at the system level. Funds would be used to secure the services of a consultant to expand the partnership and improve the ability of the One Stop System to leverage additional resources.	$75,000	$0	Implementation not expected until after July 1, 2001.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
	3.g (3) – Demonstration Projects There are high risk and underserved populations - both workers and employers - who are not adequately served by the existing system. There are also small and grass roots organizations which may do a better job addressing this situation, but they do not successfully compete in a standard RFP process. Staff recommends developing new strategies or identifying best practices for working with high risk and/or underserved populations to include but not be limited to mono-lingual non-English speakers, individuals returning from incarceration, etc. Each demonstration project may be funded up to an amount not to exceed $500,000. Participating agencies in this Demonstration Projects Program may be agencies with a well established track record as recipients of federal monies or grass roots/emerging agencies which are established in their respective community but have minimal or no track record as recipients of federal dollars. These Demonstration Projects must meet the requirements for the funding source in WIA or Welfare-to-Work, etc. and accept Technical Assistance deemed necessary and appropriate by CDD staff. Technical Assistance may be in the area of financial management, program design and implementation, performance accountability, etc. Procurement will be by RFP or RFQ or IFB Participants on the selection panel may include staff from CDD, affected Council Offices, Mayors Office, CAO and WIB. All Demonstration Projects shall have as their primary goal either better preparing a targeted population for work, or better assisting employers in their search for qualified workers. Demonstration projects will be for a specified period of time, with a small group of participants, closely monitored during implementation and, evaluated at the conclusion.	$1,925,000		• Reviewing Call for Ideas for LEP, anticipated RFP release after July 1, 2001 • Will Develop Call for Ideas for employed workers • Met with Manny Valenzuela re Labor Project • Unlikely that any funds will be obligated this year

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
3.h Seek Opportunities for Regional Collaboration - Seek opportunities for collaboration with the WIB's, particularly those in LA County, to promote commonality of forms and processes and seek opportunities for co-funding of initiatives as appropriate	3.h No funds requested	$0	$0	• Established meetings of LA Area LWIA Directors • Collaboration underway on Regional Marketing, Labor Market Information, and Case Management (ISIS)

	GOAL 4. Provide quality assurance through a system of standards and accountability			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
4.a Certify One-Stop Centers - Develop minimum standards for all One-Stop Centers and incorporate these into the certification process; develop criteria and process for decertification.	4.a <u>One-Stop Certification</u> The City has entered into a contract with Lori Strumpf to lead the certification process. Ms. Strumpf is currently assisting in the certification of the Los Angeles County One-Stops. We would like to ensure consistency between the County and City One-Stops, so using the same consultant is critical for this.	$50,000* (CF #00-1297)	$100,000	• Certification process underway • Amended contract to increase amount by $50,000 • Revised Certification Policy now includes Satellites
4.b Performance Evaluations - Revise and implement Performance Evaluation and Reallocation Policies for Youth, One-Stop Centers, and Welfare-to-Work providers	4.b – Evaluation Development Funds would be used to secure the services of a consultant to design evaluation criteria and tools for use under WIA. The resulting tools will enable us to evaluate performance of individual One-Stop Operators and Youth Collaborators.	$100,000	$100,000 (2)	• Contract with Cal State Northridge will be executed 5/1/01
4.c Evaluate Training Providers - Develop criteria for evaluating training providers listed on the ETPL	4.c – No funds requested	$0	$0	• Criteria and methodology for evaluating OJT & customized training providers to be developed as part of Performance Evaluation (4b)
4.d Skills Certification - Develop skills certificates that are industry recognized	4.d – <u>Skills Certification/Credentials</u> One of the performance indicators under WIA is the number of individuals who obtain credentials including "industry-recognized certificates." Consultant services will be procured to research industry-recognized certificates currently in use elsewhere and to review training provider curriculum for relevance to business and develop additional certificates in high wage, demand occupations.	$150,000		• RFP being developed, anticipate May release

(2) The combined funds for 1c(1), 1d(1), and 4b totaled $750,000;
The contract with Cal State Northridge is for the total amount and includes all three activities.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
4.e Meet or Exceed Performance Levels - Attachment D shows the performance levels the State has established for Los Angeles; develop and implement strategies for continuous improvement of performance	4.e – No funds requested	$0	$0	• Performance Management Training ongoing • Continuous Quality Improvement Teams operational • Waiting for Negotiations with State re 2001-02 performance • Unable to obtain any info from state regarding performance to date
4.f Certification of Staffing Firms	4.f – Staffing Firms – No funds requested Authority requested to release a Request for Qualifications (RFQ) to identify staffing firms that are qualified to provide specialized employment agency services to Welfare to Work participants. Requirements for qualifications include: temporary jobs leading to permanent employment, firm offers relevant skills training, and available employment that leads to jobs providing benefits and a living wage. Contractors will only be allowed to utilize staffing firms on the "qualified list".	$0	$0	• No implementation expected

WIB STRATEGY	GOAL 5. Improve services to business ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
5.a Marketing	5.a (1) Regional Marketing Implement a countywide marketing campaign (Attachment R) with other LWIA's, EDD, and DPSS with single point of contact for business, publicize successes.	$200,000		• Board of Supervisors approved Marketing Contract • Payment process under development • Infrastructure to be developed by Consultant selected for Business Services
	5.a (2) Local Marketing Funds will be used to promote City specific programs. This includes funds for brochures, promotional items, hosting events, etc.	$160,000	$250,125	• VXR selected thru RFP – Contract being processed
5.b Business Services - Develop a systematic approach to assist businesses with meeting their employment and training needs.	5. b - Business Services Develop and maintain a One-Stop system for employers with Account Representatives responsible for specific industry clusters. Assist One Stop Operators to improve their interface with Business Assistance Centers and expanding the types of service they provide to businesses.	$500,000	$250,500	• Proposals being reviewed for Consultants; anticipate obligating at least $500,000 more
	Of the total, $167,000 will be used to contract with the Valley Economic Development Corporation for the period July 1, 2000 to December 31, 2000, to continue development of the business network in the San Fernando Valley. The remaining funds will be used for consulting services to develop system approach and train contractor staff.			• Contract for $250,000 executed with VEDC; ended 3/31/01
5.c Customized Training – Expand the use of customized training including incumbent workers training to meet business needs.	5.c Customized Training Staff recommends that each One-Stop Operator be given an additional $100,000 to provide a quick response for customized training requests and that $300,000 be retained by CDD for larger long term projects and for allocation to One- Stops based on demand.	$1,800,000		• Developed Task Force from One Stop & WTW staff and contractors • Concept paper developed • Projects being developed for 2001-02
5.d Economic Development – Ensure that economic development projects, such as Genesis LA, public works projects, and those of CDD's Industrial Commercial Development Division and the Mayor's Office of Minority Business Opportunities Committee (MBOC), are directly tied to workforce development	5.d First Source Hiring Provide funds to selected One-Stop Operator to hire staff to coordinate first source hiring for large publicly funded construction projects, involving both construction jobs and post construction jobs similar to the agreement with the Staples Center.	$380,000		• First source hiring project at Hollywood and Highland is ongoing (Trizec Hahn). Sufficient funds previously committed to MCS and UCRA. • No new agreements have been developed

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
5.e Upgrade Technology - Invest in technology upgrades to standardize the system used by One-Stop operators and increase the system's ability to be responsive to business	5.e No Funds Requested. This is included as a part of item 2.d (1)	$0	$0	Part of 2.d (1)
5.f Rapid Response - Provide assistance to employers and individuals affected by staff downsizing or plant closures. Including readjustment, retraining, and employment services	5.f Job Search Assistance RFP The City currently has contracts with seven entities to provide job search assistance for individuals being laid off. $50,000 is required to extend these contracts through December 31, 2000. To ensure we are using the most qualified and cost-effective contractors, we are requesting authority to release an RFP. In addition to providing job search assistance workshops, a consultant will be sought to assist One-Stop job developers to increase their skills in working with employers facing layoffs and those with potential job opportunities for laid off workers. The remaining $150,000 would fund the successful bidders for the period January 1, 2001 through June 30, 2001. Contracts could be renewed for up to four additional years based on performance and availability of funds.	$200,000	$100,000	Contracts executed; being amended to extend time through June 30, 2001.
5.g. Brownfields - Provide job training and placement of Empowerment Zone residents into entry-level employment in environmental remediation and establish a career continuum for upgrading of skills.	5.g No funds requested. All funds are from the EPA grant or existing system provider resources. Authority is requested to accept the grant funds and contract for the services with the South Central One-Stop operated by Community Centers, Inc.	$0	$0	• Contract being developed with Los Angeles Conservation Corps using EPA funds

	GOAL 6. Ensure access and training for diverse populations			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS**
6.a Specialized Training - Contract for training for specific populations such as offenders, homeless, and persons with significant language barriers whose needs are not well met through the existing (ETPL) Eligible Training Providers List	6.a (1) Training for Offenders -Demonstration Develop and implement a pilot program for youth/young adults returning from incarceration. The program will leverage resources with the Probation Department, LA County Office of Education, Los Angeles Unified School District, One Stop Career and Industry Centers, Family Development Networks, and Community Based Organizations. Prior to release participants will be involved in educational and life management skills development. A specific re-entry plan will be developed and a neighborhood mentor and job coach will begin meetin with the youth. Upon release, youth will enter a combination of paid work and additional education and skills training with intensive coaching. Additional readjustment services will involve the family and other significant relationships and the development of peer support groups. Support services will include tattoo removal, bonding, records expungment and access to background check data. Required community service will be designed to increase feelings of self-worth while making restitution.	$400,000	$463,004	• Received $523,439 Governor's Discretionary Funds, will augment the $400,000 from WIA • Contracts being developed with LA County Office of Education, LA County Probation Department, and Community Build being processed • Program to be implemented 5/1 • Submitted proposal to DOL for expanded program • Received $400,000 from LA County (Schiff-Cardenas Bill) for coordination with Probation Department
	6.a (2) Training for Homeless Funds are requested to develop and implement a pilot project for homeless individuals whose needs are not well met through the ETPL.	$60,000	$0	Implementation not expected until after July 1, 2001.
	6.a (3) Day Laborer No funds requested. Funds for this program come through CDBG. Authority requested to release a request for Proposal for April 1, 2001 - March 30, 2002 to select operators for the Day Laborer sites.	$0	$0	CED approved funding through March 31, 2002. Will report back to CED regarding possibility of releasing an RFP.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
6.b Capacity Building – Provide training and technical assistance to increase ability of service providers and employers to work with diverse populations including persons with limited English proficiency; increase capacity to assess for learning disabilities and provide staff development in meeting identified needs; increase access to substance abuse, mental health treatment, and other support services through a coordinated information and referral system.	6.b (1) – Specialized Assessment Funds are needed to obtain (or develop) and provide training on screening tools for barriers to employment such as learning disabilities, mental or emotional health problems, substance abuse, and borderline mental retardation. Funds are also needed for in-depth assessment services when the initial screening indicates a potential need and services are not available from partners or other entities.	$20,000		Identifying existing resources. Implementation not expected until after July 1, 2001
	6.b (2) – INFOLine Funds are requested to continue to contract with INFOLine to maintain the "1-800- For A Job" number. Business and Job Seekers calling INFOLine will be referred by trained INFOLine staff to the appropriate service provider. This contract will also pay for the salary of a dedicated INFOLine staff person, to handle walk-ins and telephone inquiries at the City and the EITC Hotline.	$480,000	$480,000	Contract executed
	6.b (3) - Earned Income Tax Credit Funds are requested to continue to inform employees and employers about the Earned Income Tax Credit (EITC) a wage supplement in the form of a refundable federal tax credit for eligible low-to-moderate income workers	$45,000		Campaign underway, being coordinated through CDD's Industrial and Commercial Development Division (ICD)
	6.b (4) – IDA'S Funds are requested to implement an Individual Development Account (IDA) Program to help low-income individuals and families accumulate savings that can be used for education or job training, homeownership and microentreprise development. Eligible individuals will contribute a portion of their earnings and, grant funds will be used to match this amount. An RFP will be issued to select the financial institutions and partners to administer this program	$2,000,000		Implementation not expected due to depletion of W-T-W funds

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS
6.c Adaptive Technology - Invest in adaptive technology to assist persons with disabilities in using One-Stop system services and assist employers in securing adaptive equipment for disabled employees hired through the One-Stop system	6.c - Adaptive Technology Job seekers with disabilities have inconsistent access to One-Stop services because not all One-Stops are equipped with adaptive technology. These funds will provide a minimum threshold of programmatic and physical access to One-Stop resources for job seekers with disabilities.	$147,255		• Agencies being surveyed to determine needed equipment • Anticipate funds to be fully obligated
6.d Understand Community - Develop demographic reports and community asset mapping	6.d GIS Mapping No funds requested	$0	$0	Part of technology plan
6.e At-Risk Youth – Increase youth services for youth exiting foster system, youth with disabilities and returning from probation camps	6.e – No funds requested. Funds received from the State General Fund are being used to provide services for youth in residential treatment facilities.	$0	$0	• Contracts for Covenant House and Penny Lane executed • Contract with Community Build executed – Casey Family Program partnering with Community Build • All Funds are from the State General Fund

	GOAL 7. Minimize bureaucracy			
7.a MIS Reporting - Develop computerized tracking system for all youth and One-Stop providers (ISIS) that includes easy capture of use of core services by non-registered participants	7.a - Integrated Services Information System (ISIS) Develop and maintain a regional electronic case management system via an open architecture Web based application that recognizes the participants within the different services that are being provided through the One-Stop System, including all WIA funded programs, Welfare to Work, and Human Service systems. This application is currently being developed internally with the assistance of the Information Technology Agency (City of Los Angeles Technology Department) and will have full deployment of all funded sources by the end of the fiscal year 2001. Funds are requested to pay for contract programmers and database specialists used in the continued development of each individual program module and for a Data Base Architect to maintain all databases being developed	$295,000	$295,000	• Initial system developed • YOM fully operational • Most youth providers trained, implementation started • Adult providers being trained, implementation started • Welfare to Work DSL lines installed, software training to begin in July.
7.b Participant Tracking - Develop standard method for collecting data and tracking services across partner systems including the use of core, non-staff assisted services.	7.b Swipe Card Systems Develop a system wide process in which all participants are issued a photo identification card for the purpose of tracking services throughout the region. This swipe card system will interact with ISIS to further expand the capability of the common participant and case management tool developed for the City's Service Delivery Area. The use of this system will enable agencies to further follow up on the tracking of services provided to said participants.	$300,000	$120,000	Card Integrators selected as vendor, programmer hired, YOM sites phase I completed, Full software development anticipated Aug 1
7.c Financial Reports - Revise financial management tools and provide training and technical assistance to city staff and contractors; develop common cost accounting system and process for electronic submission	7.c Common Cost Accounting System An important tool for continuous improvement is good financial information. At this time there is no common cost accounting system throughout the Workforce Development System. These funds would be used to develop a common cost accounting system for managing resources system wide, trouble shooting excessive cost, and continuous improvement.	$100,000		Part of technology plan; no implementation expected until after July 1, 2001.
7.d Contracts - Develop streamlined contracting process	7.d No funds requested	$0	$0	Completed
7.e Easy Access for Employers - Ensure bureaucratic process confronting employers is minimized	7.e No funds requested	$0	$0	Part of the scope of work for the Businesses Services Consultant

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Community Development Department
Workforce Development Division
Grant Status Report
As of 1/31/01

	WORKFORCE INVESTMENT ACT (WIA)						WELFARE-TO-WORK									
	Adult	Dislocated Worker	Youth	Rapid Response	Incentive	TOTAL W I A	State EDD	LA County	TOTAL WtW	YO	CalWORKs	At-Risk Youth	Brownfields	Unite LA		GRAND TOTAL
AWARDS/TRANSFERS:																
JTPA Carryovers	8,452,539	2,936,114	2,903,645	0	133,291	14,424,589			0							14,424,589
Prior Year Allocation						0	61,618,355		61,618,355					725,000		62,343,355
FY 00-01 Allocation	22,271,788	24,965,890	24,813,752	619,168		72,670,598			0	11,000,000	5,268,728	500,000	100,000	202,757		89,742,083
Transfers To (From)						0			0							0
LA County - Child Care						0		457,258	457,258							457,258
						0			0							0
(A) TOTAL FUNDS AVAILABLE	**30,724,327**	**27,901,004**	**27,717,397**	**619,168**	**133,291**	**87,095,187**	**61,618,355**	**457,258**	**62,075,613**	**11,000,000**	**5,268,728**	**500,000**	**100,000**	**927,757**	**0**	**166,967,285**
OBLIGATED FUNDS:																
CDD & Other City Departments																
Adopted Budget	3,926,021	3,322,973	4,373,762			11,622,756			0							11,622,756
Annual Plan	945,302	945,302	1,115,497	297,767		3,303,868	2,053,555	0	2,053,555							5,357,423
Council Resolutions						0	2,378,360		2,378,360	6,034,586	368,811	50,000		135,174		8,966,931
Subtotal-CDD	4,871,323	4,268,275	5,489,259	297,767	0	14,926,624	4,431,915	0	4,431,915	6,034,586	368,811	50,000	0	135,174	0	25,947,110
Contractors (Contracts Executed)	18,615,073	16,475,945	15,916,301	200,000		51,207,319	31,433,347	457,258	31,890,605	1,473,556	4,899,917	337,063	0	631,545		90,440,005
(B) Total Obligated Funds	23,486,396	20,744,220	21,405,560	497,767	0	66,133,943	35,865,262	457,258	36,322,520	7,508,142	5,268,728	387,063	0	766,719	0	116,387,115
(C) Unobligated Funds (A - B)	7,237,931	7,156,784	6,311,837	121,401	133,291	20,961,244	25,753,093	0	25,753,093	3,491,858	0	112,937	100,000	161,038	0	50,580,170
% of Funds Obligated to Total Available	*76.4%*	*74.3%*	*77.2%*	*80.4%*	*0.0%*	*75.9%*	*58.2%*	*100.0%*	*58.5%*	*68.3%*	*100.0%*	*77.4%*	*0.0%*	*82.6%*	*ERR*	*69.7%*
EXPENDITURES:																
CDD (As of 1/31/01)	1,791,376	1,171,235	1,319,518	351,157		4,633,286	2,744,690		2,744,690	1,452,914	101,040	5,295		37,532		8,974,757
Other City Departments	67,821	67,821	67,821			203,463			0							203,463
Contractors (As of 12/31/00)	5,845,381	4,709,356	1,223,923			11,778,662	14,274,501	0	14,274,501	42,300	3,073,782	0	0	429,603		29,598,848
(D) Total Expenditures	7,704,578	5,948,414	2,611,262	351,157	0	16,615,411	17,019,191	0	17,019,191	1,495,214	3,174,822	5,295	0	467,135	0	38,777,068
(E) Unexpended Funds (A - D)	23,019,749	21,952,590	25,106,135	268,011	133,291	70,479,776	44,599,164	457,258	45,056,422	9,504,786	2,093,906	494,705	100,000	460,622	0	128,190,217
% of Funds Expended to Total Available	*25.1%*	*21.3%*	*9.4%*	*56.7%*	*0.0%*	*19.1%*	*27.6%*	*0.0%*	*27.4%*	*13.6%*	*60.3%*	*1.1%*	*0.0%*	*50.4%*	*ERR*	*23.2%*
CASH STATUS																
(F) Cash Received from Grantor	8,517,947	7,875,800	2,204,253	300,000		18,898,000	17,281,800			1,364,700	3,780,792			438,972		24,482,464
(G) Cash Available for Drawdown (E - F)	(813,369)	(1,927,386)	407,009	51,157	0	(2,282,589)	(262,609)	0	17,019,191	130,514	(606,970)	5,295	0	28,163	0	14,294,604

Attachment C3

Welfare-to-Work Program Performance Status per Agency
as of March 7, 2001

		Enrollments			Placements				
AGENCY	CODE	PLANNED	ACTUAL	% OF ACTUAL TO PLANNED	UNSUBSIDIZED	UNSUBSIDIZED AT ENTRY	SUBSIDIZED	TOTAL	AVERAGE WAGE
FIRST ROUND CONTRACTORS									
Build Rehab	007	114	177	155%	85	11	5	101	$ 7.77
CCD	769	416	225	54%	68	54	10	132	$ 7.43
Community Centers, Inc.	789	115	131	114%	43	10	10	63	$ 7.52
CLT PIC	818	165	121	73%	15	35	5	55	$ 7.58
HACLA	810	154	225	146%	69	30	6	105	$ 8.14
Kulick	871	164	16	10%					
MCS Rehab	836	175	194	111%	62	39	7	108	$ 7.37
PACE	040	160	313	196%	156	23	7	186	$ 6.42
South Bay PIC	819	150	154	103%	121	2	5	128	$ 6.92
TTI - Canoga Park	853	133	66	50%	17	2	0	19	$ 8.61
TTI - Van Nuys	654	133	96	72%	24	12	1	37	$ 7.71
United Auto Workers	060	244	350	143%	74	53	3	130	$ 7.36
UCRA	594	295	318	108%	246	10	4	260	$ 6.62
Youth Fair Chance	870	105	159	151%	24	4	1	29	$ 7.18
CHILDCARE PROVIDERS									
Childcare Resource Center	922	75	30	40%	0	0	0	0	$ -
HACLA Childcare	923	93	85	91%	7	8	4	0	$ 6.17
L.A. Harbor College	921	45	18	40%	0	0	0	0	$ -
L.A. Mission College	919	40	72	180%	30	3	0	33	$ 6.91
TOTAL		2776	2750	99%	1041	296	68	1386	
SECOND ROUND CONTRACTORS									
AADAP, Inc.	854	280	348	124%	67	29	5	101	$ 7.22
Community Emp. Project	855	150	156	104%	12	55	22	89	$ 6.87
Harbor Interfaith Shelter	856	100	164	164%	78	27	3	108	$ 7.31
HACLA	857	100	140	140%	39	20	6	65	$ 8.23
L.A. Mission One-Stop	859	100	105	105%	21	12	1	34	$ 6.46
MCS Rehabilitation	860	280	288	103%	71	38	13	122	$ 8.04
So. Bay Center for Counseli	862	75	60	80%	11	11	3	25	$ 7.74
ENTREPRENEURIAL TRAINING			# of Trainees						
PACE	861	115	108						
VEDC	863	80	27						
TOTAL		1054	1261	116%	299	192	53	544	
GRAND TOTAL		3830	4011	104%	1340	488	121	1930	

Attachment C4

PY 00 - 01 WIA SERVICE LEVELS
July 1, 2000 to December 31, 2000
(Data as of 02/07/01)

	Youth				
Lead Provider	**Total Enrolled**	**Total Exited**	**Total Placed**	**EER**	**AWAP**
Catholic Charities (6)	83	0	0	-	$ -
Catholic Charities (7)	110	1	1	100%	$ 6.00
Catholic Charities (8)	32	0	0	-	$ -
Chicana SAC (6)	112	3	3	100%	$ 6.33
El Proyecto (2)	34	1	1	100%	$ 6.00
El Proyecto (3)	57	1	1	100%	$ 6.25
HACLA (1)	133	2	1	50%	$ 6.00
HACLA (4)	79	0	0	-	$ -
LAUL (5)	47	0	0	-	$ -
LAUSD (10)	46	0	0	-	$ -
WLCAC (9)	143	1	1	100%	$ 9.39
Total 7/1/00-12/31/00	**876**	**9**	**8**	**89%**	**$ 6.58**

7/1/99-12/31/99	**2331**

PY 00 - 01 WIA SERVICE LEVELS
July 1, 2000 to December 31, 2000
(Data as of 02/07/01)

	Dislocated Worker					Adult				
Lead Provider	Total Enrolled	Total Exited	Total Placed	EER	AWAP	Total Enrolled	Total Exited	Total Placed	EER	AWAP
Build Rehab	57	23	17	74%	$ 13.51	134	62	45	73%	$ 8.41
CPC	24	7	7	100%	$ 17.97	22	5	5	100%	$ 11.88
Casa de Hermandad	45	7	6	86%	$ 24.81	109	14	12	86%	$ 10.83
Chicana SAC	4	3	3	100%	$ 8.00	40	25	25	100%	$ 8.83
CHARO	125	96	95	99%	$ 11.47	171	146	146	100%	$ 10.39
El Proyecto	9	7	7	100%	$ 13.44	47	29	29	100%	$ 7.98
LAUL	20	15	14	93%	$ 12.31	89	78	78	100%	$ 10.58
PACE	38	18	18	100%	$ 12.44	88	69	69	100%	$ 8.21
UAW	109	29	28	97%	$ 12.48	102	36	35	97%	$ 9.18
WLCAC	13	5	5	100%	$ 9.69	76	27	26	96%	$ 9.09
Career Encores	18	4	3	75%	$ 24.17	57	30	30	100%	$ 12.05
UCRA	5	3	3	100%	$ 13.13	180	69	69	100%	$ 8.83
TTI - VN	108	12	7	58%	$ 12.75	144	12	6	50%	$ 10.87
CCD	127	23	18	78%	$ 15.43	314	76	76	100%	$ 9.88
Goodwill	12	5	5	100%	$ 11.00	72	23	23	100%	$ 8.86
CCI	41	32	32	100%	$ 13.74	126	101	97	96%	$ 10.15
HACLA	30	6	6	100%	$ 15.06	190	18	3	17%	$ 9.36
CLT	73	36	30	83%	$ 13.87	34	17	15	88%	$ 9.48
So Bay WIB	124	94	68	72%	$ 19.65	72	51	39	76%	$ 11.39
Verdugo	7	3	3	100%	$ 15.33	4	0	0	-	$ -
ACI	87	38	33	87%	$ 12.01	113	38	35	92%	$ 8.31
TTI - CP	95	31	26	84%	$ 15.48	120	38	27	71%	$ 10.38
Total 7/1/00-12/31/00	**1171**	**497**	**434**	**87%**	**$ 14.21**	**2304**	**964**	**890**	**92%**	**$ 9.72**
7/1/99-12/31/99	**2331**					**2823**				

Attachment D: Technology Plan

City of Los Angeles
Community Development Department
Workforce Development Division

Technology Master Plan

EXECUTIVE SUMMARY

The Technology Master Plan proposes adopting a standard to meet or exceed standards adopted by the private sector. This requires upgrading the entire system to the latest state-of-the-art in hardware, interconnectivity, software, structured training, and maintenance discussed in the plan under the following five categories:

1. Business Services,
2. People Services,
3. Training & Technical Assistance Services.
4. Administration,
5. Hardware & Interconnectivity

The building blocks of the plan consists of the following

A. Develop a network plan for the One-Stop System's electronic infrastructure, which, at a minimum, standardizes network capability within buildings to "Category 5" cable and where needed "switched 100" switching capability.
B. Conduct a study by Synergy to review City staffing levels to determine the appropriate level of City staff needed to support the proposed electronic infrastructure. Any requests for additional positions will be brought to the WIB, Mayor and Council for consideration.
C. Conduct a field investigation to identify existing hardware and software used throughout the One-Stop System and between the One-Stop System and both mandatory and voluntary partners.
D. Develop a schedule for purchase of new and/or upgrade equipment for the entire system. Desktop computers will either be Pentium III's or Pentium IV's as determined by the WIB based on needs as identified by the field inspection and planning.
E. Enter into an agreement with the City vendor to acquire, ghost, deliver, install, and to take all other necessary actions to transition the One-Stop System to full operational use of the newly purchased equipment.
F. Fund an accelerated completion of the ISIS applications.
G. Fund applications identified by the technology deliverable in the Business Services Implementation Plan.
H. Acquire, either off the shelf, or through in-house development, software applications to meet the needs of the system.
I. Based on reports from Synergy, either contract for, and/or increase the City staffing levels (with approal as stated in (b) above), to ensure proper maintenance and technical support for the system.

Basic equipment and unit prices as of 01Feb2001		
Desktop Computers	Brand	Cost
Monitor	NEC 17in	319
Computer	Compaq Deskpro EXS	2099
Storage	Iomega Zip 250 MB	179
	Iomega Zip Media 3 pack	35
Visioneer	PaperPort Strobe Pro	249
Power Strips		20
	SubTotal	2901
	Taxes	239
	Total	3,140
File Servers		
Compaq ML530		28250
Backup tapes		500

City of Los Angeles
Community Development Department
Workforce Development Division

Technology Master Plan

The purpose of this plan is to establish a technology standard and associated goals to support the City's System of One-Stops, Youth, and WtW[1] programs over the next two years evolving it into the City's CDD[2] Workforce Development Global Communications Network of Services, by integrating related requirements of other divisions within CDD, mandatory partners[3], voluntary partners, and the employers and people requiring services.

Background

In PY1992-3, WDD[4] received approval for a Private Industry Council[5] (PIC) Pilot Project to develop and implement its first Electronic Infrastructure. Its successful deployment comprised four Local Area Networks (LANs[6]) of approximately 100 computers configured in a Wide Area Network (WAN[7]) installed at WDD and three contractors. The electronic infrastructure was subsequently expanded to include LANs at two other SDAs[8] and one additional contractor for a total of six LAN centers designated as CJACs[9]. These six CJACs and WDD, totaling seven LANs, comprised over 400 computers in a WAN. During the last three-years contract period ending June 2000, the six CJACs were renamed to One-Stops and expanded to include sixteen One-Stops and nine Satellites representing approximately 800 computers configured in twenty-plus LANs. The interconnectivity between the various centers was changed from a WAN configuration to an Internet connectivity configuration that is still in the process of being connected.

The Plan in General

Currently there are nineteen funding streams supporting the Workforce Development System which includes oversight groups, committees, mandatory partners, voluntary partners, educational partners, other divisions in CDD, employers and people requesting services. This Workforce Development Technology Master Plan ("The Plan") proposes to expand upon the previous successful investments in electronic infrastructure. The Plan includes upgrading the entire system to the latest state-of-the-art in hardware, interconnectivity, software, structured training, and maintenance. These enhancements are expected to:

1. Improve communications between the community of workers who support the City's CDD Workforce Development Global Network of Services along with the community of employers and people who need its services.
2. Speed up the migration from a paper intensive system to an electronic system providing comprehensive access to information.
3. Give greater emphasis towards self training, on line, on demand for new employees, existing employees, participants and employers.
4. Position the system to respond quickly to changing economic conditions.

Current low usage by employers and people reflect the fact that demands from the employer (business) community and people who need services are neither being addressed at the commercial speed they expect nor in the manner they require.

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[1] WtW = Welfare to Work
[2] CDD = Community Development Department of the City of Los Angeles is comprised of nine divisions: Administration, Bridges, Computer Systems, Financial Management, Human Services, Human Resources, Industrial Commercial, Neighborhood Facilities, and Workforce Development
[3] Mandatory partners include entities such as: State of California Employment Development Department (EDD), Job Corp, Department of Aging, Community Colleges, Los Angeles Unified School District (LAUSD), etc.
[4] WDD = Workforce Development Division, formerly Youth and Employment Services Division
[5] Private Industry Council (PIC) former approval body of the JTPA, Job Training Partnership Act, which has been replaced by the Workforce Investment Board (WIB) of the Workforce Investment Act (WIA)
[6] LAN = Local Area Network is comprised of two or more computers interconnected by wire or wireless so they may pass information between them
[7] WAN = Wide Area Network defined as a minimum of two LANs connected together normally via a telephone company cable/wire.
[8] SDA = Service Delivery Areas, The City of LA was an SDA, the Consortium of the Cities of Carson-Lomita-Torrance was an SDA. SDAs have been replaced by Local Workforce Investment Areas (LWIA)
[9] CJAC = Comprehensive Jobs Assistance Center

It is known within the employer community that government must serve the people of the community through supporting the organizations that employ the people. However, government speed in delivering services has historically been mostly unsatisfactory.

With the proliferation of computers and the Internet, businesses and people are being presented with more options and even faster service delivery from the commercial world than ever before. Government services that do not improve dramatically are threatened with discontinued use of services forcing an equally dramatic reduction in funding.

The lack of desired variety and low speed of delivery of services is driving business away from government. Government holds the key to bringing business into the City's Workforce Development Global Community Network of Services. A fully upgraded electronic infrastructure that is kept up to date with equipment replacement occurring every two to three years would be in close step with Moore's Law[10] and help ensure that the system would not slow down[11] due to hardware issues. Interconnectivity bandwidth that is upgraded as soon as system slowdown[12] is noticed would help eliminate slow interconnectivity issues. Existing processes are still paper driven which easily lend themselves to a high frequency of "I can't find it" issues. Further compounding these issues is "It's stored in the warehouse somewhere". It is now possible to store anything printable on-line giving rapid access to everything stored electronically. Translating paper and physical processes into electronic processes will help eliminate "lost" issues while increasing the speed of service delivery.

To accomplish such improvements, adequate planning, funding, timely purchasing, structured training, and maintenance must be available to acquire equipment upgrades, and bandwidth enhancement. Flexible funding for planning, systems analysis and design, software development and purchases of third party software to keep systems up to date along with adequate training, technical assistance and maintenance could produce effective results in offering services in a timely manner to business and people who use them.

What concerns employers most should be addressed quickly to help Los Angeles grow businesses faster than any other location in the world. This in turn will result in attracting more employers to Los Angeles because employers will be able to hire more qualified people faster at the lowest possible cost producing profits sooner perpetuating the process.

The major employer requirements are:

- PEOPLE COSTS - The most expensive requirement for most employers is people. Costs to acquire, train, make productive, or lay off people are very high. The City's CDD Workforce Development Global Communications Network of Services has within its range of authorities the capability to reduce these costs for employers to a lower level than any other source available[13].
- FINANCIAL RESOURCES - A second major requirement for most businesses is financial resources. Needs include: start-up capital[14], bridge financing, operating capital, including bank loans, SBA loans, venture capital, public funding and private funding. The City's CDD Industrial Commercial Division could work closer with WDD, the Mayor's Office of Economic Development and the Economic Development Corporation (EDC) to provide improved networking, incubator and business expansion services for employers as an extended part of the Workforce Development Global Communications Network of Services.
- SALES/ ACQUISITION OF PRODUCTS AND SERVICES - A third/ fourth major requirement for most businesses are sales/ purchase of products and services. The City's CDD Workforce

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[10] It is a historical fact that computer-processing speed doubles every eighteen months. This is referred to as Moore's Law within the computer/semiconductor industry. Named for the man, Gordon Moore, co-founder of Intel, who recognized and accurately predicted the process in 1965.

[11] As soon as a faster computer chip is available, software vendors work hard to give new features to their software offerings to induce users to buy their upgrades. These needed features contribute to slowing down the processor driving the chip manufactures to make faster computer chips to induce users to buy them. The cycle is paced by how quickly newer, faster chips can be made available, which is Moore's Law of eighteen months

[12] As more and more features and graphics are offered on a network, more bits are being "jammed" down the same size cable. Like cars on a freeway, more cars causes slow down. By making the bandwidth wider, more "lanes" are added to the "freeway" avoiding slowdown.

[13] Monster.com is the most successful job match service. It has 10 million resumes on file. It charges its employers to access it. WDD could maintain a comprehensive resume service for free keeping/attracting employers in/to Los Angeles.

[14] On 7feb01 it was announced that Oracle Corp, the second largest software development company after Microsoft, has created a WEB site to help Start Ups get financing. With the greatest number of Venture Capitalists in the world living in California, WDD could develop a better service.

Development Global Communications Network of Services could allow employers to provide direct sales/ purchasing to/ from other employers and people who use the network.

- OTHER SERVICES - Other Services could include networking extensions to Licenses & Permits, Real Estate, Tax Credits, Transportation, etc.

By providing such major services at employer required, continuously improving, commercial speed, rather than the historical government pace, employers could provide demands for future employees as far out as two years or more as well as planned layoffs for up to a year or more providing the most accurate[15] on-line[16] Labor Market Information (LMI) ever achieved anywhere. By knowing highly accurate LMI in advance by one to two years or more, the City's CDD Workforce Development Global Communications Network would permit enhanced services to be delivered to job seekers (people) in a far more timely manner.

Proposed Improvements

Transforming the One-Stop System into the City's CDD Workforce Development Global Communications Network of Services includes proposed improvements in the following five categories:

1. BUSINESS SERVICES
2. PEOPLE SERVICES
3. TRAINING & TECHNICAL ASSISTANCE SERVICES
4. ADMINISTRATION
5. HARDWARE & INTERCONNECTIVITY

1) BUSINESS SERVICES

a) Work with other local WIB's[17], EDD[18], DPSS[19] and other partners to operationalize a "warm hand off[20]" from an 800 number at a Regional Business Call Center into the City's One Stop System and ensure System staff provide timely appropriate services.

b) Focus will be on need, speed and quality of delivery of services to the business community. Weight will be given to small business that need the help more than larger companies who can, more readily, afford to provide their own services.

c) Where possible, translate employer requirements into Internet available joint services via the CDD Workforce Development Global Communications Network.

i) Job Matching - improve Cal Jobs to give employers what they want and/ or create a local profiling system to give business and individuals what they need sooner than Cal Jobs can.

ii) Permit mobile Job Order taking so job orders can by input while on site with employer.

iii) Provide tickler for follow up with employer.

d) Provide Public Transportation information to job site.

e) Work closely with other CDD divisions, such as ICD[21] to enhance joint services to the business community; FMD[22] to improve timely accounting reports, etc.,

2) PEOPLE SERVICES

a) Provide warm handoff with the 1-800-FOR-AJOB

b) Provide full Internet access to all staff, including staff of mandatory partners, and participants,

c) Expand and enhance client/ participant services by electronically connecting to voluntary partners such as the FDN[23].

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[15] LMI data is currently provided by the State Employment Development Department via limited statewide mail surveys. Locally this will be enhanced by a contractor (ERISS Corp.) that will conduct a survey of employers and provide it to WDD via the WEB. Just as WDD has contracted with ERISS Corp to improve on LMI data supplied by the State, the new system could improve on what ERISS and the State now provide with direct input by the employer.

[16] On-line means the information is available to any authorized person, anywhere on the network.

[17] Workforce Investment Boards

[18] EDD = Employment Development Department

[19] DPSS = Department of Social Services

[20] "Warm handoff" = give employer number and ask if they would like to be connected. If yes, make connection and introduce employer to person on receiving end as the person who will help them.

[21] ICD = Industrial Commercial Division

[22] FMD = Financial Management Division

[23] FDN = Family Development Network is part of CDD/Human Services Division

d) Enhance current investments in Internet based data bases for client/participant tracking[24] and associated information,
   i) Offer improved participant identification (ID) such as swipe card ID[25] and/ or the new fingerprint[26] ID to improve accuracy of accountability as to who is receiving services, access to equipment and prevention of duplicate enrollments across the system.
   ii) Provide Ad-hoc reports.
   iii) Permit exporting data (from a query result).
   iv) Provide additional case management tools such as: case note, management reports, alert for up coming follow-up (some kind of tickler to notify the case manager that an action is required.)
   v) Include linkages to other WEB sites: Cal Jobs, SCAG, ERISS, etc.
   vi) Directory of Services (GIS interface). Include driving directions and available public transportation to contractors and employer job interviews.
   vii) Permit Job Matching, to job bank
   viii) Permit self-service participant activities
   ix) Create a universal intake form to be used for all 19 mandatory partners (EDD, CalWorks, Native America, HD, NAFTA, Jobcore, etc.)
   x) Program referral
   xi) Calendars: community, event, meeting, etc.
   xii) Exchange messages among partners.

e) Kiosks for customer service could be available at all high traffic places outside of One-Stops, such as libraries, Employment Development Department, Social Services offices, etc.

3) TRAINING & TECHNICAL ASSISTANCE SERVICES

a) TRAINING
   i) Each category Business Services, People Services, Administration, Hardware and Interconnectivity require ongoing support of various types. Special emphasis must be given to developing this Training and Technical Assistance Services portion of the plan to ensure all training and technical assistance is immediately available and always up to date. Processes can be developed to support initial development of on-line training courses with easy updating as needed.
   ii) Develop video training. Many training classes that are repetitive can be captured on video and reviewed at the student's pace from any computer that is connected to the network. Slide show software such as PowerPoint can be used to develop structured modular digital training with video snippets imbedded in slides. Updating becomes easier as only the portions that need to be updated are changed.
   iii) Training is currently done with live instructors and supporting materials. Some training topics lend themselves to electronic based training. Both instructor based training and electronic based training lend themselves to:
      (1) New Employee - Develop a core module of information common to all contractors and Workforce Development to be used across the network along with a second attached module of information to be specific to the contracted partner.
      (2) Existing Employee - Develop modules of information designed to update existing employees on topics specific to their jobs, e.g. all Job Developers across the network as well as topics specific to their contractor.
      (3) Participant - Develop a core module and a second module specific to contractor, e.g. orientation.
      (4) Business - Develop core module of information common to all contractors and employers and a second module to be specific to the contracted partners.
      (5) Marketing topics - Develop core module and specific module.
   iv) Uniform Technology across network
      (1) Hardware- all the same where possible

[24] ISIS = Integrated Services Information System
[25] Each Participant is given a plastic card; similar to a credit card with an electronic strip on the back or an imbedded microchip identifying the participant and the program s/he is part of.
[26] Adopted by the US Army, Microsoft, Sony, Compaq, Siemens and many other organizations. Incorporates a .25 square-inch image of a fingerprint storing 65,000 sensing elements of the print. The system is so sensitive it will recognize an authorized person even if there is a cut on the fingertip. This technology is beginning to be included in laptops, desktops, mice, etc.

(a) Technology improvements in on-line training would require all locations to have the same level of hardware and interconnectivity to maximize benefits and avoid having to go the extra expense of creating and maintaining training for disparate systems or software.

(2) Software - all the same where possible
(a) Operating System, same release version
(b) End User, same release version

v) Create Special Online Training Development Unit
(1) Provide funding to create a small team of 3-4 full time training coordinators (or hire a contractor). This team would not be used to replace current instructors to do on-site training, but be dedicated to developing on-line training. The team would gather the training materials used currently from each contractor. The materials would be divided into distinct training groups, then refined as to how on-line training would be developed, advancing suggestions to contractor management as well as WDD's management. The team would develop an overall plan to address core module material along with how specific modules from each contractor could be attached to the core module for training within the contractor's facility.

b) TECHNICAL ASSISTANCE
i) Create a Help Desk
(1) Staff it with knowledgeable people that can speak clearly and adjust to the technology level of the caller. Make staff available via a single central email address and phone number. Provide a clear path for different types of technical assistance (i.e., chain of command), whether it is for technology or programmatic issues.
(2) Have recourse set up so if satisfactory resolution is not accomplished in a given period or number of attempts, the topic goes to higher levels of management until resolved.

ii) Technology Meetings
(1) Facilitate regular meetings to provide a forum for discussing:
(a) Contractor needs,
(b) System wide needs,
(c) Evaluation of cutting edge technology for incorporation into the Global Network,
(d) Identifying problems, and
(e) Providing solutions to contractors with respect to technology issues.

iii) Technology Bulletin
(1) Appoint a technology knowledgeable editor who will receive email regarding topics to put in a Technology Bulletin

iv) Create an online technology Bulletin Board
(1) Post common questions and answers for contractors to look up before they call the help desk

v) Hardware Maintenance
(1) Self-Maintenance - Currently hardware maintenance is satisfactory for most contractors. Some contractors have their own in-house repair capability or have "on call" maintenance contracts with various maintenance individuals or companies.
(2) Use City Maintenance - Some contractors may wish to use City maintenance if they could experience lower costs and, in some cases, faster servicing of problem hardware.
(a) Establish distributed service sites
(i) Establishing multiple distributed service sites would one way to improve service. These sites can either be existing City facilities, such as the four Civic Centers, or One-Stop contractors that are willing to serve in that capacity.

4) ADMINISTRATION

a) Improve Accuracy of Accounting
i) Begin developing on-line[27] Cost Accounting.
ii) Cost allocation - provide ability to track the cost associated with each service provided to the client
iii) Provide on-line, real-time accounting and sophisticated financial reports.

b) Evolve into on-line Project Management
i) The lowest level projects and their associated tasks will roll up into the major milestones and goals of Workforce Development to provide a single on-line high level location where authorized users can determine the status of any project or combination of projects at any time.

c) Early identification and resolution of problems

[27] On-line means the information is available to any authorized person, anywhere on the network.

i) As problems are identified more readily through better accounting processes and on-line project management, resolutions can occur more rapidly

d) Live transmission of forms to appropriate One-Stop or have centralized forms filled in on-line
e) Provide other Management Tools as needed
f) Tickler to track progress of individuals with barriers to ensure movement towards livable wage
g) Track vendors' information. This information will be used to verify attendant and others before the payment to the contractor can be released

5) HARDWARE & INTERCONNECTIVITY

a) Standardize the same computer and operating system software (including release level) across the network that meets or exceeds standards set by private industry.
b) Each contractor's hardware, software and network to be assessed.
c) Analysis can to be preformed to identify what each contractor will need in the way of equipment (PC's, servers, communication-lines) in order to access online services such as ISIS with system performance at an acceptable level. Also, what is required for them to perform all other functions necessary to do their jobs (i.e., run accounting software, function in a call center environment, etc.)
d) Consider having the City purchase and install contractor computer hardware and software as required. Contractors may benefit from the City's maintenance contract.
e) Technical assistance and "handholding" will be required to ensure good communication for hardware and connectivity efforts (i.e., when City purchases equipment for a contractor, constant communication is needed throughout the procurement, delivery, setup and configuration processes so that hardware or services are not turned away at the door due to miscommunication).
f) As quickly as possible replace all computers with full capacity Pentium 4 class computers along with sheet fed paper scanners, to enhance migration towards a paperless office environment.
g) Evolve into a paperless office environment
   i) With each computer having its own scanner, the migration toward converting to a paperless office can occur sooner. This will help eliminate "lost" paperwork and permit rapid location of same.
   ii) Incoming correspondence can be scanned in, emailed to the appropriate party(ies) with associated tracking to determine when it was received and how and when it was acted upon. When the document is needed at a later date, it can be immediately found.
h) Replace hardware on a two to three year cycle to keep current.
i) Support streaming video as available. Streaming video enhances on-line, structured training, marketing, information gathering, and communications over computer networks, including the Internet. More and more streaming video is coming into use.
j) Implement wireless network connectivity where cable connections are not practical, e.g. conference room meetings[28], individual office meetings, impromptu meetings, etc.
k) Use wireless as a short-term solution when network cabling takes longer than can be tolerated to install.

Estimates for Time Lines and Logistics

Past experience of computer installation from 1994 to present[29] has shown that if the City has consultants do the installation the time is one tenth the time than if it is left up to the agencies to purchase and install computers. This is due to each agency having its own time line to acquire and install computers. Because this has extended over three years in the last three-year contract period, each agency ended up with different computers and software releases.

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[28] Each meeting could have a different number of people bring notebooks who want access to the file server or Internet. One cable for each would imbue a limit to how many people could use the limited number of cables. Wireless allows greater flexibility in dealing with the unpredictable number of users. Further, users can sit anywhere in the room without having to sit near a connection. Would eliminate unsightly cables and connectors from the table and room.

[29] In PY1992-3, WDD[29] received approval for a Private Industry Council[29] (PIC) Pilot Project to develop and implement its first Electronic Infrastructure. Its successful deployment comprised four Local Area Networks (LANs[29]) of approximately 100 computers configured in a Wide Area Network (WAN[29]) installed at WDD and three contractors. The electronic infrastructure was subsequently expanded to include LANs at two other SDAs[29] and one additional contractor for a total of six LAN centers designated as CJACs[29]. These six CJACs and WDD, totaling seven LANs, comprised over 400 computers in a WAN. During the last three-years contract period ending June 2000, the six CJACs were renamed to One-Stops and expanded to include sixteen One-Stops and nine Satellites representing approximately 800 computers configured in twenty-plus LANs. The interconnectivity between the various centers was changed from a WAN configuration to an Internet connectivity configuration that is still in the process of being connected.

The proposed installation could be completed in three major stages. The following is a proposed scenario:

1) The computers would be delivered to a contractor that would load new software on all computers. The amount of time the contractor would have to load the software would not be seen by the agency or the computer user.
2) Assigned computers are delivered to each agency. This would have to be coordinated with each agency to minimize disruption of daily work. As each computer and monitor is delivered to a desk, the new units would be put on the desk with the old units being placed in the boxes confirming serial numbers for both old and new.
3) Transport old computers to a central location to be reissued to other divisions of CDD and other agencies as appropriate. New file servers would be scheduled separately after all new computers were working as expected on the old file servers.

Attachment E: Approved Policies

DEFINITION OF SELF SUFFICIENCY

The Workforce Investment Act limits Intensive and Training services to adults and dislocated workers who are unemployed or are in need of such services in order to obtain or retain employment that allows for "self sufficiency." The definition of "self-sufficiency" is left to the discretion of the Local WIB. In addition, the Act allows the WIB to adopt different definitions of "self-sufficiency" for each of the two funding streams: Adults and Dislocated Workers. In establishing a definition for self-sufficiency, consideration was given to the balance between setting the level sufficiently high to enable workers to upgrade their skills to an adequate salary level while ensuring that there are sufficient funds available to provide training for those who are most in need.

In addition, for dislocated workers, their pre-dislocation standard of living is taken into consideration is as much as they may have fixed expenses, e.g. house payments that were obligated at their pre-dislocation wages.

Definition for Adults

Self-sufficiency for adults is defined as persons who earnings are above the level of the City's Living Wage without benefits or whose household income is above 200% of the poverty level, whichever is greater. Both the Living Wage and poverty level are adjusted annually. In addition, poverty level is adjusted for family size.

Definition for Dislocated Workers

Self-sufficiency for dislocated workers is defined as the higher of the following: a) individual's earnings are above the level of the City's Living Wage without benefits or b) household income is above 200% of the poverty level or c) individual's earnings are above their pre-displacement earnings up to $60,0000. For individuals whose pre-displaced earnings were above $60,000 self-sufficiency will be defined as earnings above $60,000.

POVERTY, LLSIL AND SELF-SUFFICIENCY INCOME

FAMILY SIZE	POVERTY GUIDELINE	LLSIL	200 %
1	$ 8,350	$10,480	$16,700
2	$11,250	$17,170	$22,500
3	$14,250	$23,570	$28,500
4	$17,050	$29,090	$34,100
5	$19,950	$34,330	$39,900
6	$22,850	$40,150	$47,700
For each additional family member add:	$2,900		$5,800

Policy for Youth System Funding

In response to concerns expressed by the appeals board, CDD and City attorney crafted a policy to insure flexibility for changing conditions in the youth system.

This policy allows the following to happen:

1. New dollars into the system will be distributed to the 10 School-to-Career areas using the same formula applied to the $18 million.
2. These dollars will be available through the successful consortia (i.e. the one that won the bid)
3. The consortia must identify an unmet need
4. The consortia will have three options to meet this need
    a) go out to bid
    b) use one of it's existing consortia members (by giving them more money)
    c) use one of the agencies on the eligible list

Agencies on the eligible list would be agencies that were members of unsuccessful consortia that participated in the bid (as a lead, joint partner or sub-contractor) and that meet two threshold criteria:

1. demonstrated effectiveness
2. reasonable cost

This proposed policy was adopted by the appeals board and the youth council. The WORKFORCE Transition Task Force referred this policy back to the Youth Council for development of the threshold criteria.

In addition to the above, there are broad categories that will be funded by WIA youth money.

1. CDD costs – governed by Federal caps
2. System costs – to be determined by the Youth Council and WIB. This will include things such as training, systemwide software, etc.

ELIGIBLE LEAD AGENCIES, JOINT PROPOSERS AND SUBCONTRACTORS FROM PY 2000-2005 WIA YOUTH OPPORTUNITIES SYSTEM REQUEST FOR PROPOSAL

Agency	Proposal Type	Contract Person	Address	Service Area
Archdiocese of Los Angeles	L,J,S	Terrance Fleming (213) 736-5456	3250 Wilshire Boulevard, Suite 1010 Los Angeles, 90010	1,2,3,4,5, 6,7,8,9,10
Avalon-Carver Community Center	S	Lawrence Rodgers (323) 232-2206	4902 S. Avalon Boulevard Los Angeles, 90011	9
Basic Adult Spanish Education	S	Virginia Rafelman (818) 348-4771	7009 Owensmouth Avenue Canoga Park, 91303	2
Breese Foundation	S	Jeff Carr (213) 387-2822	3401 W. Third Street Los Angeles, 90020	5,6
Bridge Focus	S	Barbara Baldwin (818) 985-5132	16360 Roscoe Boulevard, Suite 120 Van Nuys, 91405	1,2,3
Boys and Girls Club of San Pedro	S	Mike Lansing (310) 833-0807	1200 Cabrillo Avenue San Pedro, 90731	10
Boys and Girls Club of Venice	S	(310) 390-4477 x225	2232 Lincoln Boulevard Venice, 90292	4
California State University, Los Angeles Auxiliary Services	S	Raquel Soriano (323) 343-3773	5151 State University Drive Los Angeles, 90032	6,7,9
Career Planning Center	L	Eleanor Hoskins (310) 273-6633	1623 La Cienega Boulevard Los Angeles, 90035	4
Catholic Big Brothers	S	K.E. Martinet (231) 251-9800	3300 W. Temple Street Los Angeles, 90026	6,7,8
Catholic Charities of Los Angeles	S	Gregory Cox (213) 251-3400	1530 James Wood Boulevard Los Angeles, 90015	6
Charles Drew University, College of Allied Health	S	Ron Lau (323) 357-564-1431	1731 E. 120th Street Los Angeles, 90059	9
Chicana Service Action Center	L	Sophia Esparza (213) 629-5800	315 W. 9th Street Los Angeles, 90015	6
Chinatown Service Center	J	William Dowling (213) 808-1700	767 N. Hill Street, Suite 400 Los Angeles, 90012	6,7
Communities in Schools	S	Robert Arias (213) 627-0311	600 Wilshire Boulevard, Suite 630 Los Angeles, 90017	2,3,6
Community Build	L	Brenda Shockley (310) 290-6560	3428 W. 43rd Street Los Angeles, 90245	9

L = Lead Agency J = Joint Proposer S = Subcontractor

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Community Career Development	S	Kori Miller (213) 365-9829	635 S. Harvard Boulevard Los Angeles, 90005	9
Community Partners	S	P. Vandeventer (310) 314-1306	606 S. Olive Street Los Angels, 90014	4
Covenant House	S	George Lozano (323) 461-3131	1325 N. Western Avenue Hollywood, 90027	6
East San Gabriel Valley Regional Occupational Center	S	Laurel Adler ((626) 472-5121	1501 W. Del Norte Avenue West Covina, 91790	2,3,4
El Centro del Pueblo	S	Sandra Figueroa (323) 483-6335	1157 Lemoyne Street Los Angeles, 90026	6
El Nido Family Services	S	Emily Lloyd (213) 384-1600	12502 Van Nuys Boulevard, Suite 201 Pacoima, 91331	1,2,3
El Proyecto del Barrio	L	Corinne Sanchez (818) 830-7133	8902 Woodman Avenue Arleta, 91331	1,2,3
Foster Assessment and Testing Service	S	Craig Foster (805) 240-2388	1123 Hodencamp Road Thousand Oaks, 90005	4,5,6,7,8
Girls Club of Los Angeles	S	Gloria Davis (323) 754-2122	2057 W. Century Boulevard Los Angeles, 90047	9
Hathaway Family Resource Center	S	Patricia Bowie (213) 257-9600	840 Avenue 26 Los Angeles, 90042	8
Housing Authority of the City of Los Angeles	L,J,S	Connie Alvarez (213) 252-2755	2600 Wilshire Boulevard Los Angeles, 90057	1,4,7,9,10
Inner City Law Center	S	Clemente Franco (213) 891-2880	1325 E. 7th Street Los Angeles, 90021	6
Jennesse Center	S	Karen Earl (323) 751-1145	P.O. Box 73837 Los Angeles, 90003	9
Los Angeles Conservation Corps	J,S	Bruce Saito (213) 362-9000	2824 S. Main Street Los Angeles, 90007	6,7,9
Los Angeles Community College District Los Angeles City College	S	Joseph Gallegos (323) 953-4100	4323 Melrose Avenue Los Angeles, 90029	8
Los Angeles Community College District West Los Angeles College	L	Evelyn Wong (310) 287-4325	4800 Freshman Drive Culver City, 90230	4
Los Angeles Community College District Valley College	S	Mary Ann Breckell (818) 947-236	5800 Fulton Avenue Valley Glen, 91401-4096	3
Los Angeles Unified School District (LAUSD)	L,J	Ella Franklin (213)743-3615	716 E. 14th Street Los Angeles, 90021	1,2,3,4,5, 6,7,8,9,10
LAUSD	S	Linda Milazzo	5607 Capistrano Woodland Hills, 91367	1,2,3

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LAUSD-East Los Angeles Skills Center	J,S	Pete Fernandez (323) 227-0018	3912 Selig Place Los Angeles, 90031	5,6,7,8
LAUSD-Belmont High School	S	Fred Prinz (213) 481-2836	315 W. 9th Street Los Angeles, 90015	6
LAUSD-Jordan-Locke Adult School	S	Maxine Hammond (323) 757-8296	325 E. 111th Street Los Angeles, 90061	9
LAUSD-Maxine Waters Employment Preparation Center	S	Val Bush (323) 564-1431	10925 S. Central Avenue Los Angeles, 90059	9
LAUSD-YOU Alternative High School	S	Jim Konantz (213) 202-5590	943 W. 85th Street Los Angeles, 90044	9
Los Angeles Urban League	L	Sandra Carter (323) 292-8111	3450 Mt. Vernon Avenue Los Angeles, 90009	5
Lockheed Martin IMS	S	Gerald Miller (512) 344-4000	606 S. Olive Street, 23rd Floor Los Angeles, 90014	6,7,8
Marriott Foundation for People with Disabilities - Bridges	S	Mark Donovan (301) 380-7771	3200 Wilshire Boulevard, Suite 1207 Los Angeles, 90010 // One Marriott Drive, Dept.52 Washington, D.C. 20058	6,7,9
MCS Rehabilitation, Inc.	S	Phillis Caskey (323) 465-7900	3333 Wilshire Boulevard, #405 Los Angeles	5
National Council of La Raza	S	Magdalena Duran (818) 489-3428	523 W. 6th Street Los Angeles, 90014	1,2,3
National Family Life Education Center	S	R. Johnson (310) 665-1888	5711 W. Slauson Avenue, Suite 240 Culver City, 90230	9
New Directions for Youth	J,S	Ed Viramontes (818) 375-1000	7400 Van Nuys Boulevard Van Nuys, 91405	1,2,3
Pacific Asian Consortium in Employment	S	Kerry Doi (213) 353-1677	1541 Wilshire Boulevard Los Angeles, 90017	6
Pacoima Community Youth Culture Center	S	Leroy Geter (818) 986-8878	11243 Glenoaks Boulevard, Suite 4 Pacoima, 91331	1
People Who Care Youth Center	S	Connie Watson (323) 778-8905	1500 W. Slauson Boulevard Los Angeles, 90047	9
Regents of the University of California (UCLA)	J,S	Nancy Daneau (310) 825-3905	70 Powell Library, 405 Hilgard Los Angeles, CA	1,2,3,4,5, 6,7,8,9,10
Salesian Boys & Girls Club of Los Angeles	S	William Schafer (323) 263-7519	3218 Wabash Avenue Los Angeles, 90063	7
Santa Monica City College	S	Thomas Donner (310) 434-4201	1900 Pico Boulevard Santa Monica, 90405	5

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South Bay Private Industry Council	S	Jan Vogel (310) 412-5558	1 Manchester Boulevard, 4th Floor Inglewood, 90301	4
Sunrise Community Counseling Center	S	Jefferson Sa (213) 207-2770	537 S. Alvarado Street Los Angeles, 90057	6
Tarzana Treatment Center	J	Silva Cadena (818) 996-1051	18646 Oxnard Street Tarzana, 91356	2
The Los Angeles Free Clinic	S	Mary Rainwater (323) 653-8622	6043 Hollywood Boulevard Hollywood, 90028	5
The Story Project	S	Debbie Vandermeulen (310) 277-0707	1875 Century Park East, Suite 2140 Los Angeles, 9067	1,4
The Training Institute	L	Bernadette Gilbert (213) 621-7800	350 S. Figueroa Street #498 Los Angeles, 90071	2,3
Tomorrow's Entrepreneurs Today	S	Fannie Butler (323)299-7411	1765 W. Vernon Avenue Los Angeles, CA	9
United Auto Workers-Labor Employment & Training Corporation	J	Philip Tan (562) 989-7700	790 E. Willow Street, Suite 150 Long Beach, 90806	9
United Community Resources Agency	L	Lita Gonzales (213) 913-1856 (213) 465-0003	1708 N. Hillhurst Avenue 1811 N. Western Avenue Los Angeles, 90027	5,6,7,8
University of Southern California School of Engineering	S	Nikias Chrysostomos (213) 740-0877	3740 McClintock Avenue, Room 131 Los Angeles, 90089	6
Volunteer Center	S	Cynthia Ardell (818) 908-5151	8134 Van Nuys Boulevard, Suite 200 Panorama City, 91405	1,3
Watts Labor Community Action Center	L,J	Teryl Watkins (323) 563-5639	10950 S. Central Avenue Los Angeles 90059	6,9
YMCA-Ketchum Downtown	S	J.C. Holt (213) 624-2348	401 S. Hope Street Los Angeles, 90017	6
Youth Employment Systems	S	James Smith (213) 473-3713	1773 E. Century Boulevard Los Angeles, 90002	9
Youth Fair Chance	S	Manuel Chavez (213) 482-8618	501 S. Bixel Street Los Angeles, 90017	6
Youth Opportunities Unlimited	L	Leon Watson (323) 789-4977	8419 S. Vermont Avenue Los Angeles, 90044	9

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11:53 AM

DEFINITION OF YOUTH BARRIERS TO EMPLOYMENT

A youth who requires additional assistance to complete an educational program or to secure and hold employment, due to barriers such as: emancipated youth, youth with a disability (as defined by the LAUSD or the Department of Rehabilitation), youth with Limited English Proficiency (as defined by LAUSD), youth with a family history of chronic unemployment including long term public assistance, and youth whose parent or guardian met and/or meets one of the first five barriers.

INTERIM
INDIVIDUAL TRAINING ACCOUNT (ITA) POLICIES

Under the Workforce Investment Act (WIA), all training must be purchased through an Individual Training Account (ITA) except for following:

- On-the-Job Training (OJT),
- Customized Training; and
- Training for special populations when training is not available through the ITA system. This must be separately approved by the City.

Under WIA, customers can receive ITA-funded training only if all the conditions listed below apply:

- Received core and intensive services, and were unable to obtain and retain employment at a level of self-sufficiency through such services
- Completed an assessment,
- Training is in a demand occupation that leads to self-sufficiency, and
- Are unemployed or employed at a wage that is below the level of self-sufficiency as determined by the Workforce Investment Board (WIB).

The maximum ITA allowed from WIA funds is $5,200 for non-technical training with a 12-month duration and $7,500 for technical training with an 18-month duration. In addition, there must be at least a 24-month interval between WIA-funded training. Prior to finding a customer eligible for an ITA, the Training Services Checklist (Attachment II) and ITA Agreement (Attachment III) must be completed (and included as part of the customer file) by the appropriate One-Stop Lead/Satellite staff and the customer who is enrolling in training. The City will review the completion of these forms during monitoring site visits.

Each One-Stop Lead/Satellite center is required to develop an ITA review panel, comprised of staff with decision-making authority and business members with industry-specific knowledge of technical skill sets, for review of requested training that exceeds the maximums listed above or for training that is determined not to be in a demand occupation. The criteria for exceeding the ITA maximum caps must include a determination that the appropriate training cannot be provided through any local-approved training provider for an amount less than the maximum. At the time the job seeker is denied training by the One-Stop, s/he shall be informed in writing that there is an appeals process to a review panel within the One-Stop. The Panel review must be completed within five working days after the appeal is submitted. The results must be issued in writing and included in the job seekers file. The One-Stop review panel must forward its recommendation on the attached form (Attachment I) to the City via fax: (213) 485-8151 within five working days of the submission of an appeal. City staff will review the recommendation and will respond within three working days.

The enrollment procedures that were used under JTPA will be maintained, including the Customer Referral to Training Voucher (CRTV). Please refer to the City of Los Angeles Vendor Voucher Program Manual dated September 1, 1999, and any updates thereto. ITA complaint procedures must be followed in accordance with City Directives.

This policy is effective July 1, 2000.

Attachment F: Proposed Policies

Definition of "Underemployment" for Out-of-School Youth
under the Workforce Investment Act (WIA)
Approved by the Executive Committee of the Workforce Investment Board (WIB)
January 30, 2001

Underemploment for Out-of-School Youth under the Workforce Investment Act (WIA) Youth Opportunities System shall be defined by the Workforce Investment Board as:

a) Any out-of-school youth who is currently employed, but not earning at least the Living Wage for the City of Los Angeles, *or*

b) is earning at least the Living Wage, but not employed full-time (FTE status).

Background

Under WIA, at least 30% of all youth funds are to be used for out-of-school youth. An out-of-school youth is defined as an individual who a) Is an eligible youth who is a school dropout; or b) Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or ***underemployed***. (WIA Sec. 101(33). However, the term "underemployment" is not specifically defined anywhere in the WIA regulations. Any term that is not specifically defined in the WIA Final Regulations is left to the discretion of the local Workforce Investment Board.

Underemployment, for an adult, is typically applied when referring to someone who is employed, but not earning enough to maintain self-sufficiency. The youth definition allows a working youth access to WIA services which may lead to higher earnings that can satisfactorily address the increased financial responsibilities that accompany adult life. Thus, preventing future underemployment as an adult.

DRAFT
PROPOSED CREDENTIAL POLICY

DRAFT STANDARDS FOR OCCUPATIONAL SKILLS "CREDENTIAL":

It is recommended that the following standard be established for a credential:

- The training program for which a credential is being offered has been recognized by the industry, employers, trade unions or associations as meeting the standards necessary to perform the duties required of the occupation. The credentialed training program is in an industry that offers opportunities for growth and career advancement.

At a minimum, a customer seeking a credential should meet the following requirements:

1. Successfully complete a State of California recognized/accredited training program in an area that offers opportunities for growth and career advancement, and if appropriate, pass an examination that determines competency

or

2. Successfully complete an industry-, business-, union-, or association-recognized training program in an area that offers opportunities for growth and career advancement.

DEFINITION OF DEMAND OCCUPATIONS

(Approved by the Executive Committee of the Workforce Investment Board on February 28, 2001.)

The One-Stop centers can use a variety of resources to help determine whether a job is in a demand occupation. What would a demand occupation be and what would be the threshold wage?

A demand occupation would be one that would allow a "self-sufficient" wage (200% of poverty, as defined in the Annual Plan). If the first job is below this amount, it would still be an acceptable placement if the One-Stop center can demonstrate that there is a career track that would allow them to reach self-sufficiency. Also to be taken into consideration is whether a job offers benefits.

The One-Stop centers would be responsible for monitoring the customer's progress and ensure the customer is on the path to self-sufficiency[1]. The One-Stops would not restrict customer choice, but would need to inform the customers on demand occupations and industry clusters, much like career counselors would educate students of demand occupations and industries.

To determine whether a job is in a demand occupation in an industry cluster, the One-Stop center could use the following information:

1. Use the Economic Development Corporation's economic research. This should be done yearly because economic conditions change: An industry selected one year could slump the next, so demand occupations would be re-assessed yearly. (The EDC is expected to provide this information at a future full WIB meeting.)

2. Use ERISS, regional labor-market database which is now available at all One-Stop centers (and on the Internet). Its website offers local job market information, including average salaries, hiring trends, occupational demand and industry growth.

3. Use industry cluster studies. UCLA did work on identifying industry cluster and the next phase is to have them work more closely with the One-Stop centers in applying this information. This would include facilitating meetings with industry groups and hands-on demonstration of what industry clusters and demand occupations there are.

4. Use the information on I-TRAIN. There is a link to the Bureau of Labor Statistics, which shows occupations, annual/hourly wages and career track.

5. Use EDD's Labor Market Information data available on the internet. The information displays jobs that are growing and those in decline, how many jobs are available and those that are high pay and high demand.

The One-Stop centers can use any or all of these resources; however, they would need to document they did indeed go through the steps of determining the position under consideration is in a demand occupation and justify their recommendation. This information would be kept in the customer's file.

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[1]The One-Stop centers are contractually obligated to meet certain WIA core measures. One of these measures the average earnings change in six months. Therefore, there is an incentive for the centers to move customers up the career ladder.

Revised
February 28, 2001

WELFARE-TO-WORK (WtW)

PERFORMANCE EVALUATION AND REALLOCATION POLICIES

City of Los Angeles

Community Development Department

Workforce Development Division

OVERVIEW

It is this Department's mission to recognize and reward high-performing contractors, and at the same time, provide quality technical assistance to those contractors that are new to the system and/or having difficulty with the development, implementation and provision of quality welfare-to-work services.

The policies contained herein establish a comprehensive, continuous evaluation system for Welfare-to-Work Programs funded to support the effort in the City of Los Angeles to move hard-to-employ welfare recipients into unsubsidized employment, and are designed to accomplish the following objectives:

- Identify poor-performing contractors and provide them with guidance and technical assistance in order to improve their performance to a satisfactory level.
- Identify contractors, who after receiving appropriate guidance and technical assistance, still do not meet standards for satisfactory performance, and deobligate unspent funds.
- Reallocate deobligated funds in accordance with priorities established by the Workforce Investment Board (WIB) and City Council and/or to performing contractors; and
- Identify nonperforming contractors and terminate their agreements.

THREE-MONTH, SIX-MONTH, AND ANNUAL EVALUATION POLICIES

Under these policies, all Welfare-to-Work (WtW) contractors are to receive three-month, six-month and annual performance evaluations, the latter of which is the most comprehensive, Sections 1, 2 and 3 identify the evaluation criteria for each, the sanctions which may be imposed as a result of a negative evaluation, and the reallocation of funds for the six-month and annual evaluation processes respectively.

LIMITATIONS

The policies contained herein are not all inclusive. The City, therefore, reserves the right to deviate from policy in evaluating agreements by incorporating different or additional criteria.

In addition and if conditions warrant, the City reserves the right to impose sanctions on a contractor for reasons other than those identified herein.

F. EARLY WARNING INDICATORS

Early Warning Indicators will be employed to identify those contractors who are experiencing difficulty in developing a collaborative relationship with DPSS, employers, and other collaborators, and/or difficulty in meeting their planned enrollment goals early in the program year. Corrective action will be required for those contractors that fail to meet each of the following criteria:

- **Enrollments**

  Contractors will be evaluated to determine if they have met a minimum of 40% of their planned enrollment goal.

- **Administrative Capability Review**

  Contractors will be evaluated in the following five areas:

  1. Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.

  2. Accuracy in preparing MIS documents, invoices and other related documents.

  3. Accuracy and completeness in maintaining participant and financial records.

  4. Developing and maintaining a collaborative relationship with the Department of Public and Social Services (DPSS) and other collaborators.

  5. Developing and maintaining a collaborative relationship with employers and evidence that they are meeting employers' needs.

B. SANCTIONS SECTION 1.2

Contractors will be evaluated on the above criteria. Contractors who fail to meet any one of the above criteria will be required to submit a corrective action plan that identifies the steps they will take to correct each deficiency, a time line for the steps to be implemented and the person responsible for overseeing the implementation.

A. PERFORMANCE MEASURES

The following are those measures against which contractors will be evaluated:

- **Enrollments**

  Contractors will be evaluated to determine if they have met a minimum of 85% of their enrollment goal.

- **Administrative Capability Review**

  This will include, but not be limited to, an evaluation of the contractors':

  1. Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.

  2. Accuracy in preparing MIS documents, invoices and other related documents.

  3. Accuracy and completeness in maintaining participant and financial records.

  4. Level of cooperation in resolving issues of concern.

- **Placement in Unsubsidized Employment (core performance measure)**

  Contractors will be evaluated to determine if they have met their 75 % of their contract goal for job retention in unsubsidized employment at six months.

- **Job Entry Rate (core performance measure)**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal for meeting this measure. The Job Entry Rate is defined as the sum of participants working in partially subsidized and unsubsidized employment divided by the number of participants served.

- **30+ Hours Rate (core performance measure)**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal for meeting this measure. The rate is defined as the sum of participants with a

first Employment Record showing 30 hours or more worked per week, plus the sum of participants with a first Employment Record showing hours worked at less than 30 hours, and next Employment Record showing 30 hours or more worked per week divided by the total participants served.

- **Living Wage**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal. Rate is figured by averaging the wages of all participants working in unsubsidized employment as a percentage of achieving the living wage in effect at the time of enrollment.

D. SANCTIONS

Contractors that fail to meet any one of the three core performance measures may be:

1. Placed on probation
2. Required to submit a corrective action plan
3. Ineligible for additional funds while on probation
4. Subject to deobligation of funds

- **Deobligation of Funds**

  Contractors placed on probation for failing the enrollment or any one of the five performance measures may have funds deobligated from their agreements.

- **Reallocation**

  Funds deobligated from under-performing contractors will be reallocated in accordance with priorities established by the WIB and City Council/Mayor, and/or to those contractors who meet all five of the performance measures.

- **Contract Termination**

  Any contractor who is placed on probation as a result of the six-month evaluation and who was placed on probation as a result of the most recent, preceding evaluation, may be considered for contract termination.

A. PERFORMANCE MEASURES

The following are those measures against which contractors will be evaluated:

- **Enrollments**

  Contractors will be evaluated to determine if they have met a minimum of 100% of their contract goal for twelve months.

- **Job Retention Rate**

  Contractors will be evaluated to determine if they have met 75 % of their contract goal. Job retention is defined as an individual that is placed or enters unsubsidized employment who remains in the workforce for 6 months with earnings in the two consecutive quarters following placement. The Job Retention Rate is determined by calculating the sum of participants employed in base quarter who are also employed in the first and second subsequent quarters divided by the sum of all participants employed in the base quarter.

- **Placement into a Better Job**

  Contractors will be evaluated to determine if they have met 90% of their contract goal. (Better job shall include, but is not limited to; getting a higher wage, meeting or exceeding current Living Wage, addition of fringe benefits.)

- **Average Wage at Placement**

  Contractors will be evaluated on the average starting wage of all initial placements into unsubsidized employment during the contract period.

- **Cost per Entered Employment**

  Contractors will be evaluated on this measure by dividing incurred expenses by total participants in unsubsidized employment.

- **Administrative Capability Review**

  This will include, but not be limited to, an evaluation of the contractors':

  1. Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.

2. Accuracy in preparing MIS documents, invoices and other related documents.

3. Accuracy and completeness in maintaining participant and financial records.

4. Level of cooperation in resolving issues of concern.

5. This will consist of an evaluation of contractor's overall program to determine if the training and services provided are consistent with the services proposed in contractor's bid for funding, as well as adequate, appropriate to the needs of each individual client and in accordance with DOL regulations.

- **30+ Hours Rate (core performance measure)**

Contractors will be evaluated to determine if they have met 85 % of their contract goal for meeting this measure. The rate is defined as the sum of participants with a first Employment Record showing 30 hours or more worked per week, plus the sum of participants with a first Employment Record showing hours worked at less than 30 hours, and next Employment Record showing 30 hours or more worked per week divided by the total participants served.

- **Job Entry Rate (core performance measure)**

Contractors will be evaluated to determine if they have met 85 % of their contract goal for meeting this measure. The Job Entry Rate is defined as the sum of participants working in partially subsidized and unsubsidized employment divided by the number of participants served.

- **Average Hourly Wage Increase**

Contractors will be evaluated on their performance in moving participants into better jobs after initial placement; one measure of this is an increase in wages of 10% after the initial placement.

- **Fringe Benefit Rate**

The goal of the WtW program is to move people from "a job, a better job, to a career." Fringe benefits are one measurement of the quality of employment. All participants in unsubsidized employment receiving fringe benefits will be compared to all participants.

- **Expenditure Rate**

Contractors are expected to expend 100% of the funds allocated to the contract.

B. SANCTIONS

Probation

- All Contractors must meet at least 9 out of the eleven annual performance measures, or may be placed on probation. **Contractors that are being evaluated for performance during second or third year funding, must meet 90% of the annual performance measures of Placement into a Better Job or they will be placed on probation.**

Deobligation of Funds

- If a contractor does not expend 100% of their budget, the difference between the contract budget and the actual cumulative expenditures will be deobligated and considered program savings. These program savings will be made available for reallocation.

- Contractors unsuccessful on the annual evaluation may have funds deobligated from their new year allocation. The amount to be deobligated is the percentage difference between the 90% performance threshold and the actual performance contract goal rate.

Reallocation

- Funds deobligated from under-performing contractors will be reallocated in accordance with priorities established by the Workforce Investment Board (WIB) and City Council and/or to those contractors who are successful on the annual performance evaluation.

Contract Termination

- Any contractor who is placed on probation as a result of the annual evaluation and who was placed on probation as a result of the most recent, preceding evaluation, may be considered for contract termination.

ONE-STOP CERTIFICATION POLICIES

REVISED

Overview

Certification of One-Stop agencies by the Local Workforce Investment Board is the mechanism by which the LWIB ensures that services provided are of high quality and are equally accessible to all customers – job seekers and employers. A certification process based on quality principles has been developed using the Malcolm Baldrige National Quality Award Criteria as the vision and framework. Under the Workforce Investment Act, the local Workforce Investment Board strategically oversees the quality and design of the workforce development system. Local boards have the responsibility for certifying local One-Stop full service and satellite career centers.

The WIB has hired Strumpf Associates, consultant, to guide staff, LWIB members and One-Stop full service and satellite centers in planning and implementing the certification process. The LWIB has chosen to hire the same consultant as Los Angeles County to ensure alignment with the County's certification policies since, under WIA, there are no geographical boundaries to providing services. By hiring the same consultant, conflicts in policies are avoided.

Using the certification process developed by Strumpf Associates (which has already been used to certify over one hundred One-Stop centers around the country), each Center has formed a Continuous Quality Improvement (CQI) Team that is being trained in the CQI process by the consultant. Each CQI Team is composed of One-Stop operator and partner staff from all staff levels. The CQI team will continue to live after the submission of the certification application. The purpose of the CQI Team is to build an infrastructure for ongoing quality improvements.

The LWIB has formed a Certification Subcommittee, the members of which are also being trained by the consultant. The LWIB is using certification as a mechanism to benefit from the knowledge and perspective of employers and unions via the Certification Subcommittee. The LWIB has recruited Subcommittee members from Baldrige and ISO 9000 companies and from unions. Some of these Certification Subcommittee members are not currently serving on the LWIB but are willing to contribute their time and effort to the certification process to ensure a quality workforce development system for the City of Los Angeles.

The full service One –Stop centers must have submitted an application for certification by June 26, 2001 and the satellite centers must have submitted a certification application by September 24, 2001 for review by the Certification Sub-Committee in the following quarter. Once submitted, an application is considered to be "in play" and the centers that have submitted applications timely will continue to receive WIA funds through the quarter the application is under review.

GENERAL CERTIFICATION POLICIES

The following policies are intended to facilitate the implementation of the City's vision of providing multiple access points for customers to the City's workforce development system. They are also meant to ensure that there is customer recognition through a brand name that any One-Stop full service or satellite center that wears the City's brand name is of quality.

- The LWIB will not be a funding partner in any One-Stop full service on satellite center that has not achieved certification by the required deadlines

- In order to be certified, the One-Stops and satellites must receive a score of at least 70 on each of seven quality standards

- A full service One-Stop career center must make all of the core services of the mandatory partners (1) available at the center

- Once certified, the certification will be in effect for two years. The One-Stop full service and satellite centers will be required to reapply for certification after two years and demonstrate at that time that there has been substantive quality improvement in the quality standards from the time of the first certification.

- The Certification Subcommittee will receive applications quarterly so that centers can apply for initial certification and apply for recertification on a continuous basis. A center may apply for certification as many times as it wishes; however the LWIB will not be a funding partner in the One-Stop or satellite center once the deadlines for certification have expired.

- An "open system" policy allows any organization to apply for certification as a One-Stop full service or satellite center if they can meet the requirements of providing all of the core services of of the required mandatory partners (1) and all of the certification requirements. Being certified as a full service One-Stop or satellite center will not result in the LWIB being a funding partner. It will permit the certified organization to wear the brand name of the City's workforce development system.

  Intent of an "Open System Policy"

  An "open system policy" such as this does not obligate the mandatory partners (1), including the WIB, to extend limited resources to any organization at their request. It will be incumbent upon any organization, including satellites to find ways and means of conforming to certification requirements. If a satellite is unsuccessful in achieving full service status, it can retain its status as a satellite center.

  It is not the LWIB's intention to expand the number of full service or satellite centers indiscriminately. The LWIB always reserves for itself the right to adjust the number and location of full service and satellite centers as need requires and resources permit. As economic conditions change, census data becomes available and political decisions are made in Washington and at the State level, the LWIB will undoubtedly revisit this issue more than once.

  (1) Partners –as defined in WIA Section 121 (b)(1) which identifies the entities that are Are required partners in the local One-Stop system

ONE-STOP SATELLITE CERTIFICATION POLICIES

(a) The three "married" satellites are permitted to separate from the full service One-Stops with which they are presently affiliated by subcontract and to execute their own contracts with the City, effective July 1, 2001;

(b) An "open" policy allows satellites to apply for certification as full service One-Stops when they are ready. In order to qualify as a full service One-Stop, they will have to arrange the necessary collaborations to provide all the core services of all the mandatory partners (1) at the One-Stop site. Also, they must be able to meet all of the certification requirements of a full service One-Stop. Being certified as a full service One-Stop Career Center will not result in an increase in funding;

(c) All stand-alone satellites are required to meet all satellite certification policies, as follows:

- Deliver all of the core services of the satellites' partners
- Obtain and maintain the appropriate technology.
- Become programmatically affiliated with at least one full service One-Stop to provide the full array of core services of all mandatory program partners and to provide access to all intensive, training, and business services
- Develop and maintain an onsite CQI Team and conduct the self-assessment found in the Career Center application
- Participate in the CQI Team and self-assessment process of the full service One-Stop with which the satellite is affiliated, if appropriate
- Provide intensive, training and business services as negotiated through the One-Stop satellite contract
- Meet all seven of the Quality Standards either on site or as part of the affiliation with a full service One-Stop

(d) The satellite certification process will begin the second quarter, 2001.

WORK EXPERIENCE POLICY

Work experience is the planned, structured learning experience that takes place in a workplace for a limited period of time. It is designed to impart specific skill and behavioral competencies. It may be paid or unpaid as appropriate and may be in the private, nonprofit, or public sectors. It primarily functions as a workplace-values activity, as opposed to a training activity, which is about the acquisition of specific occupational or job skills.

Work experience should be designed to promote the development of good work habits and basic work skills. When combined with other services, work experience should be given either concurrently or sequentially to increase the basic education and/or occupational skills of the participant, as set out in the individual's service plan (IEP). Work experience may be combined with community service or conservation service corps programs.

Federal Regulations:

WIA regulations state that WIBs are responsible for developing policies on the use and duration of both paid and unpaid work experience and internships.[1] The regulations also state the use of unpaid work experience should be limited and based on a service strategy identified in the Individual Employment Plan (IEP). It also should be combined with other activities and be limited in duration.

Contractors and city staff will monitor and evaluate the effectiveness of intensive services, including work experience, in responding to the needs of participants and the results on participant outcomes. In response to concerns raised by a draft of the Regulations regarding the effectiveness of work experience, the final Federal Regulations cite the School-to-Work Opportunities (national program, referred to as School-to-Career locally) initiatives as responding well to participants' needs and as providing many young people the experience needed to secure higher paying, higher skilled employment.

Labor standards apply in any work experience where an employee-employer relationship, as defined by the Fair Labor Standards Act, exists.

POLICY:

Though work experience can be unpaid, we recommend work experience be paid. It should be limited, integrated in the individual's service plan, combined with other services, and only for those individuals with no significant work history. Participation in work experience should be for a reasonable length of time, based on the needs of the participant, and should be tied to achievement of a necessary skill level (skill competencies attained). The duration of work experience shall be recorded in the participant's IEP. The procedures to be given to the contractors will give guidelines for combining work experience with classroom training and other services.

[1] Internships will not be addressed in the adult and dislocated worker programs, as internships are not expected to be widely used.

SUPPORTIVE SERVICES/NEEDS-BASED PAYMENT POLICY

Workforce Investment Act (WIA) regulations allow WIBs to establish limits on the provision of supportive services or provide the One-Stop centers with the authority to establish such limits, including a maximum amount funding and maximum length of time for supportive services (including needs-based payments) to be available to customers. Procedures may also be established to allow One-Stop centers to grant exceptions to the limits established under this provision.

Additionally, WIA regulations mandate that post-employment follow-up services must be made available for a minimum of 12 months after registered customers are placed into unsubsidized employment. Follow-up services may include supportive services provided the services are clearly documented in a registered customers case file. Needs-based payments are not an allowable post-employment follow-up service.

SUPPORT SERVICES

Supportive services are customer services provided by mandatory partners that are necessary to enable an individual to participate in activities authorized under WIA and are available to adult, dislocated workers, and youth. Examples include but are not limited to:

- Transportation
- Child care
- Dependent care
- Housing
- Needs-based payments
- Clothing and tools

These services may be provided through direct cash assistance, in-kind services, or through One-Stop center mandatory partners.

Needs-based payments provide financial assistance to participants for the purpose of enabling individuals to participate in WIA training or unpaid work experience and are one of the supportive services authorized by WIA.

Limitations on Needs-Based Payments include:

- The payments for adults must be established by the WIB.

- For dislocated workers, payments must not exceed the greater of either of the following levels (per the Act and the Federal Regulations):

    1. For customers who are eligible for unemployment insurance (UI) as a result of a qualifying dislocation, the **payment may not exceed the applicable weekly level of the UI.**

    2. For customers who did not qualify for UI as a result of a qualifying layoff, the weekly payment **may not exceed the poverty level for an equivalent**

period. The weekly payment level must be adjusted to reflect changes in total family income as determined by the WIB.

RECOMMENDATIONS

Supportive Services

WDD makes the following recommendations regarding WIA-funded supportive services (applicable to registered adults, dislocated workers, and youth):

1) Supportive services be provided only when they are necessary to enable an individual to participate in WIA activities, and may be made available at any level of service.

2) Supportive services be provided to customers who cannot obtain supportive services through other programs or partner agencies providing such services.

3) Place no funding limit on supportive service costs with the exception of needs-based payments; however, the costs must be reasonable, necessary, and allowable under federal guidelines.

4) Supportive services may be received throughout the period the customer is enrolled in WIA and up to a maximum of one year after exiting (excluding needs-based payments).

5) Supportive services must be documented in a customer's file and include justification for supportive services, amount of planned funding, and proof that services were received.

Needs-Based Payments

WDD makes the following recommendations regarding needs-based payments:

1) Needs-based payments may be provided during the entire length of a customer's utilization of a WIA training program or unpaid work experience, but may not be continued after exiting from the program. They are not an allowable post-employment follow-up service.

2) Needs-based payments must be documented in a customer's file and include justification for services, amount of planned funding, and proof that services were received.

3) Eligibility for needs-based payments:

   a) Adults must be unemployed; not qualify for UI or have ceased to qualify for UI; and be enrolled in a program of training services under WIA.

   b) Dislocated workers must be unemployed and not be qualified for or have ceased to qualify for UI or trade readjustment allowance, and be enrolled in a program of training services under WIA.

4) Limits on payments

a) For adults, establish that the maximum is the current minimum wage for every hour of documented participation in WIA classroom training. Payment may not exceed the applicable weekly level of the UI.

b) For dislocated workers, payments must not exceed the greater of either of the following levels:

   i) For customers who were eligible for UI as a result of a qualifying dislocation, payment may not exceed the applicable weekly level of the UI. Payment would be based on every hour of documented participation in WIA classroom training.

   ii) For customers who did not qualify for UI as a result of a qualifying layoff, the weekly payment may not exceed the poverty level for an equivalent period. Payment would be based on every hour of documented participation in WIA classroom training.

One-Stop centers will not have supportive services or needs-based payment costs reflected in their cost per entered employment figures (CPEE). Historically, both supportive services and needs-based payments were included in that calculation. This increased the CPEE and served as a disincentive to provide these services. By removing supportive services and needs-based payment costs from the CPEE calculation, WDD expects the One-Stop centers to be more willing to provide these services.

AG:JC:JO:GS

POLICY FOR CUSTOMER FLOW

The Workforce Investment Act provides for three levels of services: core, intensive, and training, with service at one level a prerequisite to moving to the next level. The regulations established the concept of a tiered approach but allow significant flexibility for local areas to establish activities that lead from participation in core to intensive and training services.

PROPOSED POLICY

1. When and how a customer moves through the three levels of service be allowed to vary by customer, based on customer needs, informed customer choice, the expertise of One-Stop center staff, availability of funds and resources and the regulations which define when registration must occur. One-Stop center staff shall look at the entire array of core, intensive, and training services to ensure that the appropriate services are provided. Which core services precede intensive services and which intensive services precede training shall be determined on a case-by-case basis.

2. There must be demonstrable value added as the job seeker moves through self-service and informational core services, staff-intensive core services, intensive services and training services. Each new level must build on the past level. The One-Stop centers shall develop a method for documenting services received.

3. Self-service and informational activities fall within core services, will not require registration, and will be universally available.

4. When there is significant staff involvement in providing WIA-funded services in terms of resources or time, individuals receiving the staff-intensive core services shall be registered.

5. Both mandatory and voluntary partners shall participate at the One-Stop centers in providing the core services that they are mandated to be provided by law. The core services to be provided by each partner shall be outlined in a memorandum of understanding, which will include cost and resource sharing.

6. Access to core services shall be seamless as a result of a well-designed integrated service strategy, which includes all the partners.

7. To move to intensive services, the job seeker must have received at least one core service, be unemployed, underemployed or looking for a better-paying job, and after conducting a "quality job search," if appropriate, be unable to find a job. WDD will

make available a publication titled, "Guide to Conducting a Quality Job Search: A Portfolio for Job Seekers," by Strumpf Associates, and/or other similar documents, to assist One-Stop centers.

8. The need to move a job seeker from core to intensive services shall be based on the individual's inability through core services to find or retain a job that leads to self-sufficiency. If appropriate, One-Stop center staff can also usher a customer through core, intensive and training services in one day using only one service in each tier if it is apparent that the customer needs to be moved quickly through the process in order to get a job.

9. To move to training services, the job seeker must have received at least one core service and one intensive service and have been unable to find or retain employment through intensive service(s). The underemployed are also eligible for training.

10. As required by a prior directive, One-Stop centers shall determine that the customer has the skills and qualifications to successfully complete the training selected by the customer (in consultation with One-Stop center) and that the training is linked to employment opportunities in the local area or in another area to which the individual is willing to relocate and that other sources of grant assistance are not available.

11. If funds and resources are limited, priority for intensive and training services will be given to job seekers who fall below the City's defined self-sufficiency level and to recipients of public assistance.

Attached is a list of core, intensive and training services for reference.

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Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Determination of eligibility to receive assistance under Title IB	Staff assisted job search & placement assistance, career counseling	Comprehensive & specialized assessment, e.g. diagnostic testing, interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to One-Stop center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan	On the job training
Initial assessment of skill levels, aptitudes, abilities & need for support services	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics information, job listings, job skill requirements for job listings, & info. on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs
Performance info. on eligible training provider	Staff assisted workshops and job clubs	Case management	Skill upgrading & retraining
Performance info. on the local 1-Stop System		Short-term pre-vocational services	Entrepreneurial training
Info on filing for Unemp Insur			Adult ed in combination w/train

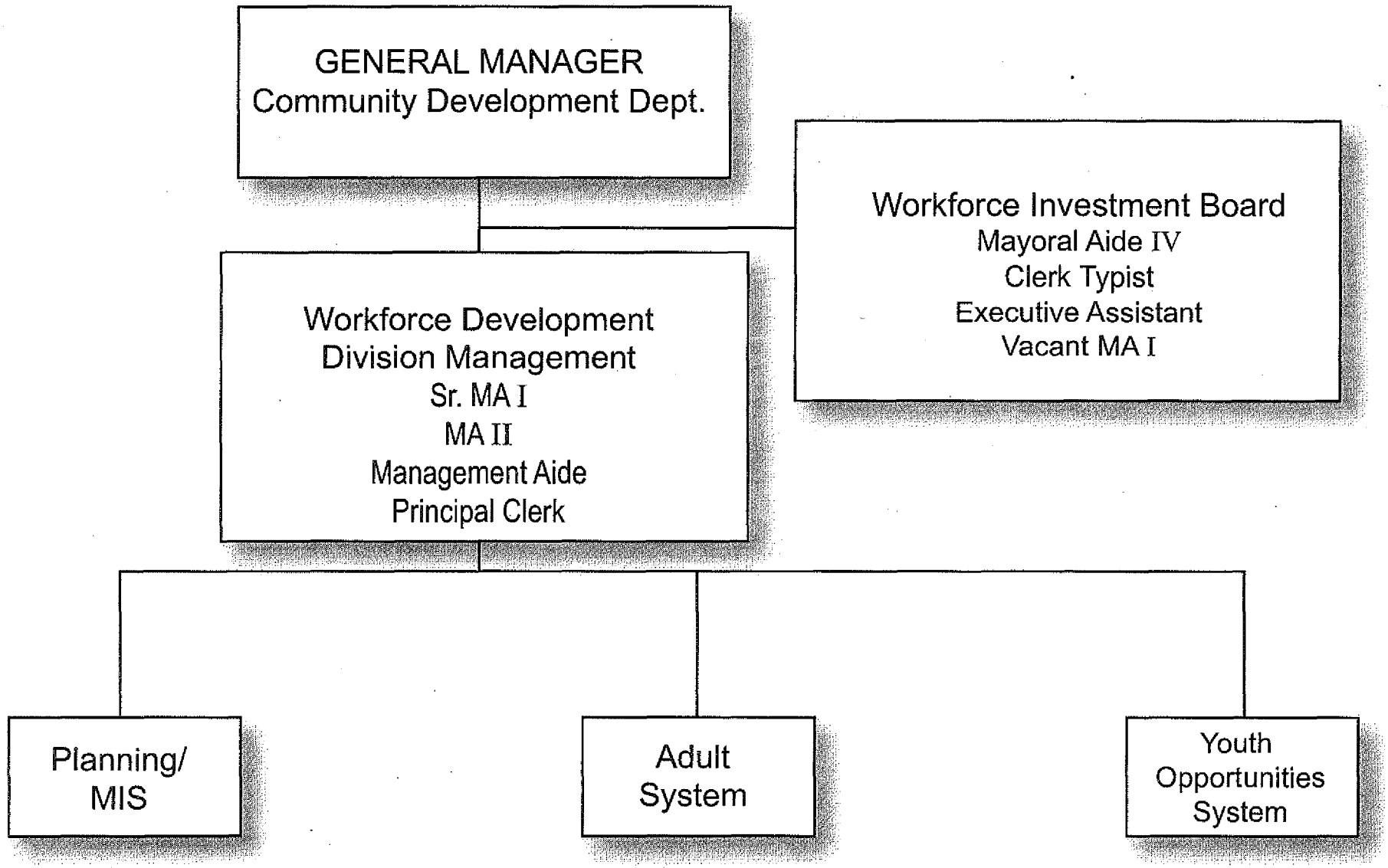
One Hanson Street, Boston, Massachusetts 02118 (617) 426-5533

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Information on, referral to supportive services		Follow-up services after employment	Job readiness training
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs			Customized training
Resource room			
Internet browsing (job info and training search)			
Internet accts			
Initial development of employment plan			
Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

One Hanson Street, Boston, Massachusetts 02118 (617) 426-5533

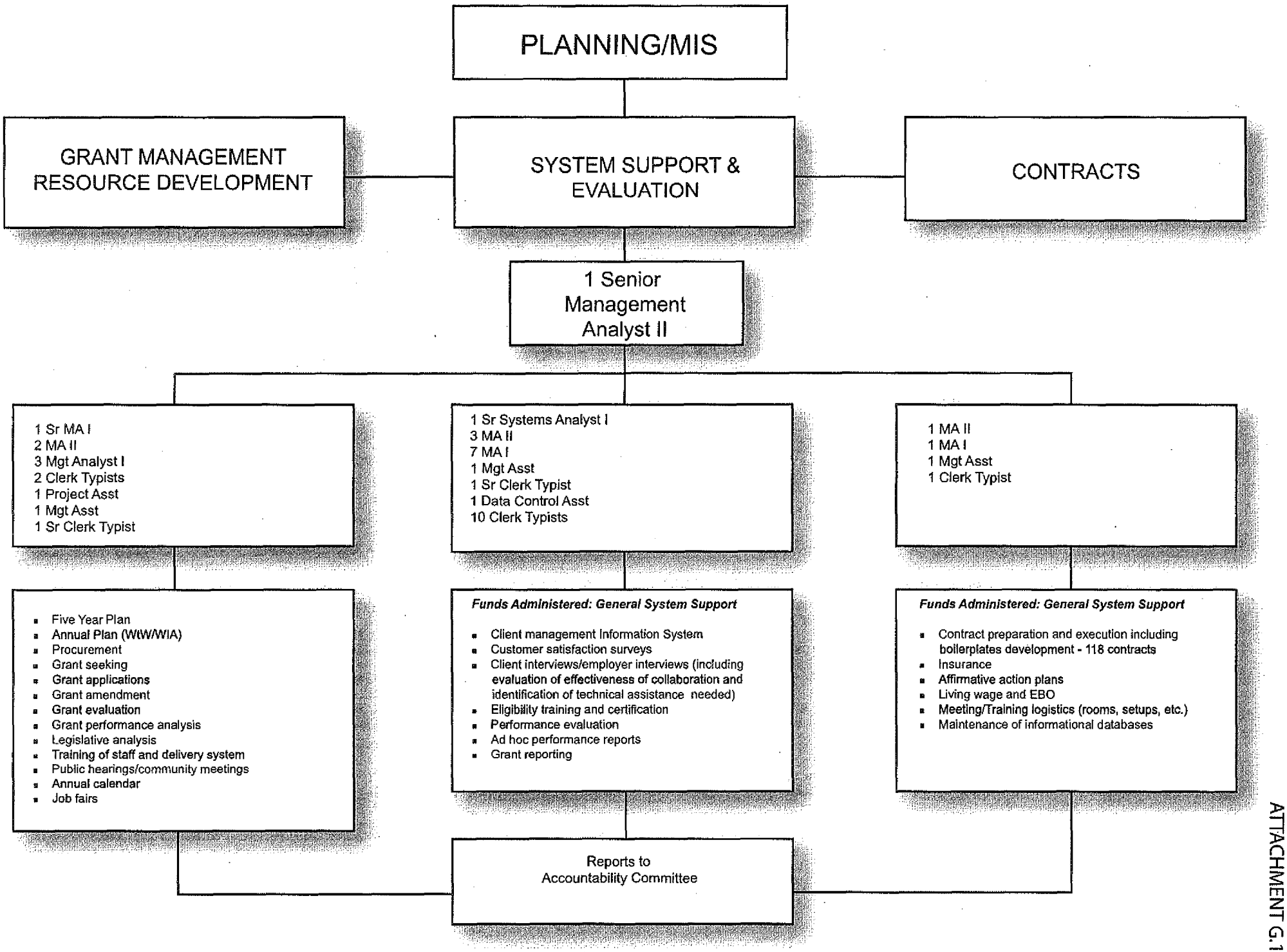
ATTACHMENT G: STAFFING

Community Development Department
WORKFORCE DEVELOPMENT DIVISION
ORGANIZATIONAL CHART

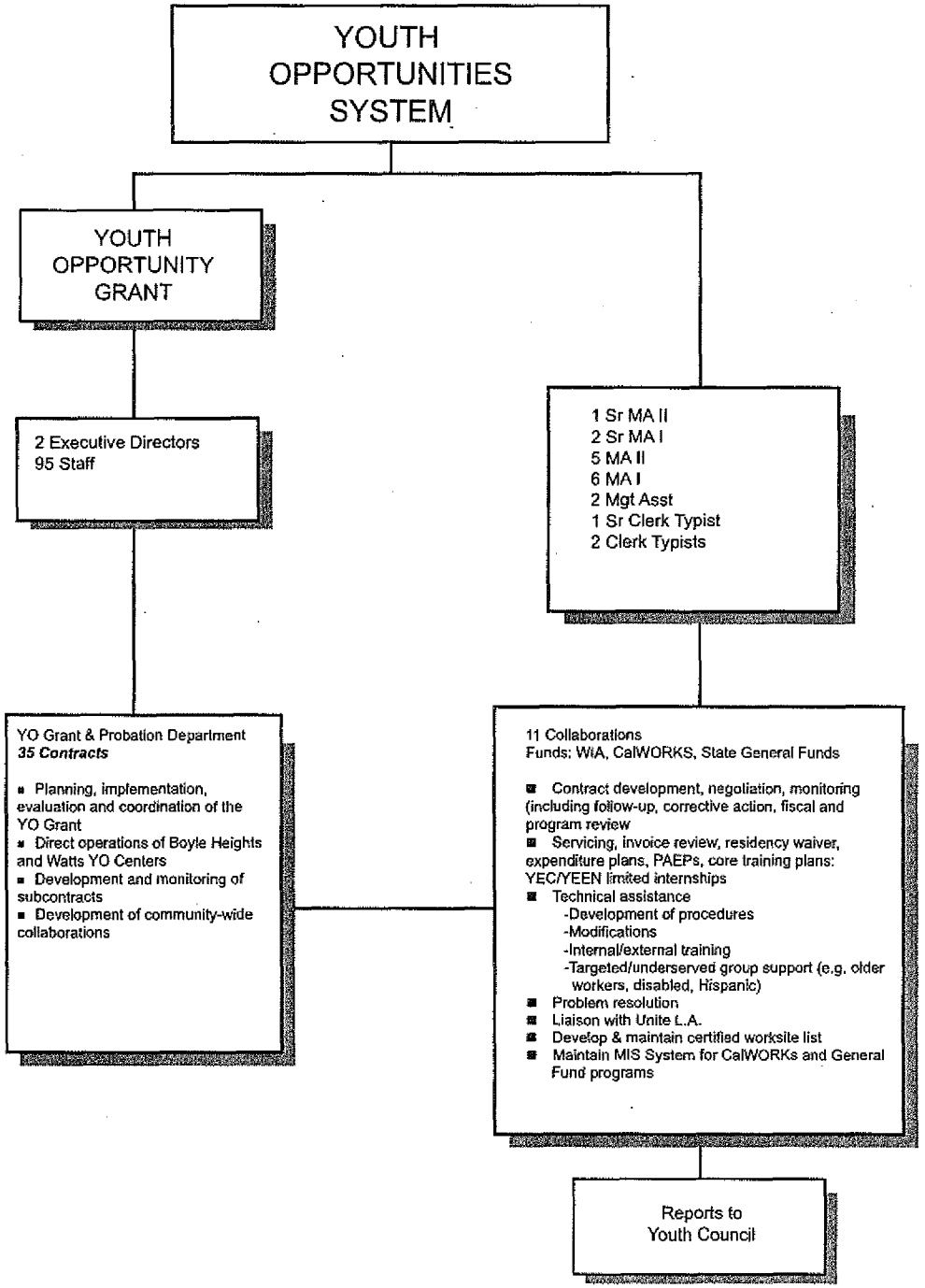


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Rev. 4/23/01 LeoBM

ATTACHMENT G.1.

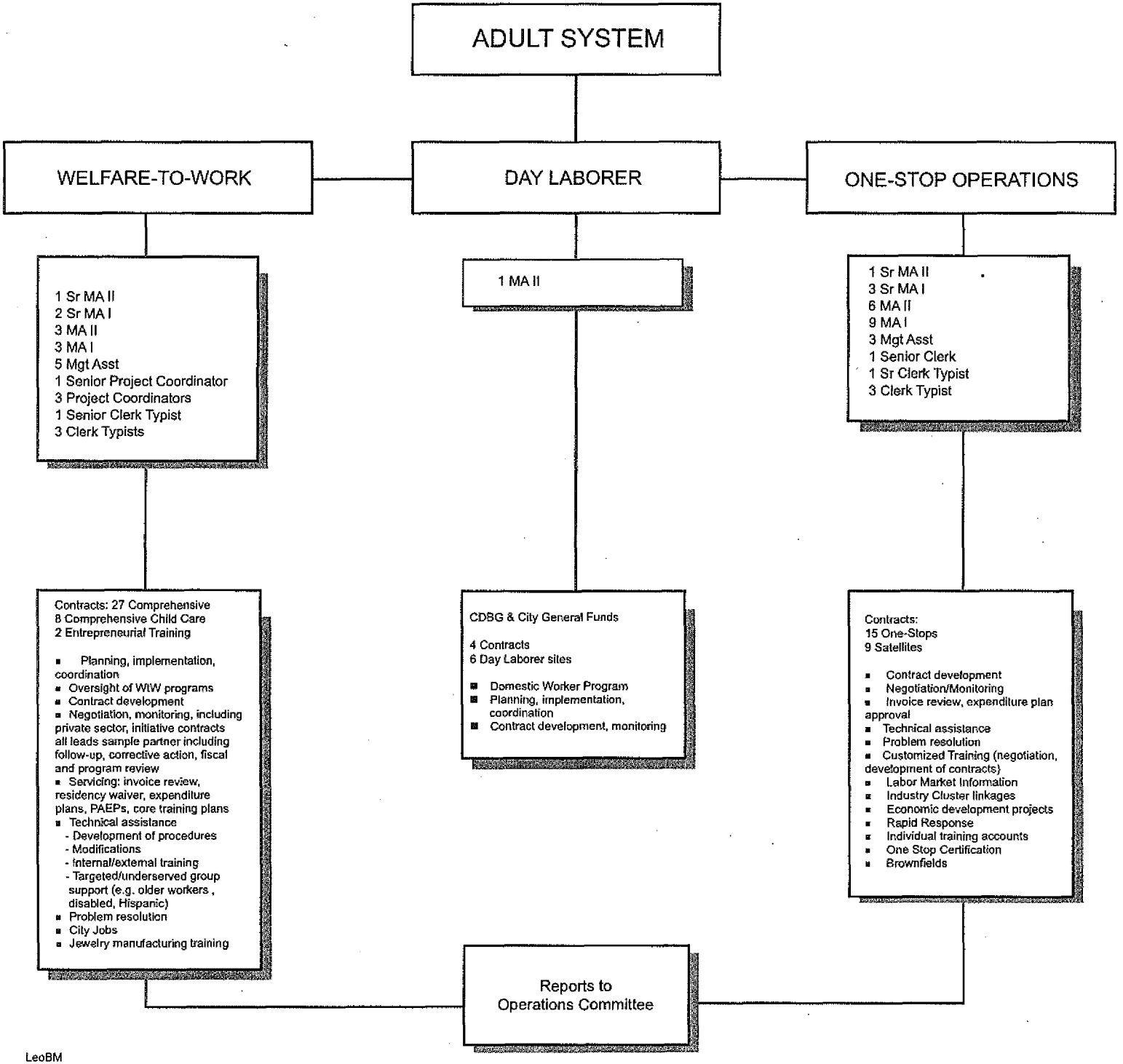


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yochart
Rev 4/23/01 LeoBM

ATTACHMENT G.1.



adultsystem
Rev. 4/23/01 LeoBM

ATTACHMENT G.1.

SENIOR PROJECT COORDINATOR
(Youth Educational Coordinator)

Responsible for advising City staff on educational assessment and competencies and in assisting Youth System service providers in curriculum and instructional methodology, and providing coordination with the educational system. Duties will include:

15% Coordinating development, instruction and evaluation of curriculum (basic skills, work readiness and occupational skills) for the Youth System with service providers;

15% Developing curriculum necessary to attain skills required by employers;

10% Coordinating with training providers in the implementation of curriculum required by employers to assists youth attain skills necessary to perform a job.

15% Training Youth System staff in the implementation of curriculum;

10% Training pedagogical (methods of teaching) approaches to Youth System teaching and training staff;

10% Evaluating and analyzing Youth System operating manual and making revisions as necessary;

10% Analyzing and evaluating assessment tools and making necessary recommendations;

10% Coordinating with Youth System service providers involved in curriculum development and implementation;

3% Identifying Youth System best practices;

1% Maintaining a central library of curriculum that all Youth System providers can access;

1% Preparing oral and written reports as may be required.

Minimum Requirements: A Masters degree and a teaching credential from an accredited college or university, minimum of two years experience in the classroom and two years in curriculum development. Knowledge of contextual learning and project based learning, portfolio of curriculum, familiarity with student centered curriculum. Experience with non-profit organization and or JTPA/WIA not necessary but a plus.

SENIOR PROJECT COORDINATOR
(Job Specialist)

Responsible for providing job development services for the Youth system particularly in the fields related to technology, network cabling and telecommunication. Duties include:

- development and implementation of strategies to place program participants who have completed training programs particularly in the fields related to technology, network cabling and telecommunication into unsubsidized employment;
- development of a good working relationship with local businesses aimed at serving the human resources needs of employers;
- coordination with employers to identify skills which are needed to fill job openings and with training providers to develop the appropriate curriculum;
- establishment of job development strategies based on employer feedback;
- management of activities that will promote the Youth Opportunities System with employers;
- evaluation of qualified applicants resume for referral to prospective employers;
- coordination with Youth System service providers and training providers to serve the training needs of participants;
- communication with employers to verify referral results;
- presentation to various groups and individuals including business groups, workforce investment board, council, mayor, community organizations and public forums;
- facilitation of meetings and training with service providers job development staff regarding effective job development strategies.

Minimum Requirement:

Graduation from a four year accredited college or university with a Bachelor's Degree preferably in the areas of Marketing, Communication, Business or Education and at least three years of full time experience in working as employment specialist or similar occupations. Must have good communication skills.

SENIOR PROJECT COORDINATOR
(Limited English Proficiency)

Responsible for coordinating an interagency workgroup in the development and implementation of programs that will be responsive to the unique needs of the population with Limited English Proficiency. Duties include:

- Establishing and facilitating an interagency workgroup to serve as the core in brainstorming ideas, determining best practices, resolving issues, inviting resource speakers aimed towards enhancing program services;
- Organizing the analysis and evaluation of the different methods used by system service providers in offering the service;
- Analyzing and evaluating assessment tools used in the determination of a participant English language deficiency and attainment of English language skills necessary in the workplace and making recommendations as necessary;
- Analyzing and evaluating materials currently available within the system;
- Conceptualizing ideas to enhance current system and serve the needs of the target population;
- Determining the best method of providing the service to the diverse population;
- Coordinating with service providers, training providers and employers in devising and implementing different methods of providing the service;
- Overseeing the development and implementation of appropriate curriculum to serve the unique needs of the diverse population;
- Maintaining a library of resources to effectively and efficiently provide the service;
- Developing a Request for Proposal to hire the services of a consultant/s to enhance the Limited English Proficiency program delivery system; providing support to the consultant/s and ensuring the recommendations thereof are properly implemented.
- Preparing oral and written reports as may be required.
- Performing other related duties as may be required.

Minimum Requirements: A Masters degree and a teaching credential from an accredited college or university, minimum of two years experience in providing English as a Second Language or its equivalent and two years in curriculum development. Knowledge of contextual learning and project based learning, portfolio of curriculum, familiarity with student centered curriculum. Experience with non-profit organization and or JTPA/WIA not necessary but a plus.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	MANAGEMENT ANALYST II	

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 WEST 6TH STREET
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Human Resources Division Section

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Title Departmental Personnel Officer II

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? NEW POSITION

10. List any machinery or equipment operated and any unusual or hazardous working conditions. AUTOMOBILE, CALCULATOR, COMPUTER, COPIER AND FAX.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). NONE

12. Indicate the number of employees supervised by class titles. NONE

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature Date Extension

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

POSITION TASKS ARE ADEQUATELY DESCRIBED. SPECIAL PROJECTS MAY REQUIRE PERFORMANCE OF RELATED DUTIES.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

MODERATE LEVEL OF SUPERVISION IS PROVIDED TO MONITOR QUALITY OF WORK PRODUCT AND APPLICATION OF STAFF RESOURCES. WORK MAY BE ASSIGNED BOTH ORALLY AND IN WRITING AND REVIEWED UPON COMPLETION OR WHILE IN PROGRESS.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

PER BULLETIN

(b) Experience (type and length; list appropriate city classes, if any).

PER BULLETIN

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
AVG Strength to: _x_ Lift __Push __Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Avg weight___Heaviest weight___	____Vision, to read fine print/numbers	___Legs, for walking/standing	_____
___Climbing stairs, ladders, poles)	___Hearing, for telephone/alarms	___Hands and fingers	_____
How far _____	___Balance, for working heights	___Back, for strenuous labor	_____
____Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors____on/near water____	_____	_____	
Other/explain_____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

WITHIN CITY'S AVAILABLE RESOURCES, REASONABLE ACCOMMODATION MAY BE PROVIDED TO ASSIST PERFORMANCE REQUIREMENTS.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

ADHERENCE TO CITY, DEPARTMENT AND DIVISION POLICIES AND PROCEDURES PERTAINING TO POSITION

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

RESPONSIBLE FOR PROPER CARE AND HANDLING OF EQUIPMENT LISTED IN ITEM #10 ON OTHER SIDE

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? NO ; amount of bond $ _____

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

FREQUENT CONTACT WITH PUBLIC, DEPARTMENT STAFF AND EMPLOYEES OF OTHER DEPARTMENTS.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

PREPARE AND REVIEW REPORTS AND RECORDS INDICATED UNDER DUTIES.

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

MANAGEMENT ANALYST II

Human Resources Division

Responsible for position authority tracking for all positions funded by the Workforce Investment Act (WIA).

20% Reviews transmittal language to ensure appropriateness as it relates to obtaining position/employment authorities for WIA programs. Requests and tracks allocation and/or exemption of position authorities; works with Personnel Department and OARS staff to ensure proper allocation and/or exemption; monitors and requests extensions of exempt authorities as required. Reviews and/or prepares requests for allocation, reallocation and or upgrade; works with Personnel Department and OARS staff; Responsible for development and completion of the Personnel Resolution Authority (PAR) submitted annually to OARS.

15% Prepares and tracks requests for substitute and in lieu authorities working closely with Division and OARS staff in performing duties; responsible for development and completion of the Sub and In Lieu Letter submitted annually to OARS.

15% Prepares job bulletins, recruitment and pay grade advancement announcements; ensures the proper distribution of bulletins and announcements; monitors recruitment and selection processes; occasionally interviews candidates in order to evaluate their qualifications to fill vacant positions.

15% Responds orally and in writing in a timely manner to inquiries received from members of the public, employees, Department management, Personnel Department, OARS, City Attorney and outside agencies regarding various personnel topics.

10% Works with Division Personnel Coordinators and Division Directors regarding position authorities, filling vacancies and position control reconciliation; works closely with Director of Human Resources. Liaison Analysts and Personnel Records staff to ensure adequate control over position authorities and accuracy of position control reports.

10% Advises managers and supervisors on personnel matters; assists in the administration of the department's employee relations program.

5% Assists in the coordination of the personnel aspect of the department's budget preparation through activities such as reviewing and analyzing requests for new positions, conducting job analyses, making recommendations to management on appropriate organizational structures and staffing changes.

5% Assists in the development and implementation of policies and procedures for the department

5% Performs other related duties as required.

Public Information Director - Tasks
CDD Executive Management

30% Manages and directs staff in the planning and execution of a comprehensive media and public outreach program for the Community Development Department, encompassing the various programs and services administered by the Department. Responsible for evaluating the effectiveness of ongoing and planned activities and responsible for problem solving and implementing necessary changes required to increase outreach. Responsible for annual budget request related to Department's public relations and media activities.

20% Advises and reports to Department Management regarding ongoing public and media relations activities and the potential public relations effect of any proposed policies and actions.

20% Responsible for liaison activities with various communications media, business associations, citizen groups, nonprofit groups, and government agencies to effectively promote the Department's programs and services. Responsible for coordinating the Department's response to various media inquiries.

15% Manages and coordinates the writing of press releases, speeches, as well as speaking engagements before media, civic, and other organizations about the Department programs and activities.

15% Manages and coordinates the production of all elements needed for an effective public relations and media program including television, radio, print, web, and other various forms of media. Provides functional direction for public relations projects and activities performed on contract by private companies.

Form POLS 1 (Rev. 7/87)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	AUDITOR	

4. Reason for Preparing Description:

☐ New Position ☐ Routine Report of Duties

☐ Change in Existing Position ☐ Review for Proper Allocation

Date Prepared
September 3, 1997

5. Location of office or place of work:
215 West Sixth Street, 5th Floor
Los Angeles, CA 90014

6.
Name of Department Community Development Department
Division Financial Management Section Audit Section

7. Name and title of person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Rai Sharma Title Senior Auditor

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? 4 Year

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, calculator

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A %

12. Indicate the number of employees supervised by class titles. Possibly, Student Worker

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

General supervision with closer supervision as needed (e.g. particular projects)

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter).

See most recent bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

See most recent bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

___Strength to: __X__Lift ___Push ___Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	Hours per Week
Average weight____Heaviest weight___	__X Vision, to read fine print/numbers	___Legs, for walking/standing	_____
____Climbing (stairs, ladders, poles)	___Hearing, for telephone/alarms	___Hands and fingers	_____
How far____	___Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors____on/near water___	_____	_____	
Other/explain _____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Open to accomodations suggested by Human Resources Division.

18. RESPONSIBILITIES
(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Adherence to City, Department, and Division policies and procedures pertaining to position.

(b) Materials of Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing or materials or products, or through planning or engineering in connection with same.

Responsible for safeguarding the department's resources through periodic review of subrecipient's records to prevent waste and abuse.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care or machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for proper care and handling of equipment items listed on item #10 on reverse side.

(d) Money; Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $_____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contact with various levels of City employees and subrecipients.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto Review and prepare records and reports indicated under duties.

ignature of the immediate supervisor _____ Date _____

lass Title Senior Auditor Extension _____

gnature of department head _____ Date _____

Auditor Tasks
F.M.D. - Audit Section

30% 1. Performs on-site fiscal review of either outside organizations or City departments funded through Federal, State and/or local assistance, including analyzing the provisions of the contract, reviewing previous working papers and audit reports, and preparing for the review of procedures and associated programs.

30% 2. Evaluates the internal controls of funded agencies, including a test of transactions, evaluation of the agency's prior responses to audit issues, and a review of the agency's follow-up activities to ensure that appropriate corrective actions are implemented when necessary; conducts an entrance and exit conferences; prepares written reports of evaluations performed.

30% 3. Performs a desk review of audit reports prepared by independent CPA's for compliance with Single Audit requirements (OMB Circular A-133) using AICPA reporting requirements and City guidelines and procedures in the evaluation of the audit reports submitted to the City. This evaluation includes an analysis of financial statements and the review of various reports such as compliance, internal control, federal awards, etc., to ensure that reporting requirements are fully met; communicates with independent auditors and staff from agencies being audited; recommends resolutions to audit findings and questioned/disallowed costs identified in reports. Also includes the reconciliation of cash advanced to the agency being audited with the audited expenditures reported in the Schedule of Federal Awards.

10% 4. Provides resolutions to findings identified in reports issued by the Department of Labor, the Office of the Inspector General, CDD Special Investigations Unit (Fraud and Abuse), and reports issued by independent auditors concerning special engagements contracted by the City. The audit resolution process includes such activities as reviewing questioned/disallowed costs, reviewing agency/organization responses and accounting records, evaluating documentary evidence and preparing appropriate recommendations.

ATTACHMENT 7

Form PDES 3 (Rev. 7/87)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	ACCOUNTANT II	

4. Reason for Preparing Description:
- ☐ New Position
- ☐ Change in Existing Position
- ☐ Routine Report of Duties
- ☐ Review for Proper Allocation

5. Location of office or place of work:

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET, 5TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division FINANCIAL MANAGEMENT Section _____

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions. _____

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____ %

12. Indicate the number of employees supervised by class titles. _____

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties description is accurate.

SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Minimal. Employee reports directly to Senior Accountant II

REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

As per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin

(c) Physical Requirements (list the general physical requirements and any limiting handicaps).

RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for application of Federal, State and City laws, regulations and policies in performance of assigned tasks.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $ _____

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Extensive contacts with agency management, Department and Division management in verifying information as well as resolution of recommendation/findings.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Responsible for preparing financial reports for the Department, City, State and Federal government.

ıture of the immediate supervisor _____ Date_____

Title _____ Extension _____

ıture of department head _____ Date_____

Accountant II Tasks

25% 1. Fiscal monitoring of subgrantee contracts including review and analysis of cost reports, trial balances, bank reconciliations and lease agreements to determine adherence to contract guidelines and planned expenditure levels, reasonableness of cash balances and compliance with Federal, State and City policies and procedures as prerequisites for disbursements of funds. As this section is processing public service agency invoices, the primary costs to be reviewed will be salaries, which makes payment both time-critical and sensitive to appropriate approval and allocation.

20% 2. Use Quattro Pro software on a personal computer in performing analyses of subgrantee reports. Financial data is submitted on invoice, at times via modem, and is audited as it relates to expenditure plans and contract monitor approvals on file. Documentation of the analysis (a spreadsheet with necessary notations/recommendations) is prepared for the file which supports payments/adjustments.

20% 3. Input or access data via FMIS in order to process encumbrances, payments and expenditure corrections; based on the financial information received. Reports are generated via FMIS and are submitted to the Controller for their own processing.

15% 4. Interface with the monitors of assigned contracts, subgrantee staff and staff from other departments, via oral and written communication, regarding such things as cash requests, reported costs, insurance and other reporting requirements. This communication will frequently include instruction/recommendations on correct procedures for such.

5% 5. Utilize IDIS (the Federal Integrated Disbursement and Information System) to draw down funds and reconcile grant amounts drawn down against subgrantee expenditures. Cash is drawn down by modem for each separate activity or expenditure category.

5% 6. Maintain fiscal records of subgrantee contracts, ensure that all documentation required to support the financial transactions associated with the contract are contained in the contract closeout file. This might include follow-up with appropriate personnel to obtain any outstanding records and subsequently responding to inquiries from internal and external auditors relating to assigned subgrantee contract expenditures.

5% 7. Request Controller reports via SAR, such as statements of conditions of appropriations and balance sheets. Monthly reports prepared by the Controller are reviewed to assure proper posting of receipts, disbursements, appropriations and adjustments processed through FMIS.

5% 8. Review and interpret Council actions and motions to ensure proper execution of recommended actions such as the preparation of FMIS documents to establish new accounts and transfer appropriations. Assist in grant accounting, including preparation of cash management records and requisitions for grant funds.

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Form PDES 3 (Rev. 7/87)

1. Name of Employee: VACANT	2. Employee's Present Class Title/Code: MANAGEMENT ANALYST II	3. Present Salary or Wage Rate:

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 WEST 6TH STREET
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division ADMIN SERVICES Section BUDGET/AP

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title SR. MANAGEMENT ANALYST I

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? NEW POSITION

10. List any machinery or equipment operated and any unusual or hazardous working conditions. AUTOMOBILE, CALCULATOR, COMPUTER, COPIER AND FAX.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). NONE

12. Indicate the number of employees supervised by class titles. NONE

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

POSITION TASKS ARE ADEQUATELY DESCRIBED. SPECIAL PROJECTS MAY REQUIRE PERFORMANCE OF RELATED DUTIES.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

MODERATE LEVEL OF SUPERVISION IS PROVIDED TO MONITOR QUALITY OF WORK PRODUCT AND APPLICATION OF STAFF RESOURCES. WORK MAY BE ASSIGNED BOTH ORALLY AND IN WRITING AND REVIEWED UPON COMPLETION OR WHILE IN PROGRESS.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

PER BULLETIN

(b) Experience (type and length; list appropriate city classes, if any).

PER BULLETIN

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
AVG Strength to: X Lift X Push X Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Avg weight 15# Heaviest weight 20#	X Vision, to read fine print/numbers	X Legs, for walking/standing	10
X Climbing stairs, ladders, poles)	X Hearing, for telephone/alarms	X Hands and fingers	30
How far 3-6 FLIGHTS OF STAIRS	___ Balance, for working heights	___ Back, for strenuous labor	___
___ Face severe work conditions	Other/explain ___	Other/explain ___	
Outdoors ___ on/near water ___	___	___	
Other/explain ___	___	___	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

WITHIN CITY'S AVAILABLE RESOURCES, REASONABLE ACCOMMODATION MAY BE PROVIDED TO ASSIST PERFORMANCE REQUIREMENTS.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

COMMUNICATES POLICIES & REQUIREMENTS TO DEPARTMENT STAFF. MONITORS FOR COMPLIANCE.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? NO ; amount of bond $ ___

WILL ACT AS BACK UP AS LEVEL ONE AUTHORIZATION FOR EXPENDITURES.

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

FREQUENT CONTACT WITH VENDORS, DEPARTMENT STAFF AND EMPLOYEES OF OTHER DEPARTMENTS.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

RESPONSIBLE FOR MAINTAINING ACCOUNTING RECORDS RELATING TO WORK. PREPARES REPORTS REGARDING BUDGET, PROCUREMENT AND ACCOUNTS PAYABLE ISSUES.

Signature of the immediate supervisor ___ Date ___

Class Title ___ Extension ___

Signature of department head ___ Date ___

POSITION DESCRIPTION - Attachment
Duties - Management Analyst II
ASD-Budget/Accounts Payable Section

15% Researching and preparing correspondence and reports relating to budget, procurement and accounts payable matters.

15% Monitoring of various account balances in the adopted and adjusted budget by preparing and reviewing budget expenditure plans, line-item budget/expenditure reports, periodic budget expenditure reports, program/funding source allocation reports, budget/expenditure projections and fund transfer/appropriation recommendations.

10% Analyzing budget information received from operating divisions. Reviewing for accuracy and completeness of the request and the propriety of the request with respect to type, number and dollar amount of the items requested. Making sure that appropriate justification is provided.

10% Designing and completing required budget documents such as forms, narratives, reports, supporting documents and presentation materials using software such as Microsoft Excel and Word.

10% Reviewing transmittals to Mayor/Council for accuracy and sufficiency of Fund 100 budgetary resources.

10% Reviewing and approving requests for expenditures based upon such criteria as the current budgetary condition, accounting and procurement policies and completeness, accuracy and appropriateness of requests.

10% Managing the Department's charge-back responsibilities through such activities as obtaining division invoice approvals, researching and resolving billing problems, recommending charge-back system improvements and determining and monitoring charge-back budget.

10% Responding to budget-related questions received from the OARS, the Mayor's Office and Council Office staff during the budget process. This will involve clearly identifying the information being requested, forwarding the request to the proper operating division in the Department and providing the needed response to the appropriate party.

10% Preparing interim budget adjustments to reflect changes in budgetary needs of the operating divisions and the Department.

Form PDES 3 (Rev. 5-77) | POSITION DESCRIPTION City of Los Angeles | DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code: Sr. Clerk Typist	3. Present Salary or Wage Rate:	

4. Reason for Preparing Description: ☒ New Position ☐ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST - 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Human Resources Section

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title Personnel Records Supervisor

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your t and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentag show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occur

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer, typewriter, FAX machine

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 25%

12. Indicate the number of employees supervised by class titles. Clerk Typist and Summer Youth Exempt staff

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who in the questionnaire.

Duties sufficiently described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the emplo work is assigned and reviewed.

Assignments are given orally and in writing

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

As specified in bulletin

(b) Experience (type and length; list appropriate city classes, if any).

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
___ Strength to: ___Lift ___Push ___Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	____Vision, to read fine print/numbers	___ Legs, for walking/standing	1
___Climbing stairs, ladders, poles	____ Hearing, for telephone/alarms	___Hands and fingers	
How far____	____Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___			
___Other/explain_____			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participat in development, if any, and approval by higher authority required.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effecti handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planni or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventi losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditu of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month

Is position bonded?_____; amount of bond $ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indica the type of contacts, purpose thereof, and the importance of persons contacted.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive term and the action employee takes in respect thereto.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Extension _____

Signature of department head _____ Date _____

SENIOR CLERK TYPIST
HUMAN RESOURCES DIVISION

25% 1. Supervise and direct activities of 1 regular employee and 3-7 as needed employees through activities such as assigning and reviewing work, processing weekly time sheets, motivating the employees to perform their duties, and solving interpersonal and work performance problems, including the initiation of progressive discipline.

15% 2. Monitor all leaves from work within the Department such as Sick Leave, Workers' Compensation, Family Medical Leave, Educational Leave, Medical Disability, etc.. This may include preparing and providing necessary documentation for review and/or approval of corresponding Analyst, contacting supervisor and employees if necessary to obtain additional information to update the weekly Leave Status Report, generating a report the every other Friday of pay period with copies to corresponding Analysts, ensuring that all documents are filed away in the appropriate folder/binder, and updating the Occupational Safety Health Act (OSHA) log 200 upon receipt of the injury report.

15% 3. Coordinates the certification process. This involves taking availability information on certifications, contacting candidates to schedule interviews and preparing package.

15% 4. Data entry of interview summary packages. Assists with extending job offers in the absence of the Personnel Records Supervisor.

10% 5. Uses word processing and spreadsheet software on the computer in order to type correspondence such as memos, letters and reports for submissions to Analysts and Personnel Officer.

10% 6. Maintains records and copies for future reference of filings with City Ethics Commission Annually and Semi-Annually. This includes ensuring that the information is accurate and complete, contacting employees regarding their conflict of interest statements, meeting with Ethics Commission staff to discuss the conflict of interest statements, and forwarding the statements to the Ethics Commission.

7% 7. Answers inquiries on the telephone and in person. This includes assisting employees, other City departments, and the public.

3% 8. Responsible for preparing certificates and letters of recognition for General Manager's signature, ordering pins quarterly and retirement plaques, sending the attendance recognition letters to employees, and distributing the service pins to the respective Division.

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
VACANT	PROJECT COORDINATOR/1537 AB1913	

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

2130 E. First Street, Suite 202
LOS ANGELES, CA 90033

6.
Name of Department **COMMUNITY DEVELOPMENT DEPARTMENT**
Division **Workforce Development** Section **YOG- Boyle Heights**

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name_____ Title_____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
20%	Responsible for supervising case management, employment counseling and job development services for all Probation youth served by the AB 1913 Grant Program.
20%	Coordinate objective assessments or youth designed to identify their basic skill level(reading, math, ESL), interests aptitudes, educational goals, vocational goals and personal goals.
10%	Coordinate individual Service Strategy Plans (ISSP),with the youth and referral agencies detailing their short and long term career on personal goals and strategies or steps necessary to obtain these goals.
10%	Coordinate vocational and educational counseling on an individual or workshop group basis to assist youth in identifying career and educational goals.
10%	Coordinate ongoing case management designed to assist youth in addressing barriers to employment; refer youth to appropriate support services to ease barriers in the areas of housing, mental, and/or physical health, transportation and childcare.
20%	Refer youth to appropriate training services, educational activity or employment opportunity based on strategy and plans developed with youth and results of job search information and labor market information.
10%	Prepares documentation and reports of all services received by youth referrals to other programs and service partners.

9. How long have the duties been substantially as described above? New position- proposed duties

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computers

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 20%

12. Indicate the number of employees supervised by class titles. 2 Project Assistants

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

They are adequately described: Outcome performance and success of primary is most important

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Employees are professionals requiring minimal supervision. Assignments may be written or oral; work will be reviewed by Project Coordinator.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

At a minimum, A Bachelor of Arts in Social Science with emphasis on counseling and case management

(b) Experience (type and length; list appropriate city classes, if any).

At least 3 years experience in counseling and case management; 1 year working heavily with at risk young adults.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per
___ Strength to: ___ Lift ___ Push ___ Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	week
Average weight ___ Heaviest weight ___	_X_ Vision, to read fine print/numbers	___ Legs, for walking/standing	_____
___ Climbing stairs, ladders, poles	_X_ Hearing, for telephone/alarms	_X_ Hands and fingers	_____
How far 2	N/A Balance, for working heights	___ Back, for strenuous labor	_____
___ Face severe work conditions	Other/explain _____	Other/explain _____	
Outdoors ___ on/near water ___	_____	_____	
___ Other/explain N/A _____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

_____

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods, indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for enforcing policy and interpreting participants

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond $ _____
Not responsible for money

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Frequent daily contacts with participants, employers and other organizations providing services for the youth program; contacts may be face to face or by phone

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Will develop appropriate records and reports to document services provided to youth, to meet requirements of program evaluation and to Provide information needed by funding sources

Signature of the immediate supervisor _____ Date _____

Class Title _____ Extension _____

Signature of department head _____ Date _____

LA CITY COMM DEVP Fax:323-526-2895 Apr 4 2001 16:16 P.05

Form POES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
Vacant	SR. PROJECT ASSISTANT/1546 AB1913	

4. Reason for Preparing Description: ☒ New Position ☐ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation

5. Location of office or place of work:

2130 E. First Street, Suite 202
LOS ANGELES, CA 90033

6.

Name of Department **COMMUNITY DEVELOPMENT DEPARTMENT**

Division **Workforce Development** Section **YOG**
Boyle Heights

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	Responsible for assisting in provision of case management and job development services for out -of- school youth ages 14-21, served by the Youth Opportunity Grant program.
25%	Objective assessments for all youth enrolled in the program designed to assist youth in their basic employment interests, aptitudes, educational goals, vocational, goals and personal goals; the assessment will also help delineate any barriers to employment in the areas of employment/skill development.
50%	Assist in referring youth to appropriate internships services, educational activities, training program or employment opportunity; the referrals may include but are not limited to vocational training classes, academic classes, basic skills classes and pre-employment preparation; and direct employment placement.
25%	Assist in conducting vocational and career counseling workshops for groups to assist youth in identifying career goals and to provide job search information and labor market information.
	Assist in preparation of participant records and program reports documenting all services provided to each youth and organizations providing the services.
25%	Assist in making the follow up contacts with youth by phone or site visit to monitor their progress in training or on the job.

9. How long have the duties been substantially as described above? New position- proposed duties

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computers, Program VAN

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). None

12. Indicate the number of employees supervised by class titles. None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

LA CITY COMM DEVP Fax:323-526-2895 Apr 4 2001 16:16 P.06

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties and responsibilities are accurately and sufficiently described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Will receive frequent supervision as the assistant to the case manager staff; Assignment may be verbal or written.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

High school diploma; Associate of Arts degree or equivalent college level.

(b) Experience (type and length; list appropriate city classes, if any).

2 Years experience working with job development, counseling or case management; experience must be recent (within the past 5 Years)

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
__ Strength to: __Lift X __Push X __Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight __ Heaviest weight __	__X__ Vision, to read fine print/numbers	__X__ Legs, for walking/standing	_____
__Climbing stairs, ladders, poles	__X__ Hearing, for telephone/alarms	__X__ Hands and fingers	_____
How far 2	____ Balance, for working heights	N/A Back, for strenuous labor	_____
N/A Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___	_____	_____	
__Other/explain N/A_____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for enforcing policy and interpreting to participants.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond $ _____
Not responsible for money

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will have frequent daily contact with youth participants, employers, and training providers both face to face and by telephone

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Will help prepare participant records and program records, as required to document and track services provided

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties and responsibilities are accurately and sufficiently described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Will receive frequent supervision as the assistant to the case manager staff; Assignment may be verbal or written.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

High school diploma; Associate of Arts degree or equivalent college level.

(b) Experience (type and length; list appropriate city classes, if any).

2 Years experience working with job development, counseling or case management; experience must be recent (within the past 5 Years)

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
___ Strength to: ___ Lift X Push X Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight ___	X Vision, to read fine print/numbers	X Legs, for walking/standing	____
___ Climbing stairs, ladders, poles	X Hearing, for telephone/alarms	X Hands and fingers	____
How far 2 ___	___ Balance, for working heights	N/A Back, for strenuous labor	____
N/A Face severe work conditions	Other/explain ____	Other/explain ____	
Outdoors ___ on/near water ___	____	____	
___ Other/explain N/A ____	____	____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for enforcing policy and interpreting to participants.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond $ ____

Not responsible for money

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will have frequent daily contact with youth participants, employers, and training providers both face to face and by telephone

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Will help prepare participant records and program records, as required to document and track services provided

Signature of the immediate supervisor ____ Date ____

Class Title ____ Extension ____

Signature of department head ____ Date ____

Form PD#3 1 (Rev.2/97)

- DRAFT -

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
Vacant	Management Analyst II/	

4. Reason for Preparing Description: In lieu request
☒ New Position ☐ Routine Report of Duties
Change in Existing Position ☐ Review for Proper Allocation

Date Prepared: 04/23/01

5. Location of office or place of work:
Commission for Children, Youth and Their Families
333 S. Spring Street
Los Angeles, CA 90013

6.
Name of Department: Commission for Children, Youth and Their Families
Division: Section: Policy and Planning

7. Name and title of the person from whom you ordinarily receive instructions and who normally supervises or reviews your work:
Name: Richelle Rios-Huizar Title: Assistant Executive Director

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30 %	Works with the Community Development Department to develop, implement and maintain a resource and referral system on public health issues to improve communication and accessibility of public health services to the Family Resource Networks. Schedules and coordinates meetings to facilitate the exchange of information and ideas on public health issues among the Family Resource Networks.
20 %	Functions as principal resource in the area of public health to City personnel and various community agencies. Establishes and maintains cooperative working relationships with City personnel, other government agencies, public health groups and community agencies; confers with the Commission for Children, Youth and Their Families, Mayor's Office, City Council, City departments, other government agencies, and community agencies to enhance collaboration and coordination of programs and services impacting public health through networking and shared resources.
	Prepares and distributes written materials related to public health issues for City personnel and community agencies to aid in the delivery of effective programs and health education messages. Develops and coordinates training activities related to public health for City personnel and community agencies.
20 %	Maintains current information on proposed, pending and enacted legislation pertinent to public health issues; in collaboration with organized public health groups and appropriate City personnel, seeks enactment of new or revised Federal, State and County regulations or statutes necessary for the improvement of the City's public health status; researches and interprets the effect of new and proposed legislation, policies and procedures on the public health status of the City's residents.
20 %	Prepares regular oral and written reports regarding public health issues to the Commission, Mayor's Office, City Council, Community Development Department, community agencies, and other appropriate entities
10%	

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, printer, calculator, copier and fax machine.

11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). 10%

12. Indicate the number of employees supervised by class title. 1 as needed employee

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

- DRAFT -

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.
Accurate as described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Reports directly to the Assistant Executive Director for Policy Research and Analysis who oversees his/her work.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter).
4 year college degree as specified by the City of Los Angeles Employment Opportunity Bulletin for the position of Management Analyst II. A Master's Degree in public health or a closely related field preferred.

(b) Experience (type and length: list appropriate city classes, if any).
Two years' experience working in the field of public health. Excellent oral and written skills required.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

Hours per

__ Strength to: __ Lift __ Push __ Pull
Average weight __ Heaviest weight __
__ Climbing (stairs, ladders, poles)
How far __
__ Face severe working conditions
Outdoors __ on/near water __
Other/Explain:

SPECIAL NEED FOR:
X Vision to read fine print/numbers
X Hearing, for telephones/alarms
__ Balance, for working heights
Other/Explain: Valid driver's license.

EXTENSIVE USE OF:
__ Legs, for walking/standing
X Hands and fingers
__ Back, for strenuous labor
Other Explain:

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.

Will have significant responsibility for developing and interpreting proposed, pending or enacted legislation, policies and procedures relating to public health issues. Will advise Executive Director and Assistant Executive Director regarding public health policies. Will work with little supervision.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsible for own proper use of department office equipment.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for own proper use of department office equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month.
Is position bonded? No ; amount of bond $

This position does not handle any funds.

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Personal contacts with other staff, City departments, Council Offices, Mayoral staff, community agencies and the public in matters relating to public health policies.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. Prepares regular oral and written reports as required and in response to management needs.

Signature of the immediate supervisor _____ Date _____

Class Title: _____ Extension _____

Signature of department head _____ Date _____

(A:POSDC8.WP)

VALLEY ECONOMIC DEVELOPMENT CENTER, INC.

April 6, 2001

Members of the Community and Economic Development Committee
Los Angeles City Council
Los Angeles, CA

To Members of the Community and Economic Development Committee:

Valley Economic Development Center (VEDC) would like to submit the following comments regarding the Year Two Draft Annual Plan for the One Stop System recently submitted by the Community Development Department/Workforce Development Division. Our concerns are regarding Goal 5, "Improve Service to Business," and specifically with strategies 5b "Business Services" and 5c "Customized Training." The discussion of these strategies can be found on page 7 of Attachment A to the draft plan dated March 22, 2001.

Strategy 5b: Business Services

The overall strategy of Business Services is to "develop a systematic approach to assist businesses with meeting their employment and training needs."

Earlier this year, the Workforce Development Division issued a Request for Proposals to develop a Business Services Plan. This plan would be completed sometime near the end of this calendar year, depending upon when the contract is awarded and executed. Until such time as that plan is completed, it would be virtually impossible to predict what exactly this new Business Services model will entail and what level of funding will be required to implement it.

The current draft plan requests $500,000 for the implementation of Business Services. We feel this request is very low given the potential scope of work that may ensue to adequately provide for Business Services on a city-wide, system-wide basis. As a point of reference, VEDC's 2000-2001 contract for providing Customized Employment and Workforce Development services under the Business Services line item was at an annualized rate of $330,000 for just the San Fernando Valley. Thus, a full scope of Business Services implemented through the One Stop system on a city-wide basis would certainly exceed the allocated $500,000. We do not wish to see the Business Services model that emerges from the current planning process be short-changed, and we urge you to consider increasing this budget line item request to a more realistic level.

Received in Committee 4/9/01

Main Office: 5121 Van Nuys Blvd., 3rd Floor, Van Nuys, CA 91403 ♦ (818) 907-9977 ♦ Fax (818) 907-9720
Northeast Valley Office: 12502 Van Nuys Blvd., #119, Pacoima, CA 91331 ♦ (818) 834-9860 ♦ Fax (818) 897-8007

Strategy 5b: Customized Training

The overall strategy of Customized Training is to "expand the use of customized training including incumbent workers training to meet business needs."

In 2000-2001, $1.8 million was requested for this line item. No funds were ever obligated, according to the Status Report for 2000-2001 included in Attachment C of the draft plan. For 2001-2002, close to $3.0 million is being requested for Customized Training. We commend the Workforce Development Division's recognition of the importance of Customized Training and the increasingly critical role that training will play in job retention and upward career mobility. However, we are very concerned that the policies for the implementation of Customized Training are not amongst the policies submitted with the draft plan for approval, and are "still under development and will be submitted for approval to the WIB, Council and Mayor at a later date."

In mid 2000, VEDC was requested by the Workforce Development Division's staff to provide assistance in drafting recommended guidelines for the Customized Training Program. VEDC convened a task force consisting of representatives of One Stops, employers, business associations, and other workforce stakeholders to review the City's existing policies and to provide guidelines for new policies. This task force went a step further and not only provided guidelines but drafted a suggested policy for the Workforce Development Division staff's review. This was forwarded in November of 2000. A copy is enclosed with this letter for your reference.

We request that the completion of the Customized Training Policies be given greater priority in the Year Two Plan, particularly since suggested guidelines and policies have already been developed. Our goal is to see that the requested funds for Customized Training actually get obligated and utilized; it is in no one's best interest to have a replay of 2000-2001 when no funds were obligated.

Thank you for the opportunity to provide our input to the draft plan. We look forward to your response.

Sincerely,

Roberto Barragan
President

VALLEY ECONOMIC DEVELOPMENT CENTER, INC.

November 28, 2000

Mr. Clarence Espinoza
Workforce Development Analyst
Business and Employment Services
and
Ms. Tina Vila
Workforce Development Analyst
One Stop Operations

Community Development Department
Workforce Development Division
215 West 6th Street, Tenth Floor
Los Angeles, CA 90014

Dear Mr. Espinoza and Ms. Vila:

On behalf of the San Fernando Valley Workforce Collaborative, Valley Economic Development Center (VEDC) is pleased to forward our final draft recommendations regarding guidelines for the City's Customized Training Program. We have incorporated all of the input that you provided to us earlier this month, along with suggestions from many different stakeholders in the workforce system, including representatives from the California Employment Training Panel, Build Rehabilitation Industries, Economic Alliance of the San Fernando Valley, Legal Aid Foundation of Los Angeles, and the Los Angeles Alliance for a New Economy.

Thank you for the opportunity to assist the City of Los Angeles' Community Development Department/Workforce Development Division in the development of these proposed guidelines. We welcome any additional feedback you and others may have and would be happy to further refine the proposed guidelines as appropriate.

Sincerely,

Patrise Wong
Director, Workforce Division

cc:
W. Aguilar, California Employment Training Panel
R. Barragan, Valley Economic Development Center
J. Chavez, City of Los Angeles CDD/WDD
A. Giagni, City of Los Angeles CDD/WDD
J. Goodheart, Los Angeles Alliance for a New Economy
N. Liegeois, Legal Aid Foundation of Los Angeles
J. O'Leary, City of Los Angeles CDD/WDD
K. Phillips, Economic Alliance of the San Fernando Valley
R. Saucedo, Valley Economic Development Center
B. Shearer, Build Rehabilitation Industries

4717 Van Nuys Blvd., 2nd Floor, Van Nuys, CA 91403-2100 ♦ (818) 907-9977 ♦ Fax (818) 907-9720

CITY OF LOS ANGELES
CUSTOMIZED TRAINING PROGRAM

PROGRAM GUIDELINES
(draft)

November 28, 2000

Table of Contents

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Employer Checklist for Completing Customized Training Proposal

CITY OF LOS ANGELES
WORKFORCE INVESTMENT BOARD
CUSTOMIZED TRAINING PROGRAM GUIDELINES

I. Customized Training Program Overview

The City of Los Angeles' Workforce Investment Board (WIB) seeks to establish an employer-based, business-focused employment training approach to the City's broader economic development strategy. At the same time, the WIB seeks to proactively prepare the City's available workforce with the skills necessary to obtain and retain employment with growing companies in growth industries. The long-range goal is to equip the workforce with skills that not only facilitate upward mobility and growth in the short term, but are also ultimately transferable to other companies and industries.

The WIB has submitted a one-year Action Plan to the City that includes an allocation of $100,000 to each One-Stop Center to implement projects under the Customized Training Program (CTP) as well as $300,000 retained by the Community Development Department (CDD) for larger long-term projects. The total budget submitted under this Action Plan for the CTP is $1.8 million. The proposed plan will allow the implementation of CTP Projects in a more expedited and efficient manner than had been available under the old guidelines established with the Job Training and Partnership Act (JTPA) funds.

A CTP Project is an agreement between an employer and the City of Los Angeles to use Workforce Investment Act (WIA) funds to reimburse the employer for the cost of training individuals, including incumbent workers, to perform specific job duties required by the business due to industry changes, technology advances, and other factors. ***Without exception, employers who participate in a CTP Project must hire the participating trainees in permanent full-time positions following the training period, and must pay a living wage.*** As defined by the WIA regulations, full-time is defined as 2,080 hours per annum or at least 32 hours per week. As of October 2000, a living wage in the City of Los Angeles is defined as $7.72 per hour with benefits or $8.97 per hour without benefits. ***Additionally, an employer must commit to five (5) new hires to be considered a potential participant in a CTP Project. Alternatively, a group of employers in the same industry with similar or "like" training needs, may submit a collaborative request that totals five (5) new hires.***

A One-Stop Center must be a lead partner in each CTP Project. The One-Stop will be responsible for reviewing employer requests for Customized Training, determining whether the employer's proposal for Customized Training meets the goals of the WIB, assisting the employer with developing a reasonable budget, and ultimately, approving and implementing the project. The One-Stop will also be responsible for referring pre-

screened, qualified candidates to the employer, providing case management and other supportive services, and performing any necessary reporting and MIS documentation.

In addition to the commitment to offer a minimum of five (5) permanent full-time jobs at a living wage, employers seeking to utilize Customized Training funds must agree to the following:

- Provide at least 50% matching funds to the total cost of the proposed CTP Project. This match can be in cash or in-kind. Examples include, but are not limited to, equipment, tools, facility leasing, uniforms, and training wages. No other sources besides the employer can provide the matching funds.

- Ensure that cost per participant not exceed $5,000 to $7,000 in WIA funds. Cost per participant above $7,000 will be evaluated on a case-by-case basis and will be given positive consideration if the resulting skills sets and anticipated wage levels provide justification for the higher cost of training.

- Actively participate, with the assistance of the partnering One-Stop, in developing the training curriculum, which will include specific job-related skills as well as any necessary "soft skills."

- Directly provide the necessary training or work with the partnering One-Stop in identifying an appropriate training provider, such as a community college, occupational training center, community-based organization, etc.

- Interview, select and hire participants referred by the partnering One-Stop and other WIA providers.

- Provide adequate and quality supervision during the training period.

- Provide regular reporting as required by the WIA regulations to the One-Stop.

Preference will be given to those employers whose business is in one of the growth industry clusters as identified in the WIB's Annual Plan. These clusters include entertainment and new media, health and biotechnology, manufacturing, transportation, hospitality, information technology, travel and tourism. Additionally, preference will be given to those employers located in the Empowerment Zone (EZ) or Enterprise Community (EC) or willing to hire residents of the EZ/EC areas.

Where appropriate, employers and One-Stops may work with a local or regional Economic Development Corporation (EDC) to develop Customized Training and Recruitment strategies. Currently, Valley Economic Development Center (VEDC) is the only EDC contracted to provide such services to employers in the City's Workforce Investment Area. There are many benefits to utilizing an EDC:

- Employers can work directly with a Customized Employment Consultant, thus giving the employer a central point of contact who is employer-focused and business-oriented. Conversely, One-Stop personnel can focus on identification and pre-assessment of potential trainees, case management, project oversight, and administrative requirements. The Customized Employment Consultant is thus the liaison between the employer, the One-Stop, and the WIA system at large.

- Employers need not understand the existing workforce system and accompanying programs as the Customized Employment Consultant matches the employer's needs with the available services and resources, including those outside the WIA system. Examples of these services and resources include Federal Empowerment Zone incentives, State Enterprise Zone credits, Welfare to Work tax credits, State Employment Training Panel, etc.

- The Customized Employment Consultant recruits not only from the partnering One-Stops, but can access a wide range of organizations and providers if needed, thus increasing the likelihood of finding qualified jobseekers.

- The Customized Employment Consultant provides technical assistance to design and implement specialized recruitment and hiring strategies to fit the employer's specific needs, thus ensuring focused recruitments of the most qualified candidates.

II. Development Outline: How to Implement a CTP Project

The following procedures have been implemented to ensure that approval and implementation of CTP Projects is expedited in a timely, efficient, and cost-effective manner.

1. Employers should contact a local One-Stop Center with a brief outline of their proposed CTP Project. A sample outline is provided in the next section of these guidelines. Alternatively, an employer may contact a local or regional EDC, such as VEDC, for technical assistance in preparing a CTP Project proposal. The EDC and the employer would then contact the One-Stop Center as a team.

2. Staff at the One-Stop will review the proposal for eligibility, compliance with WIA regulations, concurrence with the City's WIA goals (both the one-year Action Plan and the five-year Strategic Plan), adherence to the necessary employer commitments, and budget appropriateness. If necessary, One-Stop staff will provide technical assistance to the employer to fine-tune the proposal until it meets the WIB's standards. One-Stop staff may, at their discretion, request further technical assistance from a local or regional EDC such as VEDC. If a proposed CTP Project exceeds the One-Stop Center's $100,000 allocation, the

employer and the One-Stop staff will contact the City's Workforce Development Department (WDD) staff for further assistance.

3. A preliminary project approval will be issued by the One-Stop once the proposal meets all necessary guidelines as detailed in the previous section. This process can vary in length, depending upon the quality and completeness of the original proposal and the degree of technical assistance needed to finalize the proposal. Where practical, One-Stop staff will take all steps necessary to ensure that this process not exceed 15 working days.

4. One-Stop staff will forward a copy of the proposal and its recommendation for approval to the City of Los Angeles WDD staff for concurrence. Within five working days, the City's WDD staff will respond with its concurrence of the proposed CTP Project. If the City does not concur with the One-Stop's recommendation for project approval, the specific reasons must be provided to the One-Stop in writing within these same five working days. At that point, One-Stop staff will determine whether or not to 1) appeal the City's WDD staff decision; 2) amend the project to answer the City's WDD staff concerns; or 3) decline the project.

5. Once the project receives the City's concurrence, One-Stop staff will ensure that:
   - All necessary contracts are in place
   - Memoranda of understanding are implemented
   - All training providers are on the WIB's approved list of training vendors (unless otherwise authorized by the WDD staff)
   - Reporting and monitoring guidelines are established within 10 working days

It is anticipated that the total process from final proposal to start of implementation, barring any unforeseen circumstances, should not take more than 30 working days. To ensure the timely receipt of City concurrence within this timetable, WDD staff suggests using delivery services, faxing and express mail versus U.S. mail.

Once a CTP Project has received the City's concurrence and a project as implemented, the One-Stop will be responsible for the ongoing monitoring and enforcement of guidelines until the completion of the project.

III. The Employer Proposal: A CTP Project Worksheet

On company letterhead, the employer should submit a brief proposal that covers the following points:

1. Employer Profile:
   - Brief history of the company, including length of time in business, type of business, performance history, projections for future
   - Industry trends and growth outlook
   - Current workforce characteristics, including number of employees, types of jobs, etc.
   - Is business located in EZ/EC, and if not, is employer willing to hire residents of EZ/EC
   - Is business part of targeted industry cluster

2. Statement of Need:
   - Types of positions required and why these positions are needed at this time
   - Number of employees needed
   - Time frame for hiring
   - Specific skills and training required
   - Willingness to hire EZ/EC residents
   - Brief job descriptions: minimum qualifications, specific job duties and wage and benefit levels
   - Potential career development paths/career ladders

3. Proposed Training Curriculum:
   - Details of curriculum. If there is no existing curriculum, is technical assistance required to design it?
   - Location for training
   - Who conducts training
   - Classroom vs. on the job training
   - Specific skills acquisition plan and how will this be measured
   - Does curriculum match industry standards, e.g., does curriculum provide the level of skills training that the industry requires
   - Transferability of skills – are proposed skills applicable to other industries, other jobs; does skills acquisition enhance potential for upward mobility or at least lateral movement in the industry
   - Certification of skills acquisition and completion of training

4. Budget Requirements:
   - Complete line item budget (An example is enclosed in the next section of these guidelines)
   - 50% match to any requested City WIA funds (no other sources besides the employer can provide the 50% match)
   - WIA cost per participant should average between $5,000 to $7,000 (cost per participant in excess of $7,000 may be considered if resulting skills sets and anticipated wage levels justify the higher training costs.

5. Employer Responsibilities: A brief statement that the employer understands and agrees to all the requirements for participating in a CTP Project, including but not limited to:
   - Commitment to hiring a minimum of five (5) trainees from candidates referred by the partnering One-Stop and other WIA providers;
   - Guaranteed permanent full-time positions as defined by the WIA regulations;
   - Guaranteed living wage as defined by the City of Los Angeles;
   - The provision of at least a 50% match to any requested City WIA funds;
   - Active participation in designing and developing a training curriculum;
   - Adequate and quality supervision of all trainees and new hires; and
   - Timely and accurate submission of all required reports; and assurance of ongoing communications with the One-Stop to ensure adequate case management and maximum retention potential of the trainees.

IV. Sample Budget Proposal

In order to thoroughly assess the budget appropriateness of proposed CTP Projects, a complete line item budget must be submitted with the CTP Project proposal. The budget should break out expenditures into distinct categories that will allow the One-Stop staff to clearly identify how the funds will be used to train participants to meet the employer's standards. Additionally, the budget should show the cost per participant by budget item and in total, not to exceed $7,000 in WIA funds per participant. Finally, the budget should also detail the employer's contribution to the budget, both cash and in-kind. This should equal 50% of the requested funds.

Following is a sample budget format. This is an example only; not all budget categories are represented and dollar amounts are only shown for demonstration purposes. In this example, 10 participants are assumed.

Budget Item	City of LA	WIA Funds	Employer Contribution		Total Budget	
	Cost	CPP	Cost	CPP	Cost	CPP
Training Mat'ls						
Books	$1,000	$10	$1,000	$10	$2,000	$20
Supplies	$2,000	$20	$2,000	$20	$4,000	$40
Equipment	$4,000	$40	$4,000	$40	$8,000	$80
Trainer Salary	$10,000	$100	$5,000	$50	$15,000	$150
Trainee Salaries	$17,500	$175	$17,500	$175	$35,000	$350
Administrative Travel	$0	$0	$5,000	$50	$5,000	$50
Total	**$34,500**	**$345**	**$34,500**	**$345**	**$69,000**	**$690**

APPENDIX:

Employer Checklist for Completing Customized Training Proposal

EMPLOYER CHECK LIST FOR COMPLETING CUSTOMIZED TRAINING PROPOSAL

1. Employer Profile
   - ❑ Brief history of the company
   - ❑ Industry trends and growth outlook
   - ❑ Current workforce characteristics
   - ❑ Is business located in EZ/EC, and if not, is employer willing to hire residents of EZ/EC
   - ❑ Is business part of targeted industry cluster

2. Statement of Need
   - ❑ Types of positions required and why these positions are needed at this time
   - ❑ Number of employees needed
   - ❑ Time frame for hiring
   - ❑ Specific skills and training required
   - ❑ Willingness to hire EZ/EC residents
   - ❑ Brief job descriptions: minimum qualifications, specific job duties and wage and benefit levels
   - ❑ Potential career development paths/career ladders

3. Proposed Training Curriculum
   - ❑ Details of curriculum. If there is no existing curriculum, is technical assistance required to design it?
   - ❑ Location for training
   - ❑ Who conducts training
   - ❑ Classroom vs. on the job training
   - ❑ Specific skills acquisition plan and how will this be measured
   - ❑ Does curriculum match industry standards, e.g., does curriculum provide the level of skills training that the industry requires
   - ❑ Transferability of skills – are proposed skills applicable to other industries, other jobs; does skills acquisition enhance potential for upward mobility or at least lateral movement in the industry
   - ❑ Certification of skills acquisition and completion of training

4. Employer Statement of Responsibilities
   - ❑ Commitment to hiring a minimum of five (5) trainees from candidates referred by the partnering One-Stop and other WIA providers;
   - ❑ Guaranteed permanent full-time positions as defined by the WIA regulations;
   - ❑ Guaranteed living wage as defined by the City of Los Angeles;
   - ❑ The provision of at least a 50% match to any requested City WIA funds;
   - ❑ Active participation in designing and developing a training curriculum;
   - ❑ Adequate and quality supervision of all trainees and new hires; and
   - ❑ Timely and accurate submission of all required reports; and assurance of ongoing communications with the One-Stop to ensure adequate case management and maximum retention potential of the trainees.

5. Budget
   - ❑ A complete line item budget should accompany all proposals.

The Los Angeles Metropolitan Alliance

1715 West Florence Ave., Los Angeles CA 90047 (323) 789-7920 FAX (323) 789-7939

Monday, April 9, 2001

Public Comment regarding the LA City Workforce Investment Board (WIB) Year Two Annual Plan 2001-2002 before the Community and Economic Development Committee

I. Update on Year One Annual Plan 2000-2001

Since the Los Angeles Metropolitan Alliance spoke before CED Committee in October 2000, we have had a series of meetings with staff from the Workforce Development Division (WDD) of the Community Development Department as recommended by CED Chair Hernandez. We have agreed upon the removal of "work first" language from the Annual Plan. However, we still have serious concerns about pending policies that may impact the ability of economically disadvantaged populations, welfare recipients, limited English proficient speakers, and other special needs WIA clients to reach self-sufficiency.

In January 2001, the LA Metropolitan Alliance met with WDD to propose a **self-sufficiency wage policy** framework, which includes standards for training, post-training, and placement wages, as well as for tracking and monitoring wage information. In February 2001, we presented WDD staff with comments and recommended frameworks around the policies listed below. The WIB was also presented with comments on the policies in bold, which are those that will be approved with the adoption of Year Two Annual Plan 2001-2002:

1. Evaluation and reallocation policies
2. **Determination of "Demand Occupations"** (as approved by the WIB)
3. **Work Experience and Internships**
4. **Customer Flow in the One-Stop Centers**
5. **Definition of "Credential"**
6. **Support Services/Needs Based Payments**
7. Training Wage
8. Criteria for ITA exceptions for training for special populations
9. Fee for service
10. Criteria for training providers to remain on the ETPL
11. Individual development accounts

II. Self-Sufficiency and Industry Clusters

We have concerns that economically disadvantaged WIA clients will be channeled into low-wage occupations with little or no path for advancement rather than receive training they may need to rise out of poverty. Furthermore, many low-wage occupations do not offer health insurance or other benefits. Therefore, we would like to ensure that these clients can access hard skills training programs that strategically target industry clusters that offer clear career paths and self-sufficiency wages.

The healthcare industry is a key industry cluster that offers career paths and self-sufficiency wages for economically disadvantaged and other special needs populations. As well as provide employment in a fast-growing industry, targeting the healthcare industry will also increase healthcare staffing in areas that are chronically underserved with professionally trained people from these communities.

Recommendation:

- **Prioritize Healthcare as a Key Industry Cluster in Year Two Annual Plan.**

II. Budget Expenditures

By Federal law, the City must obligate 80% of WIA money by the end of the first year, July 2001 and by the end of the second year, July 2002, the City must spend 100%. Otherwise, the funds will revert to the State. As of 1/31/01, 76% of the funds have been obligated and less than 20% of total available WIA funds have been expended.

In its first year, the WIB has focused primarily on process and procedural issues. In the second year, we encourage the WIB to focus on funding training and placement programs which will increase the number of WIA clients who reach self-sufficiency as well as meet federal spending guidelines.

received in Committee 4/9/01

Jobs and Healthcare Crisis in Los Angeles

While Los Angeles boasts the 18th largest economy in the world and added nearly a millionaire per day between 1989 and 1996, over a million people have been locked out of the economic prosperity and are faced with a double crisis – jobs that keep them in poverty and lack of access to quality, affordable healthcare. These problems pose a significant threat to the overall health and well-being of Los Angeles.

Struggling in poverty-wage jobs...

- During the 1990s, the service industry exploded which translated into low-wage jobs with little or no benefits.
- By the late 1990s, 43% of Los Angeles County's population lived 200% below the federal poverty level.[1]
- At $6.25 per hour, a minimum wage earner working full-time, full-year makes $13,000 a year – 26% less than the federal poverty level for a family of four.
- Since many low-wage jobs do not offer health benefits, this also impacts the health of communities.

Struggling to get health care...

- LA County is home to over 2.7 million residents with no health insurance, including 1 of every 3 adults and 1 of every 4 children.[2]
- While low-income people used LA County health facilities 85% of the time in 1998[3], the County is planning to eliminate 2,000 unionized jobs over the next 5 years.
- Meanwhile, the healthcare industry is facing a critical staffing shortage that threatens the quality of health care for all Angelenos. For example, by 2020, California is predicted to have a shortage of 60,000 nurses.[4]

Healthcare Job Opportunities in Los Angeles

Healthcare is a local industry that offers good wages and career advancement opportunities in occupations with critical numbers of job openings. Thus the healthcare industry offers two important opportunities to address the Jobs and Healthcare Crisis in Los Angeles:

- **Provide employment in a fast-growing industry with good wages for people in poor communities**
- **Increase the staffing of health service workers in areas that are chronically underserved with professionally trained people from these communities.**

Some examples of growing healthcare occupations in Los Angeles that have good wages and possible career ladders:

Occupational Title	Job Openings 1997-2004	Median Hourly Wage	Training Requirements	Potential Career Ladders
Medical Record Technicians	1,730	$9.49	High School Diploma Associate Degree Pass accredited Record Tech exam	–Medical Records Sup –Records Dept. Mgr –Registered Rec Adm/Dir of Rec Dept
Home Health Aides	1,560	$9.71	Short-term On-The-Job Training Home Health Aide Certificate	–Medical Assistant –LVN –RN
Medical Assistants	4,170	$11.03	High School Diploma Moderate On-The-Job Training Medical Assistant program & certif. by AAMA	–LVN –Office Manager
Dental Assistants	1,930	$12.88	Moderate On -The-Job-Training 1-2 yr accred. Training program Pass registered dental asst. exam	–Office Supervisor/Manager –Registered Dental Assistant
Licensed Vocational Nurses	2,660	$15.13	Post-Secondary Vocational Education (vocational nursing school) Pass CA state licensing exam	–RN –Ward/Head Nurse –Administrative & Clinical Specialty Positions
Respiratory Therapists	910	$19.00	High School Diploma Associate Degree + 1 yr clinical Experience Certification by State of CA	–Teaching position –Supervisor
Registered Nurses	10,320	$24.04	LVN + 1 year & State License Associate Degree Bachelors Degree	–Nurse Practitioners –Nursing Administrators –Clinical Specialist Position

Data: 1998 Occupational Wage Data from the Occupational Employment Statistics (OES) Survey; CA Employment Development Dept: Occupational Employment Projections, 1997-2004; www.cacts.ca.gov

Opportunity for Los Angeles City to Meet Workforce and Community Needs

The City of Los Angeles has an opportunity to address two critical needs in economically disadvantaged communities: increase access to quality jobs and increase access to health care services. After the success of the City Jobs Program, which is heralded as a model job training and placement program, the Los Angeles Metropolitan Alliance would like to work with the City, employers, trainers/educators and unions to develop a training and placement program in the Healthcare Industry that meets both workforce and community needs. We have already begun discussions with CDD staff and WIB members about such a program.

---

[1] Los Angeles Alliance for a New Economy, 2000. "The Other Los Angeles: The Working Poor in the City of the 21st Century."
[2] United Way of Greater LA, 1999. *State of the County Report: Los Angeles County 1999.*
[3] Berliner, et al, 2000. *Health Care Labor Market Analysis: Los Angeles County Department of Health Services.*
[4] Saar, Mayrav and Bernard Wolfson, 2001. "With Hospitals Hemorrhaging Money, Something Has To Give," *The Orange County Register.* Orange County: February 14.

Day Laborer Program
Proposed Funding by Source and Day Laborer Site

Day Laborer Site			
IDEPSCA operated sites	**Source**	**Required Funding (by months)**	**Proposed Amount**
Hollywood	General Fund	9	$123,651
West Los Angeles	General Fund	9	123,651
Downtown (fashion district)	CDBG	12	164,867
CHIRLA operated sites			**$412,169**
North Hollywood	CDBG	12	165,859
Harbor City	CDBG	12	165,859
Cypress Park	CDBG	12	165,859
			$497,577
		Total	**$ 909,746**

37072

Received in Committee 4/9/01

Day Laborer Program Funding by Source for 2000-01 and 2001-02

Contracting Agency	PY 00-01	Source	Site	12 Month Funding (PY 01-02)
IDEPSCA	$160,517	General Fund	Hollywood	$164,867
	160,517	General Fund	West Los Angeles	164,867
	162,898	CDBG & General Fund*	Downtown	164,867
Sub Total IDEPSCA	**$483,932**	--	--	☆ $494,601
CHIRLA	☆$229,103	CDBG	Harbor City	$165,859
	☆229,103	CDBG	North Hollywood	165,859
	23,356	CDBG	Cypress Park	165,859
Sub Total CHIRLA	**$481,562**	--	--	**$497,577**
Total for 2000-01	**$965,494**	--	**Total Existing**	**$992,178**
None	--	General Fund	✦CD 10	$165,898
				$1,158,076

*The 2000-01 budget for the Downtown site included $8,689 in General Fund

☆ Amount reflects total annual funding and does not account the three month contract reduction.

☆ In 2000-01, CHIRLA was contracted for approximately $126,400 from each share of the $229,103 to provide Citywide outreach for the Day Laborer Program. CDD did not request to continue the Citywide outreach contract with CHIRLA for 2001-02.

✦ A new program pending site selection.

ESTIMATED FUNDS AVAILABLE

	NEW	CARRYOVER	TOTAL	CHANGE FROM YR 1
WIA	$84.7	$27.9	$112.6	23.3
Welfare-to-Work	0.0	12.3	12.3	(40.0)
Other	5.4	0	5.4	(3.9)
TOTAL	$90.1	$40.2	$130.3	(20.4)

MAJOR CHANGES

- ↓ Less $29 million available for Welfare-to-Work Providers
- ↑ Increased Youth System Enhancement by $2 million
- ↓ Decreased Performance Management System to $200,000
- ↑ Increased Industry Clusters (2a1) and Industry Consortia from $40,000 to $375,000
- ↑ Added $400,000 for Case Management (3b)
- ↑ Added $500,000 for Assessment
- ↓ Reduced Demonstration Projects from $1.9 million to $1 million
- ↑ Added $1 million for persons with Limited English Proficiency
- ↑ Added $500,000 for Persons With Disabilities
- ↑ Added $265,000 for Older Workers
- ↑ Added $400,000 for Specialized Support Services
- ↑ Increased services for Homeless $60,000 to $400,000
- ↑ Increased Local Marketing from $160,000 to $500,000
- ↑ Increased Customized Training from $1.4 million to $2.95 million
- ↑ Increased Technology from $1.4 million to $13.5 million

Workforce Committee 4/9/01

ITEM NO. 1

CF 99-0646-54

LILLIAN KAWASAKI
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014

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RICHARD J. RIORDAN
MAYOR

DATE: March 21, 2001

TO: All Interested Parties

FROM: Ann Giagni, Director

SUBJECT: **WORKFORCE INVESTMENT ACT (WIA) RELEASE OF DRAFT ANNUAL PLAN AND PUBLIC HEARINGS**

Attached is the Community Development Department's (CDD) draft Annual Plan for the City of Los Angeles One-Stop System for the period of July 1, 2001 through June 30, 2002. The purpose of the Annual Plan is to establish the administrative and program budget, service strategies, and program goals for the City's One-Stop System.

Written comments regarding the plan must be submitted no later than Friday, April 20, 2001. Comments may be submitted to the attention of Diana Nave in writing via fax to (213) 485-8151; via mail to City of Los Angeles, Community Development Department, Workforce Development Division, 215 West 6th Street, 10th Floor, Los Angeles, CA 90014, Attn: Diana Nave; or via email to dnave@cdd.lacity.org.

The City will conduct two hearings to receive public comments on the draft plan (testimony limited to three minutes per speaker). The first hearing will be held Thursday, March 29, 2001, 9:30 A.M., at Youth Fair Chance (Auditorium), 404 S. Bixel St., Los Angeles. The second hearing, which will be noticed per the Brown Act so City Council staff may attend, is scheduled for Thursday, April 5, 2001, 10:30 A.M., City Hall East, Rm. 317, N. Main St., Los Angeles.

In addition, the City of Los Angeles Workforce Investment Board (WIB) will consider the draft Annual Plan during the month of April as follows:

WIB	Date	Time	Location
Accountability Committee	April 9	8:00 – 9:30 A.M.	Meetings will be held at the Los Angeles Chamber of Commerce 350 S. Bixel St. Los Angeles, CA 90017
Operation Committee	April 17	8:30 – 10:00 A.M.	
Youth Council	April 18	8:30 – 10:00 A.M.	
Marketing Committee	April 18	4:30 – 6:00 P.M.	
Interagency Committee	April 19	2:00 – 4:00 P.M.	
Executive Committee	April 24	8:30 – 10:00 A.M.	

(see reverse side for time and dates)

Shortly thereafter, the draft Annual Plan will be considered by the City Council and the Mayor. Please note that the figures provided relative to the City's budget are not final and may change. In addition, the Technology Plan is under active review and changes are anticipated.

The draft plan is available through CDD's website at http://www.lacity.org/WIB. For additional information, please contact David Eder at (213) 485-1504.

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CITY OF LOS ANGELES WORKFORCE INVESTMENT BOARD
MEETING SCHEDULE
April 2001

ACCOUNTABILITY COMMITTEE MEETING

CHAIR:	Julie Franke
DATE:	MONDAY, APRIL 9, 2001
TIME:	8:00 – 9:30 AM
PLACE:	LA Chamber, 350 S. Bixel Wells Fargo Room

OPERATIONS COMMITTEE MEETING

CHAIR:	Diana Peterson-More
DATE:	TUESDAY, APRIL 17, 2001
TIME:	8:30 – 10:00 AM
PLACE:	LA Chamber, 350 S. Bixel, LA Wells Fargo Room

YOUTH COUNCIL MEETING

CHAIR:	David Crippens
DATE:	WEDNESDAY, APRIL 18, 2001
TIME:	8:30 – 10:00AM
PLACE:	To Be Announced

MARKETING COMMITTEE MEETING

CHAIR:	Marylou Ferry
DATE:	WEDNESDAY, APRIL 18, 2001
TIME:	4:30 – 6:00 PM
PLACE:	LA Chamber, 350 S. Bixel, LA Gas Company Room

INTERAGENCY COMMITTEE MEETING

CHAIR:	Al Dave
DATE:	THURSDAY, APRIL 19, 2001
TIME:	2:00 – 4:00 PM
PLACE:	EDD, 5401 S. Crenshaw Blvd. Los Angeles, Rooms 1 & 2

EXECUTIVE COMMITTEE MEETING

CHAIR:	Charlie Woo
DATE:	TUESDAY, APRIL 24, 2001
TIME:	8:30 – 10:00 AM
PLACE:	LA Chamber, 350 S. Bixel, LA Bank Of America Room C

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. To ensure availability, your request should be received at least 72 hours in advance of the need. For more information call 213.482.2915.

Parking validations will be provided for Workforce Investment Board Members.

CITY OF LOS ANGELES
CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014

RICHARD J. RIORDAN
MAYOR

Date: March 26, 2001~~March 13, 2001~~~~February 21, 2001~~

To: Diana Peterson-More, Chair
Operations Committee

DRAFT

From: Ann Giagni, Director
Workforce Development Division

Subject: **PROPOSED WORK EXPERIENCE POLICY**

RECOMMENDATION:

Approve WDD's policy on work experience.

BACKGROUND:

Work experience is the planned, structured learning experience that takes place in a workplace for a limited period of time. It is designed to impart specific skill and behavioral competencies. It may be paid or unpaid as appropriate and may be in the private, nonprofit, or public sectors. It primarily functions as a workplace-values activity, as opposed to a training activity, which is about the acquisition of specific occupational or job skills.

Work experience should be designed to promote the development of good work habits and basic work skills. When combined with other services, work experience should be given either concurrently or sequentially to increase the basic education and/or occupational skills of the participant, as set out in the individual's service plan (IEP). Work experience may be combined with community service or conservation service corps programs.

Federal Regulations:

WIA regulations state that WIBs are responsible for developing policies on the use and duration of both paid and unpaid work experience and internships.[1] The regulations also state the use of unpaid work experience should be limited and based on a service strategy identified in the Individual Employment Plan (IEP). It also should be combined with other activities and be limited in duration.

Contractors and city staff will monitor and evaluate the effectiveness of intensive services, including work experience, in responding to the needs of participants and the results on

[1] Internships will not be addressed in the adult and dislocated worker programs, as internships are not expected to be widely used.

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participant outcomes. In response to concerns raised by a draft of the Regulations regarding the effectiveness of work experience, the final Federal Regulations cite the School-to-Work Opportunities (national program, referred to as School-to-Career locally) initiatives as responding well to participants' needs and as providing many young people the experience needed to secure higher paying, higher skilled employment.

Labor standards apply in any work experience where an employee-employer relationship, as defined by the Fair Labor Standards Act, exists.

PROPOSED POLICY:

Though work experience can be unpaid, we recommend work experience be paid. It should be limited, integrated in the individual's service plan, combined with other services, and only for those individuals with no significant work history. Participation in work experience should be for a reasonable length of time, based on the needs of the participant, and should be tied to achievement of a necessary skill level (skill competencies attained). ~~In the Dictionary of Occupational Titles (DOT), estimated times are given to achieve the necessary skill levels, and they should be used to identify the duration of work experience.~~ The duration of work experience shall be recorded in the participant's IEP. The procedures to be given to the contractors will give guidelines for combining work experience with classroom training and other services.

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RICHARD J. RIORDAN
MAYOR

Date: March 26, 2001~~February 21, 2001~~

DRAFT

To: Diana Peterson-More, Chair
Operations Committee

From: Ann Giagni, Director
Workforce Development Division

Subject: **PROPOSED *SUPPORT SERVICES/NEEDS-BASED PAYMENT* POLICY**

RECOMMENDATION

Approve WDD's policy on support services and needs-based payments.

BACKGROUND

Workforce Investment Act (WIA) regulations allow WIBs to establish limits on the provision of support services or provide the One-Stop centers with the authority to establish such limits, including a maximum amount funding and maximum length of time for support services (including needs-based payments) to be available to customers. Procedures may also be established to allow One-Stop centers to grant exceptions to the limits established under this provision.

Additionally, WIA regulations mandate that post-employment follow-up services must be made available for a minimum of 12 months after registered customers are placed into unsubsidized employment. Follow-up services may include support services provided the services are clearly documented in a registered customers case file. Needs-based payments are not an allowable post-employment follow-up service.

DEFINITIONS

Support services are customer services that are necessary to enable an individual to participate in activities authorized under WIA and are available to adult, dislocated workers, and youth. Examples include but are not limited to:

- Transportation
- Child care
- Dependent care
- Housing
- Needs-based payments
- Clothing

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These services may be provided through direct cash assistance, in-kind services, or through One-Stop center mandatory partners.

Needs-based payments provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the support services authorized by WIA.

Limitations on Needs-Based Payments include:

- The payments for adults must be established by the WIB.
- For dislocated workers, payments must not exceed the greater of either of the following levels (per the Act and the Federal Regulations):
    1. For customers who are eligible for unemployment insurance (UI) as a result of a qualifying dislocation, the **payment may not exceed the applicable weekly level of the UI.**
    2. For customers who did not qualify for UI as a result of a qualifying layoff, the weekly payment **may not exceed the poverty level for an equivalent period**. The weekly payment level must be adjusted to reflect changes in total family income as determined by the WIB.

RECOMMENDATIONS

Support Services

WDD makes the following recommendations regarding WIA-funded support services (applicable to adults, dislocated workers, and youth):

1) Support services be made available to all One-Stop center customers participating in staff-assisted core, intensive and training services.

2) Support services be provided only when they are necessary to enable an individual to participate in WIA Title I activities.

3) Support services be provided to customers who cannot obtain support services through other programs or partner agencies providing such services.

4) Place no funding limit on support service costs ~~for the customer~~ with the exception of needs-based payments; however, the costs must be reasonable, necessary, and allowable under federal guidelines.

5) Support services may be received throughout the period the customer is enrolled in WIA and up to a maximum of one year after exiting (excluding needs-based payments).

6) Support services must be documented in a customer's ~~case~~ file and include justification for support services, amount of planned funding, and ~~documentation~~ proof that services were received, ~~signed by customer~~

Needs-Based Payments

WDD makes the following recommendations regarding needs-based payments:

1) Needs-based payments may be provided during the entire length of a customer's utilization of a WIA training program, but may not be continued after termination from the program. They are not an allowable post-employment follow-up service.

2) Needs-based payments must be documented in a customer's case file and include justification for services, amount of planned funding, and ~~documentation~~ proof that services were received. ~~signed by customer~~

3) Eligibility for needs-based payments:

   a) ~~To be eligible for needs-based payments,~~ Adults must be unemployed; not qualify for, UI or have ceased to qualify, for UI; and be enrolled in a program of training services under WIA.

   b) Dislocated workers must be unemployed; and not be qualified for, or have ceased to qualify for, UI or trade readjustment allowance.

4) Limits on payments

   a) For adults, establish that the maximum is the current minimum wage for every hour of documented participation in WIA classroom training.

   b) For dislocated workers, payments must not exceed the greater of either of the following levels:

      i) For customers who ~~are~~ were eligible for UI as a result of a qualifying dislocation, payment may not exceed the applicable weekly level of the UI.

      ii) For customers who did not qualify for UI as a result of a qualifying layoff, the weekly payment may not exceed the poverty level for an equivalent period.

~~4)Needs-based payments are not an allowable post-employment follow-up service~~

One-Stop centers will not have support services or needs-based payment costs reflected in their cost per entered employment figures (CPEE). Historically, both support services and needs-based payments were included in that calculation. ~~Of course, t~~This increased the CPEE and served as a disincentive to provide these services. By removing support services and needs-based payment costs from the CPEE calculation, WDD expects the One-Stop centers to be more willing to provide these services.

AG:JC:JO:GS:mc

CITY OF LOS ANGELES
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COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014

RICHARD J. RIORDAN
MAYOR

Date: February 20, 2001 (Revised 3/15/01)

To: Diana Peterson-More, Chair
Operations Committee

From: Ann Giagni, Director
Workforce Development Division

DRAFT

Subject: **PROPOSED POLICY FOR *CUSTOMER FLOW***

RECOMMENDATION

Approve WDD's policy for customer flow in the One-Stop centers.

BACKGROUND

The Workforce Investment Act provides for three levels of services: core, intensive, and training, with service at one level a prerequisite to moving to the next level. The regulations established the concept of a tiered approach but allow significant flexibility for local areas to establish activities that lead from participation in core to intensive and training services.

PROPOSED POLICY

1. When and how a customer moves through the three levels of service be allowed to vary by customer, based on customer needs, informed customer choice, the expertise of One-Stop center staff, availability of funds and resources and the regulations which define when registration must occur. One-Stop center staff shall look at the entire array of core, intensive, and training services to ensure that the appropriate services are provided. Which core services precede intensive services and which intensive services precede training shall be determined on a case-by-case basis.

2. There must be demonstrable value added as the job seeker moves through self-service and informational core services, staff-intensive core services, intensive

services and training services. Each new level must build on the past level. The One-Stop centers shall develop a method for documenting services received.

3. Self-service and informational activities fall within core services, will not require registration, and will be universally available.

4. When there is significant staff involvement in providing WIA-funded services in terms of resources or time, individuals receiving the staff-intensive core services shall be registered.

5. Both mandatory and voluntary partners shall participate at the One-Stop centers in providing the core services that they are mandated to be provided by law. The core services to be provided by each partner shall be outlined in a memorandum of understanding which will include cost and resource sharing.

6. Access to core services shall be seamless as a result of a well-designed integrated services strategy which includes all the partners.

7. To move to intensive services, the job seeker must have received at least one core service, be unemployed, underemployed or looking for a better-paying job, and after conducting a "quality job search", if appropriate, be unable to find a job. WDD will make available a publication titled, "Guide to Conducting a Quality Job Search: A Portfolio for Job Seekers," by Strumpf Associates, and/or other similar documents, to assist One-Stop centers.

8. The need to move a job seeker from core to intensive services shall be based on the individual's inability through core services to find or retain a job that leads to self-sufficiency. If appropriate, One-Stop center staff can also usher a customer through core, intensive and training services in one day using only one service in each tier if it is apparent that the customer needs to be moved quickly through the process in order to get a job.

9. To move to training services, the job seeker must have received at least one core service and one intensive service and have been unable to find or retain employment through intensive service(s). The underemployed are also eligible for training.

10. As required by a prior directive, One-Stop centers shall determine that the customer has the skills and qualifications to successfully complete the training selected by the customer (in consultation with One-Stop center) and that the training is linked to employment opportunities in the local area or in another area to which the individual is willing to relocate and that other sources of grant assistance are not available.

11. If funds and resources are limited, priority for intensive and training services will be given to job seekers who fall below the City's defined self-sufficiency level and to recipients of public assistance.

Attached is a list of core, intensive and training services for reference.

H:\Mailbox\John\customer_flow_policy.wpd

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Information on, referral to supportive services		Follow-up services after employment	Job readiness training
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs			Customized training
Resource room			
Internet browsing (job info and training search)			
Internet accts			
Initial development of employment plan			
Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

One Hanson Street, Boston, Massachusetts 02118 (617) 426-5533

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Determination of eligibility to receive assistance under Title IB	Staff assisted job search & placement assistance, career counseling	Comprehensive & specialized assessment, e.g. diagnostic testing, interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to One-Stop center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan	On the job training
Initial assessment of skill levels, aptitudes, abilities & need for support services	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics information, job listings, job skill requirements for job listings, & info. on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs
Performance info. on eligible training provider	Staff assisted workshops and job clubs	Case management	Skill upgrading & retraining
Performance info. on the local 1-Stop System		Short-term pre-vocational services	Entrepreneurial training
Info on filing for Unemp Insur			Adult ed in combination w/train

One Hanson Street, Boston, Massachusetts 02118 (617) 426-5533

LILLIAN KAWASAKI
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014

RICHARD J. RIORDAN
MAYOR

DATE: March 21, 2001

TO: All Interested Parties

FROM: Ann Giagni, Director

SUBJECT: **WORKFORCE INVESTMENT ACT (WIA) RELEASE OF DRAFT ANNUAL PLAN AND PUBLIC HEARINGS**

Attached is the Community Development Department's (CDD) draft Annual Plan for the City of Los Angeles One-Stop System for the period of July 1, 2001 through June 30, 2002. The purpose of the Annual Plan is to establish the administrative and program budget, service strategies, and program goals for the City's One-Stop System.

Written comments regarding the plan must be submitted no later than Friday, April 20, 2001. Comments may be submitted to the attention of Diana Nave in writing via fax to (213) 485-8151; via mail to City of Los Angeles, Community Development Department, Workforce Development Division, 215 West 6th Street, 10th Floor, Los Angeles, CA 90014, Attn: Diana Nave; or via email to dnave@cdd.lacity.org.

The City will conduct two hearings to receive public comments on the draft plan (testimony limited to three minutes per speaker). The first hearing will be held Thursday, March 29, 2001, 9:30 A.M., at Youth Fair Chance (Auditorium), 501 S. Bixel St., Los Angeles. The second hearing, which will be noticed per the Brown Act so City Council staff may attend, is scheduled for Thursday, April 5, 2001, 10:30 A.M., City Hall East, Rm. 317, N. Main St., Los Angeles.

In addition, the City of Los Angeles Workforce Investment Board (WIB) will consider the draft Annual Plan during the month of April as follows:

WIB	Date	Time	Location
Accountability Committee	April 9	8:00 – 9:30 A.M.	Meetings will be held
Operation Committee	April 17	8:30 – 10:00 A.M.	at the Los Angeles
Youth Council	April 18	8:30 – 10:00 A.M.	Chamber of Commerce
Marketing Committee	April 18	4:30 – 6:00 P.M.	350 S. Bixel St.
Interagency Committee	April 19	2:00 – 4:00 P.M.	Los Angeles, CA
Executive Committee	April 24	8:30 – 10:00 A.M.	90017

Shortly thereafter, the draft Annual Plan will be considered by the City Council and the Mayor. Please note that the figures provided relative to the City's budget are not final and may change. In addition, the Technology Plan is under active review and changes are anticipated.

The draft plan is available through CDD's website at http://www.lacity.org/WIB. For additional information, please contact David Eder at (213) 485-1504.

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Workforce *Investment* Board

THE CITY OF LOS ANGELES

WORKFORCE INVESTMENT BOARD

YEAR TWO ANNUAL PLAN

2001 - 2002

DRAFT

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

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CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
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General Information - (213) 485-5705
Fax: (213) 847-0636
Fax: (213) 485-8944

HELEN GINSBURG
Chief, Council and Public Services Division

99-0646-S4

PLACE IN FILES
APR 27 2001
DEPUTY

L.A. Metropolitan Alliance
1715 W. Florence Avenue
Los Angeles CA 90047

April 18, 2001

Honorable Richard Riordan, Mayor
Office of Administrative and
Research Services
Chief Legislative Analyst
Workforce Investment Board
c/o Community Development Department

Community Development Department
Attn: Lillian Kawasaki, GM
cc: Ann Giagni

RE: STATUS OF THE WORKFORCE INVESTMENT ACT YEAR ONE ANNUAL PLAN FOR 2000-01

At the meeting of the Council held April 17, 2001, the following action was taken:

Attached report adopted X
Attached motion (-) adopted.....
Attached resolution (-) adopted.....
Mayor concurred.....
FORTHWITH.....
Motion adopted to approve communication recommendation.....

J. Michael Carey

City Clerk
vp

steno\990646.4

FR mcp 4/27/01

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COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
Report/Communication for Signature

Council File Number: 99-0646-S4

Committee Meeting Date: 03-19-01

Council Date: 04-13-01

COMMITTEE MEMBER	YES	NO	ABSENT
Councilmember Hernandez, Chair	✓		
Councilmember Holden			✓
Councilmember Pacheco	✓		

Remarks Workforce Investment Act Annual Plan Status Report

Miranda Paster, Legislative Assistant ---------- Telephone 485-5775

File No. 99-0646-S4

TO THE COUNCIL OF THE CITY OF LOS ANGELES

Your COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

reports as follows:

	Yes	No
Public Comments	XX	

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to the status of the Workforce Investment Act (WIA) Year One Annual Plan for 2000-01.

Recommendations for Council action:

1. NOTE AND FILE the Mayor and Community Development Department (CDD) transmittal entitled, "Report Back Regarding the WIA Annual Plan", dated February 8, 2001, inasmuch as it was submitted for informational purposes only and no Council action is required.

2. DIRECT the CDD and Workforce Investment Board (WIB) to allow the Community and Economic Development (CED) Committee to participate by hearing the draft WIA Year Two Annual Plan before its finalization and to ensure sufficient time for WIB consideration of any recommendations.

Fiscal Impact Statement: The Office of Administrative and Research Services (OARS) states that there is no fiscal impact. This is a status report.

Summary:

On March 19, 2001, the CED Committee considered the Mayor/CDD transmittal dated February 8, 2001 and the OARS transmittal dated March 16, 2001. The CED Committee approved the OARS recommendation as amended. The CED Committee amended the recommendation to direct the CDD and WIB to allow the CED Committee to participate in hearing the draft WIA Year Two Annual Plan to ensure sufficient time is made available for consideration of recommendations by the WIB and time to submit the plan for Council consideration before June 30, 2001.

In its transmittal dated February 8, 2001, the Mayor/CDD reported that in October 2000, the CED Committee reviewed and approved the WIA Annual Plan for 2000-01. The CED Committee requested that CDD review the enforcement standards and "Work First" language, coordinate a meeting between the WIB and the Metropolitan Alliance and report to CED Committee within six months. The CDD met with Metropolitan Alliance on October 27, 2000 and subsequently, three more times.

As a result of the meetings, the "Work First" language in the Annual Plan was replaced with language mutually agreed to by both the CDD and Metropolitan Alliance. Current discussions with the Metropolitan Alliance are focused on ensuring that the objective or end result of the

WIA program is the clients' self-sufficiency. Both the CDD and Metropolitan Alliance are concerned with allowing the clients to get stuck in low wage jobs, as well as, developing a methodology for tracking and monitoring placements and follow-up services.

In its transmittal dated March 16, 2001, the OARS reports that the CDD's enforcement of performance standards to identify poor-performing agency contractors include: (1) the selection of an evaluation contractor to develop and evaluate the Plan's performance measurement standards on program applicant enrollment, on-the-job and/or classroom training, job placement, and career development; and (2) the development and implementation of CDD's Integrated Services Information System.

On December 1, 2000, the CDD released a Request for Proposals for the development and implementation of a performance management system, customer satisfaction measurements, an electronic consumer report card, and a website to register the electronic consumer report card; CDD's scoring of the proposals received on January 16, 2001 and CDD's subsequent selection of The University Corporation (aka California State University, Northridge Center for Management and Organization Development) as the contractor.

This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

RPT.

ADOPTED

APR 17 2001

LOS ANGELES CITY COUNCIL

MCP
4/05/01
#990646.4b

COUNCIL VOTE

17-Apr-01 10:37:39 AM, #1

Items for Which Public Hearings Have Been Held - Items 1-16
Voting on Item(s): 1-12
Roll Call

BERNSON	Yes
CHICK	Absent
FEUER	Yes
*GALANTER	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Yes
PACHECO	Yes
PADILLA	Absent
RIDLEY-THOMAS	Yes
SVORINICH	Yes
WACHS	Absent
WALTERS	Yes
FERRARO	Absent
	Absent

Present: 10, Yes: 10 No: 0

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE
SUGGESTED NOTIFICATION OF COUNCIL ACTION

Council File No. 99-0646-S4

- ☐ Council Member(s) _____
- ☐ Interested Department _____
- ☑ Mayor (~~with~~/without file) _____
- ☑ Chief Legislative Analyst _____
- ☑ Office of Administrative and Research Services _____
- ☐ Controller _____
- ☐ City Clerk _____
  - ☐ City Clerk, Chief Administrative Services _____
- ☐ Treasurer _____
- ☐ City Attorney (with / without file) _____
- ☐ General Services Department _____
- ☐ Department of Transportation _____
- ☐ Personnel Department _____
- ☑ Community Development Department, Lillian Y. Kawasaki, Interim General Manager _____
  - ☑ cc: Contact Person Ann Giagni
- ☐ Community Redevelopment Agency _____
- ☐ Board of Public Works _____
- ☑ Workforce Investment Board _____
- ☐ Workforce Investment Board, Youth Council _____
- ☑ L.A. Metropolitan Alliance
- ☐ _____

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REPORT FROM

OFFICE OF ADMINISTRATIVE and RESEARCH SERVICES

Date: *March 16, 2001*

OARS File No. 0220-01024-2422
Council File No. 99-0646-S4
Council District: All

RECEIVED
CITY CLERK'S OFFICE
2001 MAR 16 AM 11:39
BY CITY CLERK DEPUTY

To: The Council
The Mayor

From: William T Fujioka, Director

Reference: Community Development Department's transmittal dated February 6, 2001

Subject: Report Back Regarding the Workforce Investment Act (WIA) Annual Plan for 2000-01

SUMMARY

In October 2000, the Community and Economic Development (CED) Committee reviewed and approved the Workforce Investment Act (WIA) Annual Plan (Plan) for 2000-01 (C.F. 99-0646-S4). The CED requested that the Community Development Department (CDD) report back on items related to the Plan in six months. These items included a review of the enforcement of performance standards and "Work First" language, and the coordination of a meeting between the Workforce Investment Board (WIB) and the Metropolitan Alliance to review suggestions made by them relative to the Plan. Enforcement of performance standards to identify poor-performing agency contractors include: 1) the selection of an evaluation contractor to develop and evaluate the Plan's performance measurement standards on program applicant enrollment, on-the-job and/or classroom training, job placement, and career development; and, 2) the development and implementation of CDD's Integrated Services Information System (ISIS). The "Work First" language needed to be amended due to the different terminology and connotations used by the WIB and the Metropolitan Alliance.

STATUS AS OF FEBRUARY 6, 2001

On October 27, 2000, at the Committee's suggestion, the Metropolitan Alliance gave a very informative presentation to the Executive Committee of the WIB. CDD staff subsequently met with the Alliance four additional times in February and March 2001.

These meetings resulted in:

(Summary continued)

COMNTY & ECON DEV

MAR 16 2001

- a change in the "Work First" language in the Annual Plan. The WIB and Metropolitan Alliance agreed to delete all language that had any negative connotations conveyed in the Plan associated with the phrase "Work First."

- an agreement to develop a methodology for tracking and monitoring placements and follow-up services. The WIA Plan is a part of the development of CDD's Integrated Services Information Systems (ISIS). CDD anticipates that the WIA portion of ISIS will be completed by June 2003.

- an agreement to develop a policy that would set minimum wage requirements for On-the-Job Training and Customized Training. CDD will be developing this policy in conjunction with the WIB and Metropolitan Alliance.

- CDD's release of a Request for Proposal on December 1, 2000 for the development and implementation of a performance management system, customer satisfaction measurements, an electronic consumer report card, and a website to register the electronic consumer report card; CDD's scoring of the proposals received on January 16, 2001; and CDD's subsequent selection of The University Corporation (aka California State University, Northridge Center for Management and Organization Development) as the contractor. CDD anticipates that the contract will be signed April 1, 2001.

CDD anticipates submitting a full report in April 2001.

The Workforce Investment Board's seven goals for 2000-2001 are listed in the attachment with CDD's transmittal dated February 6, 2001.

RECOMMENDATION

Receive and File.

FISCAL IMPACT STATEMENT

There is no fiscal impact because this is a status report.

WTF:LLF:lm

CITY OF LOS ANGELES SPEAKER CARD

Date: 4/9/01

Council File No., Agenda Item, or Case No.: 99-0646-SA, (4)

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (✓) General comments

Name: Jennifer Ito

Business or Organization Affiliation: Los Angeles Metropolitan Alliance

Address: 1715 W. Florence Ave, Los Angeles CA 90047
Street City State Zip

Business phone: (323)789-7920 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address:
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

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Fax: (213) 485-8944

HELEN GINSBURG
Chief, Council and Public Services Division

5

99-0646-S4

February 13, 2001

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

In accordance with Council Rules, communication from the Community Development Department relative to the Workforce Investment Act Annual Plan, was referred on February 13, 2001, to the COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE.

J. Michael Carey

City Clerk
amm

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CITY CLERK'S OFFICE
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BY

TRANSMITTAL

TO	DATE	COUNCIL FILE No.
THE COUNCIL	FEB 08 2001	
FROM THE MAYOR		COUNCIL DISTRICT

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

MAYOR

COMNTY & ECON DEV
FEB 13 2001

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CITY OF LOS ANGELES
CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014
(213) 485-1617
FAX (213) 237-0551

RICHARD J. RIORDAN
MAYOR

FEB 06 2001

Council File No: 99-0646-S4
Council Districts: All
Contact Persons and Extensions:
Ann Giagni: 5-5019
Diana Nave: 3-0311

The Honorable Richard J. Riordan
Mayor, City of Los Angeles
Room 800, City Hall East

Attention: June Lagmay, Legislative Coordinator

COMMITTEE TRANSMITTAL: REPORT BACK REGARDING THE WIA ANNUAL PLAN

ACTION REQUESTED

This transmittal is the result of a request from the Chair of the Community and Economic Development Committee that the Department report back on items related to the WIA Annual Plan. The General Manager of the Community Development Department requests that your office forward this transmittal to CED.

RECOMMENDATIONS

The General Manager of the Community Development Department (CDD) requests that the Community and Economic Development Committee receive and file this report.

FISCAL IMPACT

This is a status report. There is no fiscal impact.

BACKGROUND

In October 2000, the Community and Economic Development Committee reviewed and approved the Workforce Investment Act (WIA) Annual Plan for 2000-01. The Chair of CED requested that the Department review the Plan and report to CED in six months, review the enforcement standards and "Work First" language, and coordinate a meeting between the WIB and the Metropolitan Alliance to review suggestions made by them relative to the Plan.

At the Committee's suggestion, on October 27, the Metropolitan Alliance gave a very informative presentation to the Executive Committee of the Workforce Investment Board. Subsequently CDD staff met three times with the Alliance and another meeting is scheduled for February.

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Mayor Richard J. Riordan

As a result of these meetings, the "Work First" language in the Annual Plan was replaced with mutually agreed to language. Discussions currently underway are focused on making sure that WIA programs result in self-sufficiency. CDD shares the concern of the Alliance that people not get stuck in low wage jobs and is committed to developing a methodology for tracking and monitoring placements and follow-up services. We are also developing a policy that would set minimum wage requirements for On-the-Job Training and Customized Training and anticipate that this policy will be included in our six-month report back.

On December 1, we released a Request for Proposals for the development of a performance management system, including evaluation tools to measure individual contractor performance and the effectiveness of OJT and Customized Training. Proposals were received on January 16, 2001 and are now being scored.

Attached is a status report on the implementation of the Annual Plan. We anticipate submitting a full report in February.

Prepared by:

DIANA NAVE
Senior Management Analyst II

Reviewed by:

ANN GIAGNI, Director
Workforce Development Division

Approved by:

SUE CLEERE FLORES
Assistant General Manager

Approved by:

LILLIAN KAWASAKI
General Manager

Attachment

Annual plan report back
Disk name: Planning #1

GOALS/MAJOR ACTIVITIES
2000-2001

GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business service providers and job seekers

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
1.a Administer One-Stop System - Administer system composed of One-Stop centers and satellites, Youth Service Providers, and Welfare-to-Work contractors	1.a (1) - Lease Needs The certification process will require all One-Stops to meet threshold facility standards such as Americans with Disabilities Act (ADA) and signage. Although WIA prohibits building rehabilitation and maintenance cost, tenant improvements can be amortized via the lease. These funds would be held aside and only used to cover increased lease costs arising from City mandated tenant improvements (excluding seismic).	$490,000		• EDD identifying its priorities for completing lease needs • Conducting survey of needs relative to ADA
	1.a (2)- Individual Training Accounts (ITAs) Only $2.2 million was appropriated for the current year pending further study. This amount will be exhausted by September. Staff recommends an additional $6.3 million be appropriated for the year and the contract with South Bay be extended through June 30, 2001 to manage the ITAs. Last year we allocated $7,250,000. The additional funds requested herein will bring the total to $8,545,000 for this year.	$6,345,000	$6,345,000	• Contract executed
	1.a (3) - Youth System Enhancements Several high quality youth providers were not successful in the recent youth RFP process. The Appeals Panel asked staff to explore ways and means to ensure the City did not lose the investment already made in these well performing agencies. From this discussion arose a new policy adopted by the Youth Council, and the City Council (Attachment J). Funds are recommended for implementation of this policy. Priority consideration will be given to the following:	$700,000		Contracts waiting for signatures
	UCRA, Boyle Heights: The Youth Opportunity (YO) grant in the Boyle Heights area may only be spent on youth ages 14-21 who live within the empowerment zone. Much of the residential population lives outside of the zone. These funds will be used to serve the youth who have raised expectations because of the outreach efforts for the YO grant but who are ineligible. Additional funds are provided for this purpose to insure there will be no adverse financial impact on the youth consortia serving this area. ***Archdiocese***		$250,000	

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
	Community Build: This organization focuses on the most barriered youth and has historically worked successfully with gang involved individuals. The recent increase of violence in the South-Central area and the subsequent hearings held by the Ad-Hoc Task Force on Gang and Violence have highlighted the need for more efforts to move highly barriered individuals into successful employment. – ***WLCAC*** ($250,000)		$250,000	• Sig pages at agency
	UCRA Hollywood: The agency has a strategic, well-known accessible location in Hollywood. The consortium funded to secure this area does not (although they are willing to develop one). The youth service population in Hollywood is substantially within immigrant family structures where knowledge/trust of the service provider is critical. ***Urban League*** ($200,000)		$200,000	• Sig pages at agency
	1.a (4)- <u>Adult System Enhancement</u> (1) Community Build: The recent increase in violence in South Central LA necessitates a community wide response. An important component of this response is job preparation and placement especially of adults in the 21 to 24 year old range. These funds will be provided to the One-Stop operator (Community Centers, Inc.) to sub contract with Community Build to provide services primarily to the 21 to 24 year old population. (2) Assessment: Funds are requested for the purchase of assessment materials that are tied to specific job skills. The requested funds would allow for piloting of the materials in a limited number of One-Stop Centers. If this system is determined to be particularly effective, consideration will be given to system-wide implementation.	$220,000		Scope of work under development
	1.a (5)- <u>Non-custodial Parent Program</u> A program will be developed to serve non-custodial parents of TANF recipients in conjunction with the Los Angeles County District Attorney and the Employment Development Department Funds will be used to provide counseling and other supportive services impacting their ability to maintain employment and become responsible parents, both financially and emotionally.	$210,000		

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
1.b Capacity Build – Invest in the development of organizational infrastructure and training of staff at all levels; expand electronic connectivity	1.b (1)- Training and Technical Assistance Funds are needed to provide training and technical assistance to city staff and service providers including One-Stop, Youth, and Welfare to Work. [see Attachment Q]	$386,500		• Anticipate releasing RFQ – 1/28 • Some training being provided every month
1.c Customer Satisfaction – Develop methodology for measuring satisfaction of both employers and job seekers and for using the results for continuous improvement	1.c (1) - Customer Satisfaction Customer Satisfaction is a WIA and WTW performance measure and an important element of our local evaluation and continuous improvement process. Although the State will be conducting a customer satisfaction survey, the methodology that they plan to use will not provide us with information that is useful at the local level. A consultant will be procured to develop and conduct a Customer Satisfaction Survey. Procurement would be through a Request for Proposal, Request for Qualifications, or other similar process.	$450,000		Proposals being evaluated
1.d Consumer Reports - Develop a consumer report system so job seekers and businesses have access to performance information about training providers (youth and adult) and One-Stop Centers	1.d (1) - Consumer Reports Develop the process for the implementation of a "Report Card" of the One-Stop and Youth programs. Contractor performance evaluation results will be displayed using an electronic solution developed in coordination with the Workforce Investment Board. A consultant is needed to identify the required factors for the "Report Card" and develop the necessary software.	$200,000		Proposals being evaluated

GOAL 2. Provide job training for first-time job seekers, unemployed, and incumbent workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
2.a Industry Clusters - Continue to identify and assess industry clusters to ensure that training is being provided in high quality, high growth sectors, and that placement will lead to high wage jobs.	2.a (1) - Industry Clusters Continue the contract with UCLA to provide training to service providers on growth industries and their employment needs, how to work with businesses within industry clusters, and how to develop long-term relationships with industries. Training will assist them in making the most effective contacts and improve ongoing work with businesses.	$40,000		• Staff working on it has left UCLA, now need RFP
	2.a (2) - Entertainment Industry The City has entered into a contract with the Entertainment Industry Development Corporation (EIDC) to develop a guide to getting a job in the entertainment industry and to provide related training to our service providers	$195,000* (CF #00-0559)	$195,000	• Contract executed, Amendment being developed
	2.a (3) - City Jobs Funds are requested to expand the existing City Jobs Program to serve approximately 275 additional TANF clients. This program prepares participants for employment at entry level positions within the City of Los Angeles. Marketing and outreach will be conducted in order to expand the number of potential placement opportunities for participants in other operating City Departments. These placement opportunities will focus on demand occupations with clear career paths within the City of Los Angeles. Funds are needed to reimburse City Departments for wages during training, instructional costs, and support services.	$3,182,000		• Added Clerical Component and enrolled 15 • Developing class for Airports for custodian & clerical staff • Trying to develop Communications Operator Training for Dept of Transportation/Rec & Parks and ITA • Will Initiate Animal Trainer Class at Zoo • Discussions underway with library
2.b Labor Market Information - Provide current local Labor Market Information via the internet	2.b (1) - Labor Market Information The City has entered into a contract with ERISS to conduct a survey of local employers and provide the resulting labor market information via the internet	$415,000	$415,000	• System up on Web • Initial training completed • Tren trained as System Administrator • Training on Self Service Module to be pro ed in Feb • Discussion with other WIBs should be held in Feb
2.c Training Policy - Develop self-sufficiency definition and ITA policy that is focused on demand occupations with career paths that lead to self sufficiency	2.c - No funds requested	$0		Policy adopted, changes under discussion

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
2.d Technology - Invest in technology needed to provide job seekers with up-to-date skills; reduce the digital divide for program participants	2.d. (1)- Technology Upgrades Upgrade technology (hardware and software) to facilitate the development of skill sets for job seekers including development of online assessment program. Develop a plan to upgrade and maintain a level of acceptable technology standards within the One-Stop system for use by job seekers and staff. (Note: Includes $876,000 WtW approved last year)	$1,426,000		• Technology plan under development • 1/9 meet with providers and partners to discuss plan • Expect plan and costings completed 2/1 • RFP for Systems and Network Services to be released early Feb
	2.d (2)- Youth System Enhancement - Technology Academy There is a growing digital divide which parallels economic demographics. In order for low-income citizens to move up the economic ladder they must have access to computer training which begins with the basics and moves them to skills in high demand. The Community Technology and Education Center (C-TECH) is a cooperative effort of Glendale Community College, Los Angeles Unified School District, and the Mountains Recreation and Conservation Authority. It is located on the grounds of the Los Angeles River Center and Gardens (formerly the Lawry's California Center). The proposed funds would be used to incorporate the Multimedia University Academy into C-TECH and make this unique training available to the entire youth system.	$280,000		• New non-profit being created • Scope of work under development
	2.d (3) - Technology - Capital Investment The Department of labor has urged consideration of training in high tech occupations. These funds will be used to purchase the equipment, tools, supplies and materials necessary to provide hands on training in network cabling, network administration, computer repair, and network and computer trouble shooting. C-Tech, a New Jersey based DOL endorsed company, is recommended as the sole source provider of the equipment, training curriculum and train-the-trainer training. Initially one center will be piloted. Cost of equipment and training is estimated at $40,000. If this pilot is successful a second site will be set up. - ***ELA Skills Center & Valley Site***	$80,000		• Meeting with ELASC on 1/22

	GOAL 3. Promote collaboration and leveraging of funds and resources			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS & TIMELINE**
3.a Integrate Partner Services - Continue work with the 19 partners to develop an integrated system that includes the following: EDD co-located at every One-Stop Center; staffing plans to extend hours of service; a resource sharing plan; common definitions and vocabulary; common technology; a common intake, assessment and tracking system; and a unified approach to the business community. Revise MOU accordingly and develop Center- specific MOUs.	3.a - No funds requested	$0		• City Attorney drafting MOU for mandatory partner services • System cost being calculated
3.b Integrate Youth and Adult Services - Increase integration of the Welfare-to-Work and Youth components into One-Stop System particularly in the areas where they share common customers and common needs; integrate youth programs into the partner MOU.	3.b - No funds requested	$0		
3.c Recognize Efforts that Promote System Approach - Develop qualitative measure of collaboration and a team measure to encourage total system collaboration	3.c - No funds requested	$0		Part of Evaluation RFP

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
3.d Secure Additional Funds - Apply for additional funds such as the Governor's Discretionary Funds; secure the services of a grants writer; investigate revenue-generating activities and develop policy for One-Stop operators	3.d – Secure Additional Funds Authorization is requested to apply to any County, State, or Federal entity having funding available for workforce preparation related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce (for technology related grants), Department of Education, Department of Justice (for job training for offenders), Governor's WIA and WTW Discretionary Funds, and funding under Los Angeles County Long-Term Family Self-Sufficiency Plan. We also want to increase the competitiveness of our system in applying for other funds. Funds are requested to procure grants writing services to be available on an as needed basis.	$110,000		• Applied for Gov's Discretionary • RFP for grants writing released 1/17 • Applying for DOL Grant • Supported proposals to other funding sources • Applying for $200,000 under Schiff-Cardanes Bill
3.e UNITE LA - Continue to participate as a partner in UNITE LA and expand the Industry Consortia to benefit the entire system	3.e - No funds requested This effort is funded through School-to-Work Opportunities Act	$0		• Hosted Networking Event for Unite LA Staff, Youth Agencies & Industry Consortia
3.f Best Practices - Provide opportunities for contractors to share best practices; including hosting a resource fair.	3.f - No funds requested	$0		• Best Practices Conference 2/21
3.g Expand Partnership – Involve additional community partners including labor organizations	3.g (1) – Empowerment Zone Linkages The Empowerment Zone Advisory Board has identified two pilot projects for which it has requested financial support be targeted. These funds will be used to augment the One-Stop system to provide: (1) targeted outreach to empowerment zone residents and (2) post employment supportive services to ensure retention.	$100,000		• Ann to Discuss at Jan mtg of EZOC
	3.g (2) – Leverage External Resources There are numerous community resources that the One-Stop System is not currently fully utilizing. For example, DPSS provides substance abuse and mental health assessment and treatment for persons enrolled in CalWORKS. These funds are currently underutilized. At the same time, our Welfare to Work providers have identified a need for these services. Making these connections is usually labor intensive and can more efficiently be initiated at the system level. Funds would be used to secure the services of a consultant to expand the partnership and improve the ability of the One Stop System to leverage additional resources.	$75,000		

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
	3.g (3) – Demonstration Projects There are high risk and underserved populations - both workers and employers - who are not adequately served by the existing system. There are also small and grass roots organizations which may do a better job addressing this situation, but they do not successfully compete in a standard RFP process. Staff recommends developing new strategies or identifying best practices for working with high risk and/or underserved populations to include but not be limited to mono-lingual non-English speakers, individuals returning from incarceration, etc. Each demonstration project may be funded up to an amount not to exceed $500,000. Participating agencies in this Demonstration Projects Program may be agencies with a well established track record as recipients of federal monies or grass roots/emerging agencies which are established in their respective community but have minimal or no track record as recipients of federal dollars. These Demonstration Projects must meet the requirements for the funding source in WIA or Welfare-to-Work, etc. and accept Technical Assistance deemed necessary and appropriate by CDD staff. Technical Assistance may be in the area of financial management, program design and implementation, performance accountability, etc. Procurement will be by RFP or RFQ or IFB Participants on the selection panel may include staff from CDD, affected Council Offices, Mayors Office, CAO and WIB. All Demonstration Projects shall have as their primary goal either better preparing a targeted population for work, or better assisting employers in their search for qualified workers. Demonstration projects will be for a specified period of time, with a small group of participants, closely monitored during implementation and, evaluated at the conclusion.	$1,925,000		• Release call for ideas for LEP by 2/15 • Develop call for ideas for employed workers • Meet with Manny Valenzuela re Labor Project • Develop RFP for records expungment, credit/debt counseling, access to health services, etc.

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
3.h Seek Opportunities for Regional Collaboration - Seek opportunities for collaboration with the WIB's, particularly those in LA County, to promote commonality of forms and processes and seek opportunities for co-funding of initiatives as appropriate	3.h No funds requested	$0		Reconvene LA Area LWIA Directors

	GOAL 4. Provide quality assurance through a system of standards and accountability			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS & TIMELINE**
4.a Certify One-Stop Centers - Develop minimum standards for all One-Stop Centers and incorporate these into the certification process; develop criteria and process for decertification.	4.a <u>One-Stop Certification</u> The City has entered into a contract with Lori Strumpf to lead the certification process. Ms. Strumpf is currently assisting in the certification of the Los Angeles County One-Stops. We would like to ensure consistency between the County and City One-Stops, so using the same consultant is critical for this.	$50,000* (CF #00-1297)	$50,000	• Certification process underway – will complete by 6/30 • Need to amend contract to increase amount • Received first application for certification
4.b Performance Evaluations - Revise and implement Performance Evaluation and Reallocation Policies for Youth, One-Stop Centers, and Welfare-to-Work providers	4.b – Evaluation Development Funds would be used to secure the services of a consultant to design evaluation criteria and tools for use under WIA. The resulting tools will enable us to evaluate performance of individual One-Stop Operators and Youth Collaborators.	$100,000		• Proposals being evaluated
4.c Evaluate Training Providers - Develop criteria for evaluating training providers listed on the ETPL	4.c – No funds requested	$0		
4.d Skills Certification - Develop skills certificates that are industry recognized	4.d – <u>Skills Certification/Credentials</u> One of the performance indicators under WIA is the number of individuals who obtain credentials including "industry-recognized certificates." Consultant services will be procured to research industry-recognized certificates currently in use elsewhere and to review training provider curriculum for relevance to business and develop additional certificates in high wage, demand occupations. [role of work keys]	$150,000		• RFP to be developed, anticipate late Feb release

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
4.e Meet or Exceed Performance Levels - Attachment D shows the performance levels the State has established for Los Angeles; develop and implement strategies for continuous improvement of performance	4.e – No funds requested	$0		• Negotiate with State start mid Feb • Unable to obtain any performance info from state
4.f Certification of Staffing Firms	4.f – Staffing Firms – No funds requested Authority requested to release a Request for Qualifications (RFQ) to identify staffing firms that are qualified to provide specialized employment agency services to Welfare to Work participants. Requirements for qualifications include: temporary jobs leading to permanent employment, firm offers relevant skills training, and available employment that leads to jobs providing benefits and a living wage. Contractors will only be allowed to utilize staffing firms on the "qualified list".	$0		Low priority

	GOAL 5. Improve services to business			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS & TIMELINE**
5.a Marketing	5.a (1) Regional Marketing Implement a countywide marketing campaign (Attachment R) with other SDAs, EDD, and DPSS with single point of contact for business, publicize successes.	$200,000		• Board of Supervisors approved Marketing Contract • Fred will develop payment process • Need to set up infrastructure through Business Services
	5.a (2) Local Marketing Funds will be used to promote City specific programs. This includes funds for brochures, promotional items, hosting events, etc.	$160,000		Proposals being reviewed
5.b Business Services - Develop a systematic approach to assist businesses with meeting their employment and training needs.	5. b - Business Services Develop and maintain a One-Stop system for employers with Account Representatives responsible for specific industry clusters. Assist One Stop Operators to improve their interface with Business Assistance Centers and expanding the types of service they provide to businesses. ***RFQ***	$500,000 (includes $167,000 for VEDC)		RFP released 1/19
	Of the total, $167,000 will be used to contract with the Valley Economic Development Corporation for the period July 1, 2000 to December 31, 2000, to continue development of the business network in the San Fernando Valley. The remaining funds will be used for consulting services to develop system approach and train contractor staff.		$167,000	• Contract executed • Amendment will be prepared to add $167,000 and extend time to June 30, 2001
5.c Customized Training - Expand the use of customized training including incumbent workers training to meet business needs.	5.c Customized Training Staff recommends that each One-Stop Operator be given an additional $100,000 to provide a quick response for customized training requests and that $300,000 be retained by CDD for larger long term projects and for allocation to One- Stops based on demand. [relates to training wage policy]	$1,800,000		• Will develop Task Force from One Stop & WTW staff and contractors • Need to develop policy for targeting customized training to demand occupations
5.d Economic Development - Ensure that economic development projects, such as Genesis LA, public works projects, and those of CDD's Industrial Commercial Development Division and the Mayor's Office of Minority Business Opportunities Committee (MBOC), are directly tied to workforce development	5.d First Source Hiring Provide funds to selected One-Stop Operator to hire staff to coordinate first source hiring for large publicly funded construction projects, involving both construction jobs and post construction jobs similar to the agreement with the Staples Center.	$380,000		• Will consider with 5c

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
5.e Upgrade Technology - Invest in technology upgrades to standardize the system used by One-Stop operators and increase the system=s ability to be responsive to business	5.e No Funds Requested. This is included as a part of item 2.d (1)	$0		Part of 2.d (1)
5.f Rapid Response - Provide assistance to employers and individuals affected by staff downsizing or plant closures. Including readjustment, retraining, and employment services	5.f Job Search Assistance RFP The City currently has contracts with seven entities to provide job search assistance for individuals being laid off. $50,000 is required to extend these contracts through December 31, 2000. To ensure we are using the most qualified and cost-effective contractors, we are requesting authority to release an RFP. In addition to providing job search assistance workshops, a consultant will be sought to assist One-Stop job developers to increase their skills in working with employers facing layoffs and those with potential job opportunities for laid off workers. The remaining $150,000 would fund the successful bidders for the period January 1, 2001 through June 30, 2001. Contracts could be renewed for up to four additional years based on performance and availability of funds. - ***will use county's RFP***	$200,000	$100,000	Contracts executed
5.g. Brownfields - Provide job training and placement of Empowerment Zone residents into entry-level employment in environmental remediation and establish a career continuum for upgrading of skills.	5.g No funds requested. All funds are from the EPA grant or existing system provider resources. Authority is requested to accept the grant funds and contract for the services with the South Central One-Stop operated by Community Centers, Inc.	$0		

	GOAL 6. Ensure access and training for diverse populations			
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**BUDGETED**	**OBLIGATED**	**STATUS & TIMELINE**
6.a Specialized Training - Contract for training for specific populations such as offenders, homeless, and persons with significant language barriers whose needs are not well met through the existing (ETPL) Eligible Training Providers List	6.a (1) Training for Offenders -Demonstration Develop and implement a pilot program for youth/young adults returning from incarceration. The program will leverage resources with the Probation Department, LA County Office of Education, Los Angeles Unified School District, One Stop Career and Industry Centers, Family Development Networks, and Community Based Organizations. Prior to release participants will be involved in educational and life management skills development. A specific re-entry plan will be developed and a neighborhood mentor and job coach will begin meeting with the youth. Upon release, youth will enter a combination of paid work and additional education and skills training with intensive coaching. Additional readjustment services will involve the family and other significant relationships and the development of peer support groups. Support services will include tattoo removal, bonding, records expungment and access to background check data. Required community service will be designed to increase feelings of self-worth while making restitution.	$400,000		• Program designed, submitted for Gov's discretionary • Contracts to be developed • Developing DOL Grant application
	6.a (2) Training for Homeless Funds are requested to develop and implement a pilot project for homeless individuals whose needs are not well met through the ETPL.	$60,000		RFP to be developed
	6.a (3) Day Laborer No funds requested. Funds for this program come through CDBG. Authority requested to release a request for Proposal for April 1, 2001 - March 30, 2002 to select operators for the Day Laborer sites.	$0		Need Council approval for RFP

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
6.b Capacity Building – Provide training and technical assistance to increase ability of service providers and employers to work with diverse populations including persons with limited English proficiency; increase capacity to assess for learning disabilities and provide staff development in meeting identified needs; increase access to substance abuse, mental health treatment, and other support services through a coordinated information and referral system.	6.b (1) – Specialized Assessment Funds are needed to obtain (or develop) and provide training on screening tools for barriers to employment such as learning disabilities, mental or emotional health problems, substance abuse, and borderline mental retardation. Funds are also needed for in-depth assessment services when the initial screening indicates a potential need and services are not available from partners or other entities.	$20,000		Identifying existing resources
	6.b (2) – INFOLine Funds are requested to continue to contract with INFOLine to maintain the "1-800- For A Job" number. Business and Job Seekers calling INFOLine will be referred by trained INFOLine staff to the appropriate service provider. [There are three other Info Line contracts - WTW, Violence Prevention - consolidate?] This contract will also pay for the salary of a dedicated INFOLine staff person, to handle walk-ins and telephone inquiries at the City. There are two other, Info Line contracts - WTN, Violence Prevention, & EITC.	$480,000	$480,000	Contract executed
	6.b (3) - Earned Income Tax Credit Funds are requested to continue to inform employees and employers about the Earned Income Tax Credit (EITC) a wage supplement in the form of a refundable federal tax credit for eligible low-to-moderate income workers	$45,000		
	6.b (4) – IDA'S Funds are requested to implement an Individual Development Account (IDA) Program to help low-income individuals and families accumulate savings that can be used for education or job training, homeownership and microentreprise development. Eligible individuals will contribute a portion of their earnings and, grant funds will be used to match this amount. An RFP will be issued to select the financial institutions and partners to administer this program	$2,000,000		Staff hired as of 1/2/01

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	BUDGETED	OBLIGATED	STATUS & TIMELINE
6.c Adaptive Technology - Invest in adaptive technology to assist persons with disabilities in using One-Stop system services and assist employers in securing adaptive equipment for disabled employees hired through the One-Stop system	6.c - Adaptive Technology Job seekers with disabilities have inconsistent access to One-Stop services because not all One-Stops are equipped with adaptive technology. These funds will provide a minimum threshold of programmatic and physical access to One-Stop resources for job seekers with disabilities.	$147,255		• Analysis of needed equip by Jan • Will survey agencies on needed equipment • Part tech plan
6.d Understand Community - Develop demographic reports and community asset mapping	6.d GIS Mapping No funds requested	$0		
6.e At-Risk Youth – Increase youth services for youth exiting foster system, youth with disabilities and returning from probation camps	6.e – No funds requested. Funds received from the State General Fund are being used to provide services for youth in residential treatment facilities.	$0		• Contracts for Covenant House and Penny Lane executed • Discussions being held with Casey Family Program and Community Build regarding remainder of funds

	GOAL 7. Minimize bureaucracy			
7.a MIS Reporting - Develop computerized tracking system for all youth and One-Stop providers (ISIS) that includes easy capture of use of core services by non-registered participants	7.a - Integrated Services Information System (ISIS) Develop and maintain a regional electronic case management system via an open architecture Web based application that recognizes the participants within the different services that are being provided through the One-Stop System, including all WIA funded programs, Welfare to Work, and Human Service systems. This application is currently being developed internally with the assistance of the Information Technology Agency (City of Los Angeles Technology Department) and will have full deployment of all funded sources by the end of the fiscal year 2001. Funds are requested to pay for contract programmers and database specialists used in the continued development of each individual program module and for a Data Base Architect to maintain all databases being developed	$295,000		• Initial system developed • Youth providers trained, full implementation in January • Adult providers being trained in Jan
7.b Participant Tracking - Develop standard method for collecting data and tracking services across partner systems including the use of core, non-staff assisted services.	7.b Swipe Card Systems Develop a system wide process in which all participants are issued a photo identification card for the purpose of tracking services throughout the region. This swipe card system will interact with ISIS to further expand the capability of the common participant and case management tool developed for the City's Service Delivery Area. The use of this system will enable agencies to further follow up on the tracking of services provided to said participants.	$300,000		Part of tech plan
7.c Financial Reports - Revise financial management tools and provide training and technical assistance to city staff and contractors; develop common cost accounting system and process for electronic submission	7.c Common Cost Accounting System An important tool for continuous improvement is good financial information. At this time there is no common cost accounting system throughout the Workforce Development System. These funds would be used to develop a common cost accounting system for managing resources system wide, trouble shooting excessive cost, and continuous improvement.	$100,000		Part of tech plan
7.d Contracts - Develop streamlined contracting process	7.d No funds requested	$0		Completed
7.e Easy Access for Employers - Ensure bureaucratic process confronting employers is minimized	7.e No funds requested	$0		

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries relative to this matter refer to File No.

99-0646-S4

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
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HELEN GINSBURG
Chief, Council and Public Services Division

November 8, 2000

Honorable Richard Riordan, Mayor
Council Member Goldberg
Council Member Hernandez
Chief Legislative Analyst
Office of Administrative and
Research Services
Controller, Room 1200
Accounting Division, F & A
Disbursement Division

City Attorney
Personnel Department
Community Development Department
Attn: Lillian Y. Kawasaki
cc: Ann Giagni
Workforce Investment Board
Civil Service Commission

RE: APPROVING THE CITY OF LOS ANGELES WORKFORCE INVESTMENT BOARD ANNUAL PLAN

At the meeting of the Council held October 25, 2000, the following action was taken:

Attached report adopted as amended	X
Amending motion (Hernandez - Goldberg) adopted	X
Amending motion (Goldberg - Hernandez) adopted	X
Attached resolution adopted ()	
Mayor concurred	11-03-00
FORTHWITH	
Motion adopted to approve communication	X
To the Mayor FORTHWITH	
Tract map approved for filing with the County Recorder	
Parcel map approved for filing with the County Recorder	
Bond approved is NO. ___ Of Contract	
Agreement mentioned therein is/are No. ____ of contracts	

J. Michael Carey

City Clerk
bs

steno\990646.4

FF MCP RL 11/9/00

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste.

Mayor's Time Stamp

RECEIVED
'00 NOV -1 P4:10
DEPUTY MAYOR

City Clerk's Time Stamp

RECEIVED
CITY CLERK'S OFFICE
00 NOV -1 PM 4:06
CITY CLERK
BY _____
DEPUTY

SUBJECT TO MAYOR'S APPROVAL

COUNCIL FILE NO. 99-0646-S4 COUNCIL DISTRICT NO. _____

COUNCIL APPROVAL DATE October 25, 2000

RE: APPROVING THE CITY OF LOS ANGELES WORKFORCE INVESTMENT BOARD ANNUAL PLAN

RECEIVED
CITY CLERK'S OFFICE
00 NOV -6 AM 7:03
BY _____
CITY CLERK

NOV 13 2000

LAST DAY FOR MAYOR TO ACT _____
(10 Day Charter requirement as per LAAC Section 4.133)

DO NOT WRITE BELOW THIS LINE - FOR MAYOR OFFICE USE ONLY

APPROVED ✓ _____

*DISAPPROVED _____

*Transmit objections in writing pursuant to LAAC Section 4.133

DATE OF MAYOR APPROVAL OR DISAPPROVAL NOV 03 2000
NOV 07 2000

_____
MAYOR

steno\990646.4

#7

PERSONNEL COMMITTEE
Report/Communication for Signature

Council File Number 99-0646-S4

Committee Meeting Date 10/5/00

Council Date 10/25/00

COMMITTEE MEMBER	YES	NO	ABSENT
COUNCILMEMBER GOLDBERG, CHAIR	✓		
COUNCILMEMBER RIDLEY-THOMAS			✓
COUNCILMEMBER FEUER			✓

Remarks Revise recs. 12&13 to make Sr. Project Coords temp. exempts per CDD request, Approve recs 11-14, w/ exception of Sr. Proj. Coord in Rec 12 to be sent w/o recommendation

Rhoda Lukjaniec, Legislative Assistant ---- Telephone 485-5732

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE
Report/Communication for Signature

Council File Number 99-0646-S4

Committee Meeting Date 10-16-00

Council Date 10/25/00

COMMITTEE MEMBER	YES	NO	ABSENT
COUNCILMEMBER HERNANDEZ	✓		
COUNCILMEMBER HOLDEN			✓
COUNCILMEMBER PACHECO	✓		

Remarks Workforce Investment Board Annual Plan

Miranda C. Paster, Legislative Assistant ★★★★ Telephone 485-5775

File No. 99-0646-S4

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

reports as follows:

	Yes	No
Public Comments	XX	

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to approving the City of Los Angeles Workforce Investment Board (WIB) Annual Plan.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. ADOPT the Workforce Investment Act (WIA) Annual Plan for 2000-01 and supporting budget, and AUTHORIZE the General Manager, Community Development Department (CDD), or designee, to take all actions necessary for full implementation of the Plan.

2. AUTHORIZE the General Manager, CDD, or designee, to develop and submit proposals for funding to any County, State, or Federal entity having funding available for workforce preparation and related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce, Department of Education, Department of Justice, Governor's WIA and Welfare to Work (WtW) Discretionary Funds, and funding under the Los Angeles County Long Term Family Self-Sufficiency Plan.

3. AUTHORIZE the General Manager, CDD, or designee, to apply for and accept Rapid Response funds from the State of California.

4. AUTHORIZE the General Manager, CDD, or designee, to issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs), and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy (see Attachment O of CDD's transmittal dated September 20, 2000 contained in the Council file) and subject to the approval of the City Attorney as to form and legality. Anticipated RFPs/RFQs may include, but are limited to, the following:

   Development of customer satisfaction criteria and methodology for measurement and conduct first year survey; training for Temporary Assistance to Needy Families (TANF) recipients to become child care providers; demonstration projects; development of evaluation methodology for contractors; Job

ADOPTED AS AMENDED by Council action of 10-25-00. Weekend

Search Assistance for individuals about to be laid off; development and implementation of a pilot pre and post-release program for offenders; selection of financial institutions and other collaborators to develop and maintain Individual Development Accounts (IDAs); development of an electronic "Report Card" system; grants writing services; training and technical assistance for staff and service providers; assistance in coordinating and leveraging external resources; certification of staffing firms; researching existing Skills Certificates and development of a process for creating new industry recognized certificates; development of a One-Stop system for employers; specialized assessment; and development of a common cost accounting system.

5. DIRECT CDD to report back on any amendments to the WIA Annual Plan, including the reallocation of funds included in this Plan;

6. DIRECT CDD to report back on the proposed breakdown of funds allocated for Technology Upgrades prior to any software and hardware purchases (see Item 2d(1) of the Annual Plan, page A-5 contained in the Council file).

7. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute contracts and/or contract amendments as described in Attachment E2, F1, F2, and G of the Annual Plan contained in the Council file and subject to approval by the City Attorney as to form and legality, including:

   City of Hawthorne (South Bay WIB) for ITAs; Youth funding for the United Community Resource Agency (UCRA) and youth and adult funding for Community Build Incorporated; continued funding of WtW providers listed in Attachment F (1) of CDD transmittal dated September 20, 2000, contained in the Council file, in accordance with the WtW Performance Evaluation Policy; continued funding of childcare training providers listed in Attachment F (2) CDD transmittal dated September 20, 2000, with increased funding for Los Angeles Community College District (LACCD) - Harbor College to $594,000 and LACCD - Mission College to $400,000; Los Angeles County for Regional Marketing; purchase of equipment and training from C-TECH; purchase of assessment tools; Regents of the University of California at Los Angeles (UCLA) for continued training on industry clusters; Los Angeles Unified School District, East Los Angeles Skill Center, for a Technology Academy; Valley Economic Development Corporation for the period July 1, 2000 through December 31, 2000 for services to business customers; One-Stop Operators to increase funding for customized training; One-Stop Operators to provide staff support for First Source Hiring agreements; INFO Line to maintain and staff the "1-800-For A Job" phone line; successful bidders under the Round 3 WtW RFP; and successful bidders under the Round 2 RFP for childcare training.

8. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute amendments to the WtW Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five Year Plan, subject to the approval of the City Attorney as to form and legality.

9. AUTHORIZE the General Manager, CDD, or designee, to accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles or the Department of Labor and the City of Los Angeles, for Job Training Partnership Act (JTPA), WIA or WtW funds, subject to the approval of the City Attorney as to form and legality.

10. AUTHORIZE the General Manager, CDD, or designee, to accept the Brownfields Training Demonstration Grant in the amount of $100,000, from the Environmental Protection Agency (EPA) and enter into a contract with Community Center, Inc. for the period September 1, 2000, through August 30, 2001 for the implementation of this grant, subject to the approval of the City Attorney as to form and legality.

11. APPROVE the following policies as contained in the Annual Plan:

    a. WtW Evaluation and Reallocation Policy.

    b. ITA Policy.

    c. Definition of Self-Sufficiency.

12. AUTHORIZE the General Manager, CDD, or designee, to enter into agreements for the use of facilities, subject to approval by the City Attorney as to form and legality.

13. RESOLVE that Employment Authority for the following two positions (previously authorized and funded under the JTPA Summer Youth Employment Program) within CDD, from October 1, 2000 through June 30, 2001, IS APPROVED:

No.	Civil Service Code	Class Title
2	1539	Management Assistant

14. RESOLVE that Employment Authority for the following positions in CDD, funding with WtW Grant, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of the Office of Administrative and Research Services (OARS) as to paygrade determinations, IS APPROVED:

No.	Civil Service Code	Class Title
1	9171-1	Senior Management Analyst I
1	1538	Senior Project Coordinator (Exempt)
2	1984-2	Management Analyst II
3	1539	Management Assistant
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

15. RESOLVE that Employment Authority for the following positions in CDD, funded by a combination of the WtW grant and WIA, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of OARS as to paygrade determinations, IS APPROVED:

No.	Civil Service Code	Class Title
1	1538	Senior Project Coordinator (Exempt)
2	1984-1	Management Analyst I
1	1550	Program Aide
3	2232-2	Accounting Clerk II
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

16. RESOLVE that Employment Authority for the following positions in the Information Technology Agency, funded by a combination of the WtW Grant and WIA, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of OARS as to paygrade determinations, IS APPROVED:

No.	Civil Service Code	Class Title
1	1470	Data Base Architect
1	4314	Programmer Analyst IV
1	5972	Sr. Systems Analyst II
1	4551	Systems Programmer I

17. RESOLVE that Employment Authority for the following positions for the WIB, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, IS APPROVED:

	No.	Civil Service Code	Class Title
From:	1	1358	Clerk Typist
To:	1	1368	Senior Clerk Typist
From:	1	1539	Management Assistant
To:	1	1984-1	Management Analyst I

18. AUTHORIZE the Controller to:

a. Establish an interest-bearing fund titled "Brownfields Training Demonstration Grant" with a receivable from the EPA in the amount of $100,000.

b. Establish a new account and appropriate within the newly established Brownfields Training Demonstration Grant Fund No. XXX as follows:

Account No.	Name	Amount
RXXX	Award: Brownfields Training	$100,000

c. Expend funds of $120,000 within JTPA Trust Fund No. 443/22, Account P201, Award-Title IIA-77%; Account P207, Award-Title III; and Account N203, Award Title IIC 82%, and within WIA Fund 44A, R201, WIA Adult, R207, WIA Dislocated Worker, P203, WIA Youth, for reimbursement of subrecipients'/contractors' single audit fees upon proper demand of the General Manager, CDD, or designee.

19. AUTHORIZE the General Manager, CDD, or designee, to prepare additional Controller instructions relative to this report, including but not limited to, salaries for positions approved in the Position Authority Resolution, new positions approved herein and expense and equipment approved herein, and any technical adjustments, subject to the approval of OARS, and AUTHORIZE the Controller to implement the instructions.

20. AUTHORIZE the General Manager, CDD, or designee, to make any technical adjustments necessary to facilitate the successful implementation of the Annual Plan.

21. INSTRUCT the General Manager, CDD, or designee, to review the WIA Annual Plan for purposes of determining changes required as appropriate and report back to the Community and Economic Development (CED) Committee in six months with recommendations.

22. INSTRUCT the General Manager, CDD, or designee, to coordinate a meeting with the WIB to address issues introduced by the Metropolitan Alliance letter contained in the Council file.

23. INSTRUCT the General Manager, CDD, or designee, to review the WIB Annual Plan's "Work First" language, determine enforcement standards for the plan and report back to CED Committee.

Fiscal Impact Statement: The OARS states that there is no impact on the General Fund. The above recommendations involved the allocation of $35.5 million in various funds as follows: (in millions) $6.7 in WIA Adult; $7.9 in WIA Dislocated Worker; $3.6 in WIA Youth; $0.6 in State Rapid Response; $16.8 in WtW; $0.3 in State General Funds; $0.1 in EPA Brownfields; and $0.4 in UNITE-LA School-to-Career funds. These funds

will be used for the remaining administrative, system provider, and other costs associated with the proposed WIB Annual Plan.

(Personnel Committee Report to be submitted in Council)

Summary:

On October 16, 2000, the CED Committee considered the CDD transmittal dated September 20, 2000 and OARS transmittal dated October 16, 2000. The CED Committee approved the OARS's recommendations as amended. The OARS's recommendations were amended to instruct CDD to review the WIA Annual Plan for purposes of determining changes required as appropriate and report back to CED Committee in six months with recommendations; instruct CDD to coordinate a meeting with the WIB to address issues introduced by the Metropolitan Alliance letter; and to review the WIB Annual Plan's "Work First" language, determine enforcement standards for the plan and report back to CED Committee.

In its transmittal dated October 16, 2000, OARS reported that CDD requests approval of the WIB Annual Plan for Program Year 2000-01. The WIA requires that the City and WIB establish an annual plan. The Annual Plan establishes the administrative and program budget, sets priorities and program goals and recommends service strategies based on the goals. The Annual Plan encompasses all the grant-funded programs that fall under the auspices of the WIA, such as WtW and Youth Opportunity Programs. CDD requests 16 new position authorities, the reallocation of two positions for the WIB and the continuation of seven positions previously approved.

In its transmittal dated September 20, 2000, CDD reported that recommendations will adopt the WIB Annual Plan for July 1, 2000 through June 30, 2001, appropriate $44 million in WIA and WtW funds, and authorize CDD to take all actions necessary to implement the plan in accordance with the agreement between the City and the WIB which states as follows:

> Upon approval of the Annual Plan, the WIA Administrative Entity, (CDD) is authorized to take all steps necessary to implement the Annual Plan. No further Council and Mayor or WIB approval shall be required to execute contracts, amendments to contracts, leases or other commitments described in the Annual Plan, provided that there are no substantial programmatic or financial (in excess of $500,000 per contract) deviations from the Annual Plan budget and activities.

The approval of the Annual Plan will permit One-Stops and Satellite Operators in conjunction with Youth and WtW program providers operating as a "system" within the City to carry out the WIA programs.

This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Comm Rept
ADOPTED
* As Amended
OCT 25 2000
LOS ANGELES CITY COUNCIL
See Attached Motion

MCP
10/20/00
#990646.1

Mayor With File - 4133

COMMUNICATION

TO: **LOS ANGELES CITY COUNCIL** **File No. 99-0646-S4**

FROM: **COUNCIL MEMBER JACKIE GOLDBERG, CHAIR**
PERSONNEL COMMITTEE

	Yes	No
Public Comments	___	XX

COMMUNICATION FROM CHAIR, PERSONNEL COMMITTEE relative to the City of Los Angeles Workforce Investment Board (WIB) Annual Plan.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. RESOLVE that one position of Senior Project Coordinator, Code 1538, Community Development Department, as listed in Recommendation No. 3, BE EXEMPTED from Civil Service provisions, pursuant to Charter Section 1001(d)(4), based on the temporary grant-funded nature of the position.

2. RESOLVE that Employment Authority for the following two positions (previously authorized and funded under the Job Training Partnership Act Summer Youth Employment Program) within CDD, from October 1, 2000 through June 30, 2001, IS APPROVED:

No.	Civil Service Code	Class Title
2	1539	Management Assistant

3. RESOLVE that Employment Authority for the following positions in CDD, funding with Welfare to Work Grant, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of the Office of Administrative and Research Services (OARS) as to paygrade determinations, IS APPROVED:

No.	Civil Service Code	Class Title
1	9171-1	Senior Management Analyst I
2	1984-2	Management Analyst II
3	1539	Management Assistant
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

4. RESOLVE that Employment Authority for the following positions in CDD, funded by a combination of the Welfare to Work Grant and Welfare Investment Act, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of OARS as to paygrade determinations, IS APPROVED:

No.	Civil Service Code	Class Title
1	1538	Senior Project Coordinator (Exempt)
2	1984-1	Management Analyst I
1	1550	Program Aide
1	1470	Data Base Architect
1	4314	Programmer Analyst IV
1	5972	Sr. Systems Analyst II
1	4551	Systems Programmer I
3	2232-2	Accounting Clerk II
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

5. RESOLVE that reallocation of the following positions for the WIB, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, IS APPROVED:

	No.	Civil Service Code	Class Title
From:	1	1358	Clerk Typist
To:	1	1368	Senior Clerk Typist
From:	1	1539	Management Assistant
To:	1	1984-1	Management Analyst I

6. SUBMITS WITHOUT RECOMMENDATION, the following recommendation of CDD:

RESOLVE that Employment Authority for the following position in CDD, funding with Welfare to Work Grant, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of the Office of Administrative and Research Services (OARS) as to paygrade determinations, IS APPROVED:

No.	Civil Service Code	Class Title
1	1538	Senior Project Coordinator (Exemption necessary)

Fiscal Impact Statement: The Community Development Department (CDD) reports that there is no impact on the City's General Fund and that all new appropriations discussed in its report are from grant funds.

Summary:

On October 5, 2000, the Personnel Committee Chair considered the personnel-related elements of a CDD communication relative to the City of Los Angeles Workforce Investment Board (WIB) Annual Plan (Plan).

The agreement between the City and the WIB of the City, executed March 29, 2000 (C.F. 99-0646), requires the development of an annual plan to establish the administrative and program budget, service strategies, program goals, and priorities. These programs will be carried out through CDD's One-Stop and Satellite Operators in conjunction with Youth and Welfare-to-Work program providers operating as a "system" within the City.

The Plan ties directly to the goals of the WIB, as outlined in the CDD report attached to the Council file, and supports the Workforce Investment Act (WIA) and the State of California goals of tying together education, workforce preparation, and economic development to improve workforce quality, career mobility, and workforce productivity.

CDD is requesting a number of new position authorities for Welfare to Work, Economic Development, Systems, Financial Management and Human Resources. The positions are needed to support the increased workload resulting from new WIA guidelines and the Welfare to Work programs. In addition, the reallocation of two positions was requested for support of the WIB.

CDD noted that a technical correction was necessary to their report as Senior Project Coordinators (SPCs) are not in a regular Civil Service classification and therefore requested a Council resolution approving them as exempt positions, due to their temporary grant-funded nature. Although two SPCs were requested, one in support of the Welfare to Work Section and the other in support of other Workforce Development Division programs, the Chair is forwarding CDD's request for approval of the position for the Welfare to Work Section without recommendation, expressing concern that while the Welfare to Work Program may be extended from five to seven years, this temporarily exempt position would remain in effect for only three years. Therefore, the Chair asked CDD to review other options to resolve this issue (fill via a regular exempt position or with a regular Civil Service position). The Committee Chair requested that CDD look at the possible need for a Case Manager class to work

in that arena, with the experience and the ability to evaluate contractor-provided services for Welfare to Work participants with serious barriers to employment. In addition, the Chair recommended that CDD review clerical staff needs as it has been her experience that the clerical support for many start-up programs is underestimated and position authorities at a later date are often more difficult to obtain.

The remaining positions requested by CDD were approved, with the technical corrections requested by CDD and OARS. This matter is now forwarded to Council for consideration.

Respectfully submitted,

Jackie Goldberg

Council Member Jackie Goldberg, Chair
Personnel Committee

RL
10/23/00
#990646.4a

ADOPTED
MOTION ADOPTED TO APPROVE COMMUNICATION RECOMMENDATION
OCT 25 2000
LOS ANGELES CITY COUNCIL

Mayor With File

7A

MOTION

Item No. 7 (CF: 99-0646-S4) on today's agenda is a Community and Economic Development (CED) report relative to the approval of the City's Workforce Investment Board (WIB) Annual Plan. Clarification relative to the approval of the two (2) Senior Project Coordinator Exempt positions and a technical correction to the Management Analyst I position need to be reflected in the Committee's report.

I THEREFORE MOVE that the City Council AMEND item No. 7 on today's agenda to approve, pursuant to Charter Section 1001 (d), 2 Exempt Senior Project Coordinator positions in Recommendations #14 and #15 in the CED committee report ; and make a technical correction to Recommendation #15 to reflect 1 Management Analyst I position.

Presented By _____
MIKE HERNANDEZ
COUNCILMEMBER, 1ST DISTRICT

Seconded By _____

October 25, 2000

Motion
ADOPTED
OCT 25 2000
LOS ANGELES CITY COUNCIL

is:wibamd(1)

VERBAL MOTION

I HEREBY MOVE that Council AMEND the Community and Economic Development Committee report on today's Council agenda (Item No. 7, CF 990694-S4) relative to approving the City of Los Angeles Workforce Investment Board (WIB) Annual Plan, as follows:

1. **REQUEST the Community Development Department (CDD) to report back in four weeks through the Community and Economic Development (C&ED) Committee with a status in connection with setting a goal to pay a self-sufficiency wage, and further, REQUEST the department to provide a full report on this matter to C&ED Committee in 90 days.**

2. **REQUEST CDD to report on how the City can focus on the self-sufficiency wage being paid during training and to what extent practicable this goal can be reached.**

PRESENTED BY _____
JACKIE GOLDBERG
Councilmember, 13th District

SECONDED BY _____
MIKE HERNANDEZ
Councilmember, 1st District

October 25, 2000

CF 99-0646-S4

Motion
ADOPTED
OCT 25 2000
LOS ANGELES CITY COUNCIL

I:\CALAGEND\990646s4.mot

COUNCIL VOTE

25-Oct-00 12:12:09 PM, #10

ITEM NO. (7)
Adopt as Amended

BERNSON	Absent
CHICK	Yes
FEUER	Yes
GALANTER	Absent
GOLDBERG	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Yes
PACHECO	Yes
PADILLA	Yes
*RIDLEY-THOMAS	Yes
SVORINICH	Absent
WACHS	Yes
WALTERS	Absent
FERRARO	Absent

Present: 10, Yes: 10 No: 0

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

SUGGESTED NOTIFICATION OF COUNCIL ACTION

Council File No. 99-0646-S4

☐ Council Member(s) _____

☐ Interested Department _____

☑ Mayor (with/~~without~~ file) _____

☑ Chief Legislative Analyst _____

☑ Office of Administrative and Research Services _____

☑ Controller _____

☐ City Clerk _____

☐ Treasurer _____

☑ City Attorney (~~with~~ / ~~without~~ file) _____

☐ General Services Department _____

☐ Department of Transportation _____

☑ Personnel Department _____

☑ Community Development Department, Lillian Y. Kawasaki, Interim General Manager _____

☑ cc: Contact Person Anna Gigani

☐ Community Redevelopment Agency _____

☐ Board of Public Works _____

☑ Workforce Investment Board _____

☐ Workforce Investment Board, Youth Council _____

☑ Board of Civil Service Commissioners

CITY F LOS ANGELES SPEAKER ARD

Date: 10/25/00

Council File No., Agenda Item, or Case No.: #7 WIB Annual Plan

I wish to speak before the City Council
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Ng'ethe Maina

Business or Organization Affiliation: Los Angeles Metropolitan Alliance

Address: 1715 W. Florence (Street) Los Angeles (City) CA (State) 90047 (Zip)

Business phone: 323 789 7920 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address: (Street) (City) (State) (Zip)

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

REPORT FROM

OFFICE OF ADMINISTRATIVE and RESEARCH SERVICES

Date: October 16, 2000

OARS File No. 0220-01024-2409
Council File No. 99-0646-S4
Council District: All

To: The Mayor
The Council

From: William T Fujioka, Director

Reference: Community Development Department transmittal dated September 20, 2000

Subject: Request for Approval of the Workforce Investment Board (WIB) Annual Plan for Program Year 2000-01

SUMMARY

The Community Development Department (CDD) requests approval of the Workforce Investment Board (WIB) Annual Plan (Plan) for Program Year (PY) 2000-01. The Workforce Investment Act (WIA) requires that the City and WIB establish an annual plan. The proposed Plan establishes the administrative and program budget, sets priorities and program goals and recommends service strategies based on the program goals. The Plan encompasses all the grant-funded programs that fall under the auspices of the WIA, such as Welfare-to-Work and Youth Opportunity Programs. A complete list of programs is provided in Exhibit A.

The proposed Plan utilizes $153.2 million in various grant funds, such as WIA Adult, Dislocated Worker and Youth funds, and carryover Job Training Partnership Act (JTPA) Adult and Youth funds. The Council and Mayor have approved, in separate actions, WIB related items for $109.9 million of the $153.2 million. Although the Plan includes previously approved actions as well as proposed items, the funding recommendations in this report include only those items that have not yet been considered by the Council and Mayor (see Exhibit B). CDD proposes to allocate $35.5 million of the $43.3 million for administrative, system provider, and other costs under this Plan (see Attachment 1). The $7.8 million balance will be addressed in a separate report. Approval of the Plan includes the following:

- Authority, by resolution, for 16 new positions, reallocation of two positions and technical adjustments for seven position authorities (see Attachment 2);
- Allocation of $4,945,988 for City administrative costs (see Attachment 3);

(Summary continued)

COMMNTY & ECON DEV
PERSONNEL
OCT 17 2000

- Allocation of $7,555,625 for system providers for WtW, the At-Risk Youth and EPA Brownfields training (see Attachment 4);
- Allocation of $22,970,169 for "other funding" items (see Attachment 5); and,
- Approval of WIA-mandated policies on WtW Performance Evaluation and Reallocation, Definition of Self-Sufficiency and the Use of Individual Training Accounts (ITA).

Because CDD is the designated administrator for the WIB, implementation of the Plan recommendations will require Council and Mayor approval of delegated authority to CDD. The Office of Administrative and Research Services has reviewed this request and recommends approval. We also recommend that any amendments to this plan including reallocations and changes in activities should also be reported by CDD and reviewed by this Office prior to submittal to the Council and Mayor for consideration.

Requested Position Authorities

CDD requests 16 new position authorities, the reallocation of two positions for the WIB, and the continuation of seven positions approved previously (Attachment 2). CDD reports that there are currently 203 positions in the Workforce Development Division (WDD) that support WIA, including resolution positions for WtW and Youth Opportunities (YO) programs. To date, there are 44 vacancies, most of which are resolution authority positions.

On October 5, 2000, the Personnel Committee (Committee) recommended approval of CDD's position requests, except for the exempt Senior Project Coordinator (SPC) for WtW (C.F. 99-0646-S4). Under Civil Service regulations, a position may remain exempt for three years. However, the WtW program may be extended from five to seven years. Therefore, the Committee asked CDD to review other options to resolve the SPC issue and report back at a later date.

New Positions. CDD requests 16 new position authorities for WtW, Economic Development, Systems, Financial Management and Human Resources. These positions are needed to support the increased workload resulting from the new WIA guidelines and the WtW programs. CDD amended its request for the Senior Project Coordinator position at the Committee meeting on October 5, 2000, so that it may report back with recommendations at a later date.

Reallocation. CDD requests the reallocation of two positions for the WIB. These positions serve as staff support to the WIB. These reallocations are also subject to the review and approval of the Personnel Department as to classification.

Technical Adjustments. CDD requests the following technical adjustments due to inadvertent omissions and transition of functions:

(Summary continued)

1) Add following position authorities omitted from the Information Technology Agency (ITA) Personnel Authority Resolution (PAR):

   1 Programmer Analyst IV
   1 Senior Systems Analyst II
   1 Systems Programmer I

2) Add the following CDD position authority to transition from the Summer Youth Employment program to the WIA Youth programs (these were only effective through 9/30/00 in CDD's PAR):

   2 Management Assistants

3) Add two positions inadvertently omitted from Youth Opportunity Grant transmittal. Funds for these positions have been previously authorized (C.F. 00-1267):

   1 Accounting Clerk II
   1 Program Aide

Administrative Costs

The Plan includes a total administrative cost of $29.9 million including direct and indirect costs. Of this amount, Council has already authorized a total of $24.1 million through various Council actions. CDD requests a total of $4.2 million for salaries of proposed new positions and other direct and indirect costs (see Attachment 3). In a previously approved action by Council, $714,000 was authorized for the Kulick Youth Opportunities Program (C.F. 00-1571).

System Providers

CDD requests the allocation of $14 million for WtW, At-Risk Youth, EPA Brownfields and Kulick programs. However, Council has already authorized $6.5 million of this amount for Round One WtW contractors (C.F. 00-1559), Round One and Two Childcare contractors (C.F. 00-1559 and 00-0581) and Kulick YO Program providers (C.F. 00-1571) (see Attachment 4). The net amount currently requested is $7.5 million to cover Round Three of the WtW contracts and the remaining Round One and Two of the Childcare contracts.

Other Funding Requests

The Plan includes a request to fund Other items in a total amount of $24.2 million (see Attachment B(1) and B(2) of the Annual Plan). CDD identified these Other items as necessary activities to

(Summary continued)

achieve the goals of the WIB as set forth in its Plan. However, Council authorized funding of $1.2 million for the following items through prior Council actions: Entertainment Industry (C.F. 00-0559); Labor Market Information (C.F. 00-0732); Technology Upgrades (partial funding, C.F. 00-535); and, One-Stop Certification (C.F. 00-1297). Therefore, the net amount now requested in CDD's transmittal is $23 million (Attachment 5).

This Office finds that it would be good business to avoid duplicate requests for funding of activities laid out in the Annual Plan. In addition to prior appropriations, this Plan includes $1.4 million to fund Technology Upgrades. Thus, this Office has requested CDD to report back on the breakdown of this request prior to any computer software and hardware purchases.

New Policies

The Plan includes WIA-mandated policies on WtW Performance Evaluation and Reallocations, the definition of Self Sufficiency, and the Individual Training Account. Prior to this Plan, there were no policies in place on these issues. The Council and Mayor have approved previous WIA policies, including One-Stop Certification, Youth System, and definitions for Youth Barriers to Employment. CDD will be forwarding to the Council and Mayor other WIA policies at a later date.

WtW Performance Evaluation and Reallocations. These WtW policies are designed to identify poor-performing contractors, deobligate unspent funds, reallocate deobligated funds based on WIB and Council priorities, and identify non-performing contractors for contract termination. The policies provide progressive performance measures and sanctions at three levels of evaluation: three month, six month, and annual evaluations. These levels will assist the City in identifying poor performing contractors early on and taking corrective action, as deemed necessary. Proposed sanctions range from a corrective action plan for the contractors, probation, deobligation of funds and contract termination. These policies will also assist the City in monitoring the employment and retention results of the WtW program.

Definition of Self Sufficiency. WIA allows the WIB to adopt its own definition of self-sufficiency for the following funding streams: Adult and Dislocated Workers. The definitions are based on family size, individual earnings and/or household income and poverty level. This policy considers the pre-dislocation income of dislocated workers upgrading their skills while ensuring that sufficient funds are available for those who are most in need of training. This policy also allows the City the flexibility in funding priorities.

Adults. Self-sufficiency for adults is defined as persons whose earnings are above the level of the City's Living Wage without benefits or whose household income is above 200% of the poverty level, whichever is greater. Both the Living Wage and poverty level are adjusted annually. In addition, poverty level is adjusted for family size.

(Summary continued)

Dislocated Workers. Self-sufficiency for dislocated workers is defined as the higher of the following: a) individual's earnings are above the level of the City's Living Wage without benefits or b) household income is above 200% of the poverty level or c) individual's earnings are above their pre-displacement earnings up to $60,000. For individuals whose pre-displaced earnings were above $60,000, self-sufficiency will be defined as earnings above $60,000.

Individual Training Account (ITA). Under the WIA, all training must be purchased through ITA except for On-the-Job Training (OJT), Customized Training, and Training for special populations when training is not available through the ITA system. Under the WIA, customers can receive ITA-funded training only if all conditions set forth in this proposed policy apply (see Attachment N, CDD's transmittal of September 20, 2000). This policy sets a maximum limit of $5,200 for non-technical training with a 12-month duration and $7,500 for technical training with an 18-month duration. A minimum interval period between WIA-funded training is set at 24 months. This policy also establishes a review and appeals process for job seekers applying for ITA-funded training. The policy will assist the City in monitoring ITA-funded training provided by One-Stop agencies through documentation and provide immediate City response to the review and appeals process.

RECOMMENDATIONS

That the City Council and Mayor:

1. Adopt the WIA Annual Plan (Plan) for 2000-2001 and supporting budget, and authorize the interim General Manager of the Community Development Department (CDD), or designee, to take all actions necessary for full implementation on the Plan;

2. Authorize the interim General Manager, CDD, or designee, to develop and submit proposals for funding to any County, State, or Federal entity having funding available for workforce preparation and related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce, Department of Education, Department of Justice, Governor's WIA and Welfare to Work Discretionary Funds, and funding under the Los Angeles County Long Term Family Self-Sufficiency Plan;

3. Authorize the interim General Manager, CDD, or designee, to apply for and accept Rapid Response funds from the State of California;

4. Authorize the interim General Manager, CDD, or designee, to issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs), and negotiate and execute contracts with the

(Recommendations continued)

successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy (see Attachment O of CDD's transmittal dated September 20, 2000) and subject to the approval of the City Attorney as to form and legality. Anticipated RFPs/RFQs may include, but are not limited to, the following:

- Development of customer satisfaction criteria and methodology for measurement and conduct first year survey;
- Training for TANF recipients to become child care providers;
- Demonstration Projects;
- Development of evaluation methodology for contractors;
- Job Search Assistance for individuals about to be laid off;
- Development and implementation of a pilot pre and post-release program for offenders;
- Selection of financial institutions and other collaborators to develop and maintain Individual Development Accounts (IDAs);
- Development of an electronic "Report Card" system;
- Grants writing services;
- Training and technical assistance for staff and service providers;
- Assistance in coordinating and leveraging external resources;
- Certification of staffing firms;
- Researching existing Skills Certificates and development of a process for creating new industry recognized certificates;
- Development of a One-Stop system for employers;
- Specialized assessment; and,
- Development of a common cost accounting system.

5. Direct CDD to report back on any amendments to the WIA Annual Plan, including the reallocation of funds included in this Plan;

6. Direct CDD to report back on the proposed breakdown of funds allocated for Technology Upgrades prior to any software and hardware purchases (see Item 2d(1) of the Annual Plan, page A-5);

7. Authorize the interim General Manager, CDD, or designee, to negotiate and execute contracts and/or contract amendments as described in Attachment E2, F1, F2, and G of the Annual Plan and subject to the approval of the City Attorney as to from and legality, including:

   - City of Hawthorne (South Bay WIB) for Individual Training Accounts;
   - Youth funding for the United Community Resource Agency (UCRA) and youth and adult funding for Community Build Incorporated;

(Recommendations continued)

- Continued funding of Welfare-to-Work providers listed in Attachment F (1) (CDD transmittal dated September 20, 2000) in accordance with the Welfare-to-Work Performance Evaluation Policy;
- Continued funding of Childcare Training providers listed in Attachment F (2) (CDD transmittal dated September 20, 2000) with increased funding for LACCD – Harbor College to $594,000 and LACCD – Mission College to $400,000;
- Los Angeles County for Regional Marketing;
- Purchase of equipment and training from C-TECH;
- Purchase of assessment tools;
- Regents of the University of California at Los Angeles (UCLA) for continued training on industry clusters;
- Los Angeles Unified School District, East Los Angeles Skill Center, for a Technology Academy;
- Valley Economic Development Corporation for the period July 1, 2000 through December 31, 2000 for services to business customers;
- One-Stop Operators to increase funding for customized training;
- One-Stop Operators to provide staff support for First Source Hiring agreements;
- INFO Line to maintain and staff the "1-800-For A Job" phone line;
- Successful bidders under the Round 3 Welfare-to-Work RFP; and,
- Successful bidders under the Round 2 RFP for Childcare Training.

8. Authorize the interim General Manager, CDD, or designee, to negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five Year Plan, subject to the approval of the City Attorney as to from and legality;

9. Authorize the interim General Manager, CDD, or designee, to accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for JTPA, WIA or Welfare-to-Work Funds, subject to the approval of the City Attorney as to from and legality;

10. Authorize the interim General Manager, CDD, or designee to accept the Brownfields Training Demonstration Grant in the amount of $100,000, from the Environmental Protection Agency and enter into a contract with Community Centers, Inc. for the period September 1, 2000, through August 30, 2001 for the implementation of this grant, subject to the approval of the City Attorney as to from and legality;

11. Approve the following policies as contained in the Annual Plan:

    a. Welfare-to-Work Evaluation and Reallocation Policy;
    b. Individual Training Account Policy; and
    c. Definition of Self-Sufficiency.

(Recommendations continued)

12. Authorize the interim General Manager, CDD, or designee to enter into agreements for the use of facilities, subject to the approval of the City Attorney as to from and legality;

13. Authorize by resolution, the following two position authorities (previously authorized and funded under the Job Training Partnership Act Summer Youth Employment Program) within CDD, from October 1, 2000 through June 30, 2001:

No.	Civil Service Code	Class Title
2	1539	Management Assistant

14. Authorize by resolution, employment in the following position authorities in the CDD, funded with the Welfare-to-Work Grant, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of the Office of Administrative and Research Services (OARS) as to paygrade determinations:

No.	Civil Service Code	Class Title
1	9171-1	Senior Management Analyst I
1	1538	Senior Project Coordinator (Exempt)
2	1984-2	Management Analyst II
3	1539	Management Assistant
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

15. Authorize by resolution, employment in the following position authorities in CDD, funded by a combination of the Welfare-to-Work Grant and WIA, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of OARS as to paygrade determinations:

No.	Civil Service Code	Class Title
1	1538	Senior Project Coordinator (Exempt)
1	1984-1	Management Analyst I
1	1550	Program Aide
3	2232-2	Accounting Clerk II
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

16. Authorize by resolution, employment in the following position authorities in the Information Technology Agency (ITA), funded by a combination of the Welfare-to-Work Grant and WIA,

from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, and the Employee Relations Division of the Office of Administrative and Research Services as to paygrade determination:

No.	Civil Service Code	Class Title
1	1470	Data Base Architect
1	4314	Programmer Analyst IV
1	5972	Sr. Systems Analyst II
1	4551	Systems Programmer I

17. Authorize by resolution, reallocation of the following positions for the Workforce Investment Board, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

	No.	Civil Service Code	Class Title
From:	1	1358	Clerk Typist
To:	1	1368	Sr. Clerk Typist

	No.	Civil Service Code	Class Title
From:	1	1539	Management Assistant
To:	1	1984-1	Management Analyst I

18. Authorize the Controller to:

a. Establish an interest bearing fund titled "Brownfields Training Demonstration Grant" with a receivable from the Environmental Protection Agency in the amount of $100,000.

b. Establish a new account and appropriate within the newly established Brownfields Training Demonstration Grant Fund No. XXX as follows

Account No.	**Name**	**Amount**
RXXX	Award: Brownfields Training	$100,000

c. Expend funds of $120,000 within JTPA Trust Fund No. 443/22, Account P201, Award-Title IIA-77%; Account P207, Award-Title III; and Account N203, Award Title IIC 82%, and within WIA Fund 44A, R201, WIA Adult, R207, WIA Dislocated Worker, P203, WIA Youth, for reimbursement of subrecipients'/contractors' single audit fees upon proper demand of the General Manager of CDD or designee;

(Recommendations continued)

19. Authorize the interim General Manager of CDD, or designee, to prepare additional Controller instructions relative to this report, including but not limited to, salaries for positions approved in the Position Authority Resolution, new positions approved herein and expense and equipment approved herein, and any technical adjustments, subject to the approval of OARS, and instruct the Controller to implement the instructions; and,

20. Authorize the interim General Manager, CDD or designee, to make any technical adjustments necessary to facilitate the successful implementation of the Annual Plan.

FISCAL IMPACT STATEMENT

There is no impact on the City's General Fund. The above recommendations involve the allocation of $35.5 million in various funds as follows: (in millions) $6.7 in WIA Adult; $7.9 in WIA Dislocated Worker; $3.6 in WIA Youth; $0.6 in State Rapid Response; $16.8 in WtW; $0.3 in State General Funds; $0.1 in EPA Brownfields; and, $0.04 in UNITE-LA School-to-Career funds. These funds will be used for the remaining administrative, system provider, and other costs associated with the proposed WIB Annual Plan.

WTF:HCC:tah

Attachments
1. Exhibit A
2. Exhibit B
3. Use of Funds/Funding Source
4. Position Authorities
5. Direct and Indirect Costs
6. System Providers
7. Other Items

Exhibit A

WIA ANNUAL PLAN PROGRAMS

This attachment lists the programs and projects incorporated into the Workforce Investment Act annual plan.

ADULT COMPONENT (One-Stop System)

1. One-Stop Centers
2. Customized Training
3. Genesis LA
4. Rapid Response
5. Welfare-to-Work
6. City Jobs Training
7. Child Care Training
8. Brownfields
9. Day Laborer
10. Domestic Worker
11. Community Service Centers

YOUTH COMPONENT

12. Youth Opportunities Consortia
13. Youth Opportunity Grant Program (Watts and Boyle Heights sites)
14. At-Risk Youth
15. Youth Fair Chance
16. LA Youth at Work
17. UNITE LA

Exhibit B
Corrected Copy

No.	Program	Amount
1.	WIA Adult Programs	$6.7 million
2.	WIA Dislocated Worker	7.9 million
3.	WIA Youth Programs	3.0 million
4.	Rapid Response	.6 million
5.	Welfare-to-Work	16.8 million
6.	At-Risk Youth and UNITE LA	.4 million
7.	EPA Brownfields	.1 million
	sub-total	**$35.5 million**
	Amount to be addresses in a separate report	$7.8 million
	TOTAL	**$43.3 million**

Exhibit B

No.	Program	Amount
1.	WIA Adult Programs	$6.7 million
2.	WIA Dislocated Worker	7.9 million
3.	WIA Youth Programs	3.0 million
4.	Rapid Response	.6 million
5.	Welfare-to-Work	16.8 million
6.	UNITE LA	.4 million
7.	EPA Brownfields	.1 million
	sub-total	**$35.5 million**
	Amount to be addresses in a separate report	$7.8 million
	TOTAL	**$43.3 million**

Workforce Investment Board
Annual Plan, PY 2000-01
Requested - Use of Funds *

Source of Funds	Use of Funds				Total
	City Direct (a)	City Indirect (b)	System Providers ©	Others (d)	
WIA Funds					
WIA Adult Funds	596,789	251,429		5,840,000	6,688,218
WIA Dislocated Worker Funds	596,789	251,429		7,097,755	7,945,973
WIA Youth Funds	709,856	310,605		2,030,000	3,050,461
State Rapid Response	239,180	53,550		287,000	579,730
Welfare-to-Work (1)	1,307,366	588,995	**7,151,176**	7,715,414	16,762,951
State General Funds (At-Risk Youth Grant) (2)	-	-	304,449	-	304,449
EPA Brownfields (3)	-	-	100,000	-	100,000
Kulick (4)	-	-	-	-	-
UNITE-LA School to Career	30,000	10,000		-	40,000
Total	3,479,980	1,466,008	7,555,625	22,970,169	35,471,782

* Based on CDD request transmittal dated 9/20/00.

a Direct costs include salaries, expense accounts, equipment and general administrative support (GASP), see CDD 9/20/00 transmittal Attachment B(3).

b Indirect costs include rent and parking, fringe benefits and GASP share, see CDD 9/20/00 transmittal Attachment B(3).

c See Notes 1 through 4 below and Attachment 4 for System Provider details.

d Includes funding for other progtram needs, see Attachment 5 and CDD 9/20/00 transmittal Attachment B(2).

1 For details of WtW System Providers, see Attachment 4.

2 CDD transmittal pending Council authorization of $304,449 allocation for At-Risk Youth contractors, C.F. 99-2464.

3 Request for $100,000 allocation for Community Centers, Inc. for the Brownfields Training Demonstration Grant included in this transmittal.

4 Council authorized $1,235,873 allocation for Kulick Youth Opportunities Program, C.F. 00-1571, 9/5/00.

Workforce Investment Board
Annual Plan
Staffing Request

Attachment 2
Corrected Copy

No. of Posn.	Description/Class Titles	Class Code
	I. New Positions	
	a. Welfare-to Work	
1	Senior Management Analyst I	9171-1
1	Senior Project Coordinator	1538
2	Management Analyst II	1984-2
3	Management Assistant	1539
1	Senior Clerk Typist	1368
1	Clerk Typist	1358
	b. Economic Development	
1	Senior Project Coordinator	1538
1	Management Analyst I	1984-1
	c. Systems	
1	Data Base Architect	1470
	d. Financial Management	
2	Accounting Clerk II	2232-2
	e. Human Resources	
1	Senior Clerk Typist	1368
1	Clerk Typist	1358
16	**Total New Positions Requested**	
	II. Reallocations	
	a. Workforce Investment Board	
1	From: Clerk Typist	1358
1	To: Senior Clerk Typist	1368
1	From: Management Assistant	1539
1	To: Management Analyst I	1984-1
	III. Technical Adjustments	
	a. ITA Positions omitted in ITA PAR	
1	Programmer Analyst IV	4314-4
1	Senior Systems Analyst II	5972-2
1	Systems Programmer I	4551-1
	b. Summer Youth Employment Positions trasitioned to WIA Youth	
2	Management Assistant	1539
	c. Youth Opportunities Grant positions omitted	
1	Accounting Clerk II	2232-2
1	Program Aide	1550

Attachment 2

Workforce Investment Board
Annual Plan
Staffing and Vacancy Level

No. of Posn.	Description/Class Titles	Class Code
	I. New Positions	
	a. Welfare-to Work	
1	Senior Management Analyst I	9171-1
1	Senior Project Coordinator	1538
2	Management Analyst II	1984-2
3	Management Assistant	1539
1	Senior Clerk Typist	1368
1	Clerk Typist	1358
	b. Economic Development	
1	Senior Project Coordinator	1538
1	Management Analyst I	1984-1
1	**c. Systems**	
1	Data Base Architect	1470
1	**d. Financial Management**	
1	Accounting Clerk II	2232-2
1	**e. Human Resources**	
1	Senior Clerk Typist	1368
1	Clerk Typist	1358
16	**Total New Positions Requested**	
	II. Reallocations	
	a. Workforce Investment Board	
1	From: Clerk Typist	1358
1	To: Senior Clerk Typist	1368
1	From: Management	1539
1	To: Management Analyst I	1984-1
	III. Technical Adjustments	
	a. ITA Positions omitted in ITA PAR	
1	Programmer Analyst IV	4314-4
1	Senior Systems Analyst II	5972-2
1	Systems Programmer I	4551-1
	b. Summer Youth Employment Positions trasitioned to WIA Youth	
2	Management Assistant	1539
	c. Youth Opportunities Grant positions omitted	
1	Accounting Clerk II	2232-2
1	Program Aide	1550

Attachment 3

Workforce Investment Board
Annual Plan, PY 2000-01
Direct and Indirect Costs

Description	Funding Source							Total
	Adult	Dislocated Worker	Youth	WtW	Rapid Response	Kulick	UNITE-LA	
Direct Cost	596,789	596,789	709,856	1,307,366	239,180	714,835	30,000	4,194,815
Less Items Already Approved:								
Kulick (1)	-	-	-	-	-	714,835		714,835
								-
								-
Subtotal	-	-	-			714,835	-	714,835
								-
Sub-Total	596,789	596,789	709,856	1,307,366	239,180	-	30,000	3,479,980
Indirect Cost	251,429	251,429	310,605	588,995	53,550	155,423	10,000	1,621,431
Less Items Already Approved:								
Kulick (1)	-	-	-	-	-	155,423		155,423
								-
								-
Subtotal	-	-	-			155,423	-	155,423
								-
Sub-Total	251,429	251,429	310,605	588,995	53,550	-	10,000	1,466,008
Total	848,218	848,218	1,020,461	1,896,361	292,730	-	40,000	4,945,988

1 Council authorized $1,235,873 allocation for Kulick Youth Opportunities Program, C.F. 00-1571, 9/5/00.

Workforce Investment Board
Annual Plan, PY 2000-01
System Providers

Description	Source of Funds				Total
	WtW	State Gen. Funds	EPA Brownfields	Kulick	
System Providers - Requested (1)	13,300,000	304,449	100,000	365,615	14,070,064
Less Items Already Approved:					
Round One WtW Contractors (2)	5,198,824	-	-	-	5,198,824
Round One Childcare Contractors (3)	200,000	-	-	-	200,000
Round Two Childcare Contractors (4)	750,000	-	-	-	750,000
Kulick Youth Opportunities Program (5)	-	-	-	365,615	365,615
Subtotal	6,148,824	-	-	365,615	6,514,439
Total	**7,151,176**	**304,449**	**100,000**	**-**	**7,555,625**
Use of Funds					
I. Welfare-to-Work (6)					
Round Three WtW Contractors (7)	5,801,176	-	-	-	5,801,176
Round One Childcare Contractors	1,000,000	-	-	-	1,000,000
Round Two Childcare Contractors	350,000	-	-	-	350,000
II. At-Risk Youth Grant (8)					
Covenant House California	-	179,449	-	-	179,449
The National Foundation for the Treatment of the Emotionally Handicapped dba Penny Lane	-	125,000	-	-	125,000
III. EPA Brownfields					
Community Centers, Inc.	-	-	100,000	-	100,000
TOTAL - System Providers	**7,151,176**	**304,449**	**100,000**	**-**	**7,555,625**

1 Based on CDD request transmittal dated 9/20/00, Attachment B(1).

2 Council authorized $5,198,824 allocation for Round One WtW agencies, C.F. 00-1559, 10/6/00.

3 Council authorized $200,000 allocation for Round One Childcare agencies, C.F. 00-1559, 10/6/00.

4 Council authorized $750,000 allocation for Round Two Childcare agencies, C.F. 00-0581, 10/6/00.

5 Council authorized $1,235,873 allocation for Kulick Youth Opportunities Program, C.F. 00-1571, 9/5/00.

6 CDD's estimate of additional WtW funds needed for WtW Round 3 and Childcare Round 1 & 2 agencies.

7 CDD requested $6 M less Round 1 WtW shortfall of $198,824.

8 CDD transmittal pending Council authorization of $304,449 allocation for At-Risk Youth contractors, C.F. 99-2464.

Workforce Investment Board
Annual Plan, PY 2000-01
Other - Requested Items

Item No.	Description	Funding Source					Total
		Adult	Dislocated Worker	Youth	WtW	Rapid Response	
	Other - Requested (1)	6,163,750	7,326,505	2,033,750	8,405,750	287,000	24,216,755
	Less Items Already Approved:						
2a(2	Entertainment Industry (2)	195,000	-	-	-	-	195,000
2b(1	Labor Market Information (3)	103,750	203,750	3,750	103,750	-	415,000
2d(1	Technology (4)	-	-	-	586,586	-	586,586
4a	One-Stop Certification (5)	25,000	25,000	-	-	-	50,000
	Subtotal	323,750	228,750	3,750	690,336	-	1,246,586
							-
							-
	Total	5,840,000	7,097,755	2,030,000	7,715,414	287,000	22,970,169

1 See CDD 9/20/00 transmittal Attachment B(2) for details of funding needs.

2 Council authorized allocation of $195,000 for Entertainment Industry Development Corporation (EIDC) for a job guide to the entertainment industry, C.F. 00-0559, 5/30/00.

3 Council authorized allocation of $415,000 for ERISS Corporation for Labor Market Information, C.F. 00-0732, 6/13/00.

4 Council authorized allocation of $586,586 for technology infrastructure purchases in the WtW 1999-2000 Administrative Budget, C.F. 00-0535, 5/12/00.

5 Council authorized allocation of $50,000 for Strumpf Associates for One-Stop certification training, C.F. 00-1297, 7/26/00.

J. MICHAEL CAREY
City Clerk

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

99-0646-S4

September 27, 2000

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
PERSONNEL COMMITTEE

In accordance with Council Rules, communication from the Community Development Department relative to approval of the City of Los Angeles Workforce Investment Board Annual Plan - July 1, 2000 through June 30, 2001, was referred on September 26, 2000, to the COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE and PERSONNEL COMMITTEE.

J. Michael Carey

City Clerk
ys

1

CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: 5

I wish to speak before the CED COMMITTEE
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? (X) For proposal ( ) Against proposal ( ) General comments

Name: MATT LYNCH

Business or Organization Affiliation: BUILD REHABILITATION

Address: 20500 NORDHOFF CHATSWORTH 9131
Street City State Zip

Business phone: 701-9800 Representing: BUILD REHAB

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

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Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

2

CITY OF LOS ANGELES SPEAKER CARD

Date: 10-16-00

Council File No., Agenda Item, or Case No.: 5

I wish to speak before the CED COMMITTEE
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal ( ) General comments

Name: BOB SHEARER

Business or Organization Affiliation: BUILD REHABILITATION

Address: 20500 NORDHOFF ST. CHATSWORTH CA 9131
Street City State Zip

Business phone: 818-701-9800 Representing: _____

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Street City State Zip

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CITY OF LOS ANGELES SPEAKER CARD

Item #5

Date: 10/16/2000

Council File No., Agenda Item, or Case No.: WIB Annual Plan 99-0646-S4

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Ngiethe Maina

Business or Organization Affiliation: Los Angeles Metro Alliance

Address: 1715 W. Florence Ave LA 90047
Street City State Zip

Business phone: 323 789 7920 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address:
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

(3)

CITY OF LOS ANGELES SPEAKER CARD

#5

Date: 10/16/00

Council File No., Agenda Item, or Case No.: WIB Annual Plan 99-0646-S4

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Yeun Chen

Business or Organization Affiliation: Legal Aid Foundation of LA

Address:
Street City State Zip

Business phone: Representing:

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Client Name: Phone #:

Client Address:
Street City State Zip

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CITY OF LOS ANGELES SPEAKER CARD

Item # 5

Date: 10.16.00

Council File No., Agenda Item, or Case No.: WIB ANNUAL PLAN 99-0646-S4

I wish to speak before the Community Economic Development Committee
Name of City Agency, Department, Committee of Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Teresa Sanchez

Business or Organization Affiliation: SEIU 347

Address: 1015 Wilshire Bl. LA 90017
Street City State Zip

Business phone: _____ Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

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Client Address: _____
Street City State Zip

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CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: 5

I wish to speak before the CED Committee
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (✓) General comments

Name: Jessica Goodheart

Business or Organization Affiliation: LAANE

Address: 548 S Spring 90013
Street City State Zip

Business phone: 213 486 9880 Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

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8

CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: WIB Annual Plan 99-0646-S4

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Roxane Auer

Business or Organization Affiliation: Los Angeles Alliance for a New Economy

Address: Spring St. (Street) LA (City) (State) (Zip)

Business phone: 213 486 9880 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address: (Street) (City) (State) (Zip)

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

9

CITY OF LOS ANGELES SPEAKER CARD ITEM #5

Date: 10-16-00

Council File No., Agenda Item, or Case No.: 99-0646-S4 WIB Annual Plan

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Goetz Wolff

Business or Organization Affiliation: LA County Federation of Labor, AFL-CIO

Address: 2130 W. Jefferson Blvd LA 90006
(Street) (City) (State) (Zip)

Business phone: 213 381-5611 x11 Representing: LACFL

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address: (Street) (City) (State) (Zip)

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

10

CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: WIB Annual Plan # 5

I wish to speak before the CED
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Victor Narro

Business or Organization Affiliation: CHIRLA

Address: _____
Street City State Zip

Business phone: _____ Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

11

CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: WIB Annual Plan 99-0646-S4

I wish to speak before the Community Economic Development Committee
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: Pronita Gupta

Business or Organization Affiliation: LA Metropolitan Alliance

Address: 1715 Florence Ave, LA, CA 90047
Street City State Zip

Business phone: 323-789-7920 Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

12

CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: #6

I wish to speak before the Community & Economic Dev.
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal ( ) General comments

Name: Munzel Johnson

Business or Organization Affiliation: Los Angeles Urban League

Address: 3450 Mt Vernon Drive (Street) LA (City) CA (State) 90008 (Zip)

Business phone: (323) 299-9660 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address: (Street) (City) (State) (Zip)

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

13

CITY OF LOS ANGELES SPEAKER CARD

Date: 10/16/00

Council File No., Agenda Item, or Case No.: #5

I wish to speak before the COMMUNITY ECONOMIC DEV. COM.
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal ( ) General comments

Name: SOPHIA ESPARZA, CED

Business or Organization Affiliation: CHICANA SERVICE ACTION CENTER

Address: 315 W. 9TH ST #101 (Street) LOS ANGELES (City) CA (State) 90015 (Zip)

Business phone: (213) 253-5959 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address: (Street) (City) (State) (Zip)

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES
CALIFORNIA

LILLIAN KAWASAKI
INTERIM GENERAL MANAGER

COMMUNITY DEVELOPMENT DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014

RICHARD J. RIORDAN
MAYOR

SEP 20 2000

Council File Numbers:
Council Districts: All
Contact Persons & Ext:
Ann Giagni, x 55019
Diana Nave, x 59066

The Honorable Richard J. Riordan
Mayor, City of Los Angeles
Eighth Floor, City Hall East

Los Angeles City Council
c/o City Clerk's Office
Room 615, City Hall

Attn: June Lagmay
Legislative Coordinator
Eighth Floor, City Hall East

COMMITTEE TRANSMITTAL: APPROVAL OF CITY OF LOS ANGELES WORKFORCE INVESTMENT BOARD ANNUAL PLAN – JULY 1, 2000 THROUGH JUNE 30, 2001

RECOMMENDATIONS

The General Manager of the Community Development Department and the Chair of the Workforce Investment Board request that the Council and Mayor:

1. Adopt the WIA Annual Plan for 2000-2001 and supporting budget and authorize the General Manager, CDD, or designee, to take all actions necessary for full implementation;

2. Authorize the General Manager, CDD, or designee, to develop and submit proposals for funding to any County, State, or Federal entity having funding available for workforce preparation and related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce, Department of Education, Department of Justice, Governor's WIA and Welfare to Work Discretionary Funds, and funding under the Los Angeles County Long Term Family Self-Sufficiency Plan;

3. Authorize the General Manager, CDD, or designee, to apply for and accept Rapid Response funds from the State of California;

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4. Authorize the General Manager, CDD, or designee, to issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy (Attachment O). Anticipated RFPs/RFQs may include, but are not limited to, the following:

- Development of Customer Satisfaction criteria and methodology for measurement and conduct first year survey
- Training for TANF recipients to become child care providers
- Demonstration Projects
- Development of Evaluation Methodology for Contractors
- Job Search Assistance for individuals about to be laid off
- Development and implementation of a pilot pre and post- release program for offenders
- Selection of Financial Institutions and other collaborators to develop and maintain Individual Development Accounts (IDAs)
- Development of an electronic Report Card system
- Grants writing services
- Training and technical assistance for staff and service providers
- Assistance in coordinating and leveraging External Resources
- Certification of Staffing Firms
- Researching existing Skills Certificates and development of a process for creating new industry recognized certificates
- Development of a One-Stop system for employers
- Specialized Assessment
- Development of a Common Cost Accounting system

5. Authorize the General Manager, CDD, or designee, to negotiate and execute contracts and contract amendments as described in the Annual Plan including:

- City of Hawthorne (South Bay WIB) for Individual Training Accounts
- Youth funding for the United Community Resource Agency (UCRA) and youth and adult funding for Community Build Incorporated
- Continued funding of Welfare-to-Work providers listed in Attachment F (1) in accordance with the Welfare-to-Work Performance Evaluation Policy
- Continued funding of Childcare Training providers listed in Attachment F (2) with increased funding for LACCD – Harbor College to $594,000 and LACCD – Mission College to $400,000
- Los Angeles County for Regional Marketing
- Purchase of equipment and training from C-TECH
- Purchase of assessment tools

- Regents of the University of California at Los Angeles (UCLA) for continued training on industry clusters
- Los Angeles Unified School District, East Los Angeles Skill Center, for a Technology Academy
- Valley Economic Development Corporation for the period July 1, 2000 through December 31, 2000 for services to business customers
- One-Stop Operators to increase funding for customized training
- One-Stop Operators to provide staff support for First Source Hiring agreements
- INFO Line to maintain and staff the "1-800-For A Job" phone line
- Successful bidders under the Round 3 Welfare-to-Work RFP
- Successful bidders under the Round 2 RFP for Childcare Training

6. Authorize the General Manager, CDD, or designee, to negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five Year Plan;

7. Authorize the General Manager of the Community Development Department, or designee, to accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for JTPA, WIA or Welfare-to-Work Funds;

8. Authorize the General Manager, CDD, or designee to accept the Brownfields Training Demonstration Grant in the amount of $100,000, from the Environmental Protection Agency and enter into a contract with Community Centers, Inc. for the period September 1, 2000, through August 30, 2001 for the implementation of this grant;

9. Approve the following policies as contained in the Annual Plan
   a. Welfare-to-Work Evaluation and Reallocation Policy
   b. Individual Training Account Policy
   c. Definition of Self-Sufficiency

10. Authorize the General Manager, CDD, or designee to enter into agreements for the use of facilities;

11. Authorize by resolution, the following two position authorities (previously authorized and funded under the Job Training Partnership Act Summer Youth Employment Program) within the Community Development Department, from October 1, 2000 through June 30, 2001:

No.	Civil Service Code	Class Title
2	1539	Management Assistant

12. Authorize by resolution, employment in the following position authorities in the Community Development Department, funded by the Welfare-to-Work Grant, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

No.	Civil Service Code	Class Title
1	9171-1	Senior Mgt. Analyst I
1	1538	Senior Project Coordinator
2	1984-2	Management Analyst II
3	1539	Management Assistant
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

13. Authorize by resolution, employment in the following position authorities in the Community Development Department, funded by a combination of the Welfare-to-Work Grant and WIA, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

No.	Civil Service Code	Class Title
1	1538	Senior Project Coordinator
1	1984-1	Management Analyst I
1	1550	Program Aide
1	1470	Data Base Architect
1	4314	Programmer Analyst IV
1	5972	Sr. Systems Analyst II
1	4551	Systems Programmer I
3	2232	Accounting Clerk II
1	1368	Senior Clerk Typist
1	1358	Clerk Typist

14. Authorize by resolution, reallocation of the following positions for the Workforce Investment Board, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation:

	No.	Civil Service Code	Class Title
From:	1	1358	Clerk Typist
To:	1	1368	Sr. Clerk Typist

	No.	Civil Service Code	Class Title
From:	1	1539	Management Assistant
To:	1	1984-1	Management Analyst I

15. Authorize the Controller to:

a: Establish an interest bearing fund titled "Brownfields Training Demonstration Grant" with a receivable from the Environmental Protection Agency in the amount of $100,000.

b: Establish a new account and appropriate within the newly established Brownfields Training Demionstration Grant Fund No. XXX as follows

Account No.	Name	Amount
RXXX	Award: Brownfields Training	$100,000

c: Expend funds of $120,000 within JTPA Trust Fund No. 443/22, Account P201, Award-Title IIA-77%; Account P207, Award-Title III; and Account N203, Award Title IIC 82%, and within WIA Fund 44A, R201, WIA Adult, R207, WIA Dislocated Worker, P203, WIA Youth, for reimbursement of subrecipients'/contractors' single audit fees upon proper demand of the General Manager of CDD or designee;

16. Authorize the General Manager of CDD or designee to prepare additional Controller instructions relative to this report, including but not limited to, salaries for positions approved in the Position Authority Resolution, new positions approved herein and expense and equipment approved herein, and any technical adjustments, subject to the approval of OARS, and instruct the Controller to implement the instructions; and

17. Authorize the General Manager of CDD or designee to make any technical adjustments necessary to facilitate the successful implementation of the Annual Plan.

SUMMARY

These actions will adopt the Workforce Investment Board Annual Plan for July 1, 2000 – June 30, 2001, appropriate $44 million in WIA and Welfare to Work funds, and authorize the Interim General Manager of the Community Development Department, or designee, to take all actions necessary to implement the plan in accordance with the agreement between the City of Los Angeles and the Workforce Investment Board which states as follows:

> Upon approval of the Annual Plan, the WIA Administrative Entity, (CDD) is authorized to take all steps necessary to implement the Annual Plan. No further City Council and Mayor or WIB approval shall be required to execute contracts, amendments to contracts, leases or other commitments described in the Annual Plan, provided that there are no substantial programmatic or financial (in excess of $500,000 per contract) deviations from the Annual Plan budget and activities.

FISCAL IMPACT STATEMENT

There is no impact on the City's General Fund. All new appropriations discussed herein are from grant funds.

BACKGROUND

The agreement between the City of Los Angeles and the Workforce Investment Board of the City of Los Angeles executed March 29, 2000 (CF# 99-0646), requires the development of an Annual Plan. The purpose of this Annual Plan is to establish the administrative and program budget, service strategies, program goals, and priorities for FY 00/01. These programs will be carried out through our One-Stop and Satellite Operators in conjunction with Youth and Welfare-to-Work program providers operating as a "system" within the City.

For a variety of reasons - significant delay in the release of the final federal regulations, delays at the state and federal level in providing critical information, and the fluid nature of launching a very large, complex system - this annual plan is not complete. Missing components will be presented to the appropriate Workforce Investment Board Committee for necessary deliberation and either to the full WIB or the Executive Committee before forwarding to the City Council and the Mayor. In addition, several of the items in the Annual Plan have already been approved by the WIB, Council and Mayor for FY 00/01.

The plan ties directly to the following seven goals of the Workforce Investment Board:

1. Providing consistently high quality services through a system that is user friendly and responsive to business, service providers, and job seekers
2. Providing job training for first time job seekers, unemployed, and incumbent workers that is focused on demand occupations with career paths which lead to self-sufficiency and which includes all of the skills employers and employees need
3. Promoting collaboration and leveraging of funds and resources
4. Providing quality assurance through a system of standards and accountability
5. Improving services to business
6. Ensuring access and training to diverse populations
7. Minimizing bureaucracy

It supports the Workforce Investment Act (WIA) and the State of California goals of tying together education, workforce preparation, and economic development to improve workforce quality, career mobility, and workforce productivity and brings to life key WIA principles:

- Integration of many workforce development programs
- The empowerment of individuals to guide their career
- A stronger role for the Workforce Investment Board
- More local flexibility
- Improved youth programs

The plan streamlines the system by giving authority to CDD staff to carry out its details. This will allow the system to become more market or customer focused and to be more responsive to marketplace needs and changes.

Plan Development and WIB Approval

This plan was developed with considerable in-put from the Workforce Investment Board. The WIB set up an Ad Hoc Committee to oversee its development and it was discussed at least once by each committee of the WIB.

The Draft Annual Plan was released on August 29, 2000. The WIB held a hearing on September 7, 2000 to receive public comments. Representatives from several community-based organizations and council offices attended the public hearing. To date, written comments have been received from two organizations. Attachment S contains a summary of the comments and our response to them. Since the informal comment period does not end until September 29, 2000, additional comments received, if any, will be forwarded by an addendum to this transmittal.

The attached Plan, including changes made as a result of the public comments, was approved by the Executive Committee of the WIB on September 11, 2000.

Estimated Revenue and Proposed Expenditures

The Annual Plan is based on an estimated $153.2 million available for PY 00-01. The source of funds and planned expenditures are shown in Attachment B of the Plan. The columns labeled "approved" on Attachment B (1) show the $101.3 million expenditures previously approved as part of the City's Budget and subsequent transmittals. A significant proportion of the Community Development Department's Workforce Development budget in not included in the City Budget. Historically these expenditures have been authorized by transmittal. The Annual Plan, appropriates an additional $44 million, including these "off-budget" requests, as shown in Attachment B (2) in columns marked "requested." The "City Direct" column includes salaries, expenses, and equipment as shown on Attachment B (3). Approval of this plan will result in a significant investment in system infra-structure and capacity building as we transition from JTPA to WIA. Some of these will be "one-time" investments.

Attachment A provides a narrative description of the requested expenditures in support of the seven WIB goals.

Position Authorities

Approval of the Plan will result in the obligation of the funds needed for the position approved as a part of the PAR. Additional positions are requested as a part of this Plan. The Data Base Architect will be assigned to the City's Information and Technology Agency. This position is necessary to maintain WDD's growing and increasingly complex databases. The Programmer Analyst IV, Sr. Systems Analyst II and Systems Programmer I positions are continuing, but were inadvertently omitted from the PAR.

The position authorities that will be assigned to Human Resources include a Senior Clerk Typist and a Clerk Typist and two Accounting Clerk II positions will be assigned to the Financial Management Division. These positions are necessary as a result of significant increases in the Department's work load related to the Youth Opportunities Grant, increases in the Welfare-to-Work Grant and increased funding from the Workforce Investment Act.

Increased positions within the Welfare-to-Work Section are necessary to expand the City Jobs program which provides direct services to participants. In addition, now that the Welfare-to-Work program is fully operational, the administrative workload has increased. The additional positions are necessary to provide adequate monitoring and technical assistance.

Two positions are requested to expand WDD's capacity to work directly with employers to develop training. These activities are cost beneficial as they produce employment at the end of training.

Two additional positions are being requested for the Youth Opportunities Program. Funding for the Youth Opportunities Program positions was approved as part of the program's budget, but the position authority requests were inadvertently omitted.

Reallocation of two positions assigned to the Workforce Investment Board are necessary to assist the Board in its increased role under WIA. The Board has also become more complex and requires higher level staff to increase the involvement of employers.

Policies

The plan includes three policies that were previously approved by Council and requests approval for three new policies as follows:

- Welfare to Work Evaluation and Reallocation Policy (Exhibit L) – this policy will provide the basis for evaluation of programs funded with Welfare-to-Work funds and allow for increases and decreases in funding, including probation and termination, based on agency performance
- Definition of Self-Sufficiency (Attachment M) – this policy sets the maximum earnings for adults and dislocated workers to be eligible for skills upgrade training under WIA
- Use of Individual Training Accounts (Attachment N) – this policy establishes the parameters for obtaining an Individual Training Account including the maximum amount available for technical and non-technical training

Single Audit Fees

In May 1999 (CF 99-0371) and June 2000 (CF 00-0943) Council actions approved a total of $100,000 to reimburse the JTPA contractors for the single audit fees. CDD is requesting to increase this allocation by $120,000 using the Title II-A 77%, Title II-C 82%, Title III and WIA funds to cover additional costs associated with closing out the JTPA grant.

Procurement

Procurement of services authorized under this plan will be in accordance with the WDD procurement policies (Attachment O). WDD maintains and will use a list of agencies and individuals that have requested notification of the release of any Request for Proposals or Request for Qualifications. Notification will also be sent to Council Offices.

Report Back

WDD will report back to Council and the Mayor regarding the status of the implementation of this plan in January and April 2001, and semi-annually thereafter. A new Annual Plan will be developed and submitted in the Spring of 2001 for the period July 1, 2001 through June 30, 2002. The new plan will include a report of the accomplishments under the current plan.

Prepared by:

DIANA NAVE
Senior Management Analyst II

Reviewed by:

ANN GIAGNI
Division Chief

Approved by:

SUE CLEERE FLORES
Assistant General Manager

Approved by:

LILLIAN KAWASAKI
Interim General Manager

cc: Rockard Delgadillo, Deputy Mayor
Yey Coronel, Mayor's Office
Michelle Douglas, WIB
Robert Andrade, OARS
Jessica Heinz, City Attorney
Miranda Paster, City Clerk
David Hersch, CED Committee (CD No.1)
Stacey Anthony, CED Committee (CD No. 10)
Ami Kennedy, CED Committee (CD No. 14)
Ivania Sobalvarro, Chief Legislative Analyst
Tess Coronel, WDD

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FINAL

City of Los Angeles
Workforce Investment Board
Annual Plan
July 1, 2000 - June 30, 2001

The agreement between the City of Los Angeles and the Workforce Investment Board of the City of Los Angeles executed March 29, 2000 (CF# 99-0646), requires the development of an Annual Plan. The purpose of this Annual Plan is to establish the administrative and program budget, service strategies, program goals, priorities, and One-Stop Operator, Youth, and Welfare to Work program providers for FY 00/01.

For a variety of reasons – significant delay in the release of the final federal regulations, delays at the state and federal level in providing critical information, and the very fluid nature of launching a very large, complex system – this annual plan is not complete. Missing components will be presented to the appropriate Workforce Investment Board Committee for necessary deliberation and either to the full WIB or the Executive Committee before forwarding to the City Council and the Mayor. As noted herein, some of the items that comprise the Annual Plan have already been approved by the WIB, Council and Mayor for FY 00/01.

WORKFORCE INVESTMENT ACT

The Workforce Investment Act (WIA) requires significant changes from JTPA and influences the goals and strategies presented in this plan. These changes include:

- **Universal Access** to core services – Under JTPA all services were limited to dislocated workers and economically disadvantaged job seekers; under WIA anyone over the age of 18 with the right to work may access core services regardless of income or residency.

- **Business Services** - One-Stop Centers will provide an array of services for businesses including job matching, job screening, information on tax incentives, and customized training; most importantly, new services will be developed in response to business needs.

- **Work First** – JTPA was largely a job training system. WIA is a work first system. In order to receive training, individuals must be unable to obtain work that provides for Self-Sufficiency. Significantly fewer individuals will be provided training under WIA.

- **Eligible Training Provider List** (ETPL) – Training is provided exclusively by vendors who are on the State-certified list.

- **Customer Choice** – Eligible job seekers who qualify for training will be issued Individual Training Accounts (ITAs) to purchase training from a vendor they select from the ETPL with limited guidance from One-Stop staff.

- **Comprehensive Youth Program** - Youth programs will provide access to 12 mandatory components with at least one year of follow-up. There is no longer a summer-only program.

- **Partnership Emphasis** – WIA mandates the integration of 19 partner workforce development programs, administered by 10 different public entities.

- **Incumbent Worker Training** – WIA allows for training to upgrade the skills of incumbent workers.

- **Legislation Sunsets** - The WIA expires in five years unless it is renewed by Congress. This is different from JTPA which continued indefinitely until repealed by Legislation.

GOVERNANCE

Federal Law mandated the establishment of State and Local Workforce Investment Boards. These Boards have federally mandated public partners and by law at least 51% of the members must be from the private sector. Federal Law assigns all financial decisions to the WIB and all financial liability to the City. To address this imbalance the City and the WIB have negotiated a contract which returns to the City an equal role in the financial decision making. In exchange for giving up this authority the WIB is held harmless. This relationship requires that the WIB and the City concur in financial decisions.

Under WIA, the private sector and other governmental entities, through the WIB, share program authority, responsibility and oversight with local government over workforce development strategies. This interdependence presents the opportunity for greater program success and more effective delivery of services to employers, job seekers, and incumbent workers. The Community Development Department, Workforce Development Division, administers the funds and programs designed to create a better trained workforce in the City of Los Angeles.

The legislation also mandates the creation of a Youth Council under the WIB to guide the youth program. Members are appointed by the WIB in conjunction with the Mayor and Council in accordance with guidelines established in the law.

Although not required by law, the City has created an advisory Welfare-to-Work Oversight Board which reflects the perspectives of the communities and people most impacted by the Welfare-to-Work Program. Members review welfare-to-work issues and recommend policy for the implementation of welfare-to-work programs, especially in the area of best practices and new strategies It is a 20-member board, representing organized labor, service providers community-based organizations, government, and welfare recipients.

GOALS

The Workforce Investment Board used a meta planning process to identify and prioritize goals. An over-arching goal for this year is to successfully transition into WIA with all components working well for both business and job seekers. The specific goals,

strategies and activities requiring funding are shown in Attachment A. A number of activities in this workplan have significant potential for collaboration with other Workforce Investment Boards. It is our intent to aggressively pursue these possibilities.

ONE-STOP SYSTEM

The City of Los Angeles One-Stop System is primarily funded from two sources: Workforce Investment Act and Welfare-to-Work. The projected available funds for the entire system for PY 00/0 totals $153.2 million as shown in Attachment B. As discussed below, the system has two major components, Adult and Youth. The projected service levels and required performance levels are contained in Attachments C and D respectively.

A. Adult Component

The adult component provides services for individuals over the age of 18 including unemployed, underemployed, dislocated workers, and persons transitioning from welfare to work. It also provides services for businesses. This component consists of the following:

One-Stop Centers - Fifteen One-Stop Workforce and Industry Centers and nine Satellites strategically located throughout Los Angeles (Attachment E) provide core services to individuals who are 18 or older and to businesses. Intensive and training services are available to eligible participants.

Customized Training – Training programs are designed to meet the needs of a specific employer or group of employers based on projected job openings.

Genesis LA – In partnership with the Mayor's Office of Economic Development and LA's Business Team, One-Stop Centers coordinate customized training, provide access to tax credits and refer appropriate job seekers to employers for specific economic development projects.

Rapid Response – Services are provided to employers and individuals affected by layoffs or plant closures to assist them in accessing the One-Stop System, including EDD's Unemployment Insurance, and services needed to transition to new employment.

Welfare-to-Work – Comprehensive employment and post-employment services are provided to eligible Temporary Assistance to Needy Families (TANF) recipients and non-custodial parents who are City residents. Through a network of service providers (Attachment F), many of which are One-Stop Centers, clients are referred to jobs that can lead to careers. Upward mobility is stressed through skills enhancement and customized or entrepreneurial training.

City Jobs Program - Provides training and placement for TANF recipients in entry-level positions in City Departments.

Child Care Training - This program provides training and technical assistance to enable TANF recipients to become Child Care providers.

Brownfields – A $100,000 U.S. Environmental Protection Agency grant will be used to train low-income residents of the City's Federal Empowerment Zone to become environmental technicians.

Day Laborer - The program operates six sites which provide a safe and orderly environment for the hiring of day laborers. Sites operate with the guidance of individual Neighborhood Advisory Boards.

Domestic Worker – This program helps women who currently make a living by cleaning houses to upgrade their job skills, increase their salaries, and access greater career opportunities.

Community Service Centers – Concentrated, comprehensive youth and family development services are provided for residents at five Housing Authority of the City of Los Angeles sites.

First Source Hiring - First Source Hiring Agreements negotiated by the City with developers and unions provide a structure for increasing the number of local residents employed in new construction projects.

B. Youth Component

Oversight for the youth programs is provided by the Youth Council in conjunction with the WIB. The Youth Council has adopted the following vision for youth programs:

> All Youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training.

The Youth Council has also adopted a youth plan based on the following principles: accessibility, meeting the needs of youth, promoting integration of all components of the system and community resources, simplifying goals and processes, and continuous improvement.

Youth Opportunities Consortia - Eleven consortia of agencies (Attachment G) provide comprehensive youth activities designed to increase employability, educational attainment and leadership development for low-income youth, ages 14-21, who have barriers to employment. At least 30% of the funds must be spent on out-of-school youth. TANF/CalWORKS funds will provide summer employment for approximately 3400 youth in TANF families, with a priority for teen parents. City General Funds, allocated to LAUSD, will provide employment for an additional 2,000 youth.

Youth Opportunity Grant Program: Watts and Boyle Heights – This new program is designed to improve the educational, vocational and long-term employment opportunities for youth, ages 14-21, who reside in specific census tracts within the Empowerment Zone in Watts and Boyle Heights. We anticipate enrolling 1650 youth in the first year. Funding is from the $11 million Youth Opportunity Grant. Approximately 70% of the funds will be spent on out-of-school youth. Council File 00-1267 is incorporated by reference into the plan (Attachment H).

At-Risk Youth – We will fund up to four non-profit agencies to provide educational support and job training and placement to youth at risk of homelessness, crime, and welfare dependency. Priority is given to youth in residential treatment facilities such as shelters and group homes.

Youth Fair Chance – The City acts as the facilitator and convener for a collaboration of agencies to provide education, employment, youth development, and delinquency prevention and intervention activities for youth residing in the Westlake and Pico-Union communities. This program is funded directly with Community Development Block Grant (CDBG) funds and indirectly through contracts with CDD for WIA and WtW funds.

LA Youth at Work – LA Youth at Work is a project of the WIB. It is designed to obtain private sector commitments for jobs, prepare young people for the interview process, and match young job seekers to appropriate job openings. Funding is through a combination of CDBG and private sector funds.

UNITE LA – Urban Network for the Improvement of Training and Education in Los Angeles (UNITE LA) is a local school-to-career partnership of employers, labor, parents and education. As a member of the partnership, the City has accepted the responsibility for the development of industry consortia which will guide workforce preparation in their fields. The consortia under development include entertainment and new media, health and biotechnology, manufacturing, transportation, and hospitality, travel and tourism.

POLICIES

The following policies which have been previously adopted are included herein:

- One-Stop Certification [Attachment I]
- Policies for Youth System [Attachment J]
- Definition of Youth Barriers to Employment [Attachment K]

The following policies are included herein for approval:

- Welfare-to-Work Evaluation and Reallocation Policy [Attachment L]
- Definition of Self-Sufficiency [Attachment M]
- Policy on Use of Individual Training Accounts [Attachment N]

The following policies are still under development and will be submitted for approval by the WIB, Council, and Mayor at a later date:

- One-Stop Evaluation and Reallocation Policy
- Youth System Evaluation and Reallocation Policy
- Definition of "under-employment" for youth
- Criteria for training providers
- Definition of "credential"
- Determination of "demand occupations"
- Fee for Service
- Criteria and process for decertification of One Stops
- Individual Development Accounts

PROCUREMENT

Procurement for the youth component was accomplished through a Request for Proposals process. The successful consortia and amounts awarded by prior WIB/City Council action are contained in Attachment G.

Procurement for services in the adult system varies by source of funding. Welfare-to-Work procurement was by Request for Proposal. Successful bidders and amounts awarded by prior Council and WIB action are listed in Attachment F. Authority for 00-01 contracts has been approved by the WIB and transmitted to Council.

One-Stop operators were initially procured through a Request for Proposal process in 1997. One-Stops must now be certified. Authority for this method derives from WIA section 121(e). The certification process will be conducted by a committee of the WIB using criteria based on the Malcom Baldridge principles. Approved funding levels for One-Stop operators and directly funded Satellites are shown in Attachment E (2). All One-Stops must be certified in order to receive funding after June 30, 2001.

Procurement of services authorized under this plan will be in accordance with the WDD procurement policies [Attachment O]. The Workforce Development Division maintains a list of agencies and individuals that want to be notified of the release of any Request for Proposals or Request for Qualifications. Notification will also be sent to the Council Offices.

STAFFING

This annual plan incorporates funding for all authorized positions within the Workforce Development Division and all related positions funded under the Workforce Investment Act and Welfare-to-Work Grants in other divisions and departments of the City. Please note that only a portion of this funding is included in the approved City Budget, the remainder is considered to be "off-budget." Attachment P shows the approved positions within the Workforce Development Division with the exception of the 91 positions for the Youth Opportunity Grant discussed in Attachment H.

We are requesting 16 new positions as follows:

Welfare to Work Program
- 1 Senior Management Analyst
- 1 Senior Project Coordinator
- 2 Management Analyst II
- 3 Management Assistant
- 1 Senior Clerk Typist
- 1 Clerk Typist

Economic Development Coordination
- 1 Senior Project Coordinator
- 1 Management Analyst I

Data Base Maintenance (ITA)
1 Data Base Architect

Financial Management
2 Accounting Clerk II

Human Resources
1 Clerk Typist
1 Senior Clerk Typist

Reallocation of two positions is requested for the Workforce Investment Board as follows:

1 Clerk Typist To Senior Clerk Typist
1 Management Assistant To 1 Management Analyst I

In addition to the above, several technical adjustments are requested:

1) Add the following ITA position authorities inadvertently omitted from the PAR:
   1 Program/Analyst IV
   1 Senior Systems Analyst II
   1 Systems Programmer 1

2) Add the following CDD position authority transitioning from Summer Youth Employment to WIA – (PAR extended through 9/30/00)
   1 Management Assistant

3) Add two positions inadvertently omitted from Youth Opportunity Grant Transmittal:
   1 Accounting Clerk II
   1 Program Aide

BUDGET

Attachment B(1) shows the total anticipated funds available for FY 00/01. The amount shown for JTPA carry-in is an estimate. The actual amount will not be known until the closeout of JTPA is complete. Please note, the City expects to augment the total system costs through partner resources.

Attachment B(2) shows the funds requested in the plan for items other than CDD expenses and previously approved funding for the WIA and WtW service provider contracts. Please note that a number of the items listed on Attachment B(2) are requested as a part of the transition from JTPA to WIA. Some of these will be "one time" investments.

SUMMARY OF ACTIONS

Adoption of this Annual Plan will authorize the Community Development Department to take the following actions:

1. Develop and submit proposals for funding to any County, State, or Federal entity having funding available for workforce preparation and related activities

2. Apply for and accept Rapid Response funds from the State of California

3. Issue Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) and negotiate and execute contracts with the successful bidders, including sole source when appropriate, in accordance with the WIA procurement policy. Anticipated RFPs/RFQs include, but are not limited to, the following:

   - Development of Customer Satisfaction criteria and methodology for measurement and conduct of first year survey
   - Training for TANF recipients to become child care providers (Round 2)
   - Demonstration Projects
   - Development of WIA Evaluation Methodology
   - Job Search Assistance for individuals about to be laidoff
   - Development and implementation of a pilot pre and post- release workforce development program for offenders
   - Financial Institutions and other collaborators to develop and maintain Individual Development Accounts (IDA's)
   - Development of an electronic Report Card
   - Grants writing services
   - Training and technical assistance for staff and service providers
   - Leverage External Resources/Resource Coordination
   - Staffing Firms
   - Research existing Skills Certificates and development of a process for creating new industry recognized certificates
   - Development of One-Stop system for employers
   - Specialized Assessment
   - Development of Common Cost Accounting system

4. Development and execution of contracts and contract amendments as described in the Annual Plan including:

   - City of Hawthorne (South Bay WIB) for Individual Training Accounts
   - Youth funding for the United Community Agency Resource Agency (UCRA) and youth and adult funding for Community Build Incorporated
   - Continued funding of Welfare-to-Work providers listed in Attachment F (1) in accordance with the Welfare-to-Work Performance Evaluation Policy
   - Continued funding of childcare training providers listed in Attachment F (2) and with increased funding for LACCD – Harbor College to $594,000 and LACCD - Mission College to $400,000.
   - Los Angeles County for Regional Marketing
   - Purchase of equipment and training from C-TECH
   - Purchase of Assessment tools
   - Regents of the University of California at Los Angeles (UCLA) for continued training on industry clusters
   - Los Angeles Unified School District, East Los Angeles Skill Center, for the Technology Academy
   - Valley Economic Development Corporation for the period July 1, 2000 through December 31, 2000.
   - One-Stop Operators to increase funding for customized training
   - One-Stop Operators to provide staff support for First Source Hiring agreements
   - INFO Line to maintain and staff the "1-800-For A Job" phone line
   - Successful bidders under the Round 3 Welfare to Work RFP

5. Negotiate and execute amendments to the Welfare to Work Local Plan, the One-Stop System Memorandum of Understanding between Partners to the City of Los Angeles WIA One-Stop System, and the WIA Five-Year Local Plan.

6. Accept and execute any unilateral Sub-Grant Agreements between the State of California and the City of Los Angeles, or the Department of Labor and the City of Los Angeles, for WIA or Welfare to Work Funds.

7. Accept the Brownfields Training Demonstration Grant in the amount of $100,000, from the Environmental Protection Agency and enter into a contract with Community Centers, Inc. for the period September 1, 2000, through August 30, 2001 for the implementation of this grant.

8. Provide funds for all authorized staff positions and add additional positions

9. Approve the following policies:

   a. Welfare-to-Work Evaluation and Reallocation Policy
   b. Individual Training Account Policy
   c. Definition of Self-Sufficiency

ATTACHMENTS

A. Goals/Major Activities 2000-2001
B(1). Estimated Expenditures
(2). Other Requested
(3). City Requested by Funding Source
C. Projected Service Levels
D. Local Performance Indicators and Goals
E(1). One-Stop Workforce and Industry Centers and Satellites
(2). Funding for One-Stop Operators and directly funded Satellites
F(1). Welfare-to-Work System Providers
(2). Childcare Training Providers
G. Youth Opportunities System
H. Youth Opportunities Grant Transmittals
I. One-Stop Certification Criteria, Policies and Procedures
J. Policies for Youth System
K. Definition of Youth Barriers to Employment
L. Welfare-to-Work Evaluation and Reallocation Policy
M. Definition of Self-Sufficiency
N. Use of Individual Training Accounts
O. WIA Procurement Policy
P. Organization Chart
Q. Training and Technical Assistance
R. Marketing Goals and Objectives
S. Public Comments
T. Position Descriptions

GOALS/MAJOR ACTIVITIES
2000-2001

	GOAL 1. Provide consistently high quality services through a system that is user friendly and responsive to business service providers and job seekers	
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
1.a Administer One-Stop System – Administer system composed of One-Stop centers and satellites, Youth Service Providers, and Welfare-to-Work contractors	1.a (1) – Lease Needs The certification process will require all One-Stops to meet threshold facility standards such as Americans with Disabilities Act (ADA) and signage. Although WIA prohibits building rehabilitation and maintenance cost, tenant improvements can be amortized via the lease. These funds would be held aside and only used to cover increased lease costs arising from City mandated tenant improvements (excluding seismic). 1.a (2)- Individual Training Accounts (ITAs) Only $2.2 million was appropriated for the current year pending further study. This amount will be exhausted by September. Staff recommends an additional $6.3 million be appropriated for the year and the contract with South Bay be extended through June 30, 2001 to manage the ITAs. Last year we allocated $7,250,000. The additional funds requested herein will bring the total to $8,545,000 for this year. 1.a (3) – Youth System Enhancements Several high quality youth providers were not successful in the recent youth RFP process. The Appeals Panel asked staff to explore ways and means to ensure the City did not lose the investment already made in these well performing agencies. From this discussion arose a new policy adopted by the Youth Council, and the City Council (Attachment J). Funds are recommended for implementation of this policy. Priority consideration will be given to the following: UCRA, Boyle Heights: The Youth Opportunity (YO) grant in the Boyle Heights area may only be spent on youth ages 14-21 who live within the empowerment zone. Much of the residential population lives outside of the zone. These funds will be used to serve the youth who have raised expectations because of the outreach efforts for the YO grant but who are ineligible. Additional funds are provided for this purpose to insure there will be no adverse financial impact on the youth consortia serving this area.	$490,000 $6,345,000 $700,000

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
	Community Build: This organization focuses on the most barriered youth and has historically worked successfully with gang involved individuals. The recent increase of violence in the South-Central area and the subsequent hearings held by the Ad-Hoc Task Force on Gang and Violence have highlighted the need for more efforts to move highly barriered individuals into successful employment. UCRA Hollywood: The agency has a strategic, well-known, accessible location in Hollywood. The consortium funded to secure this area does not (although the are willing to develop one). The youth service population in Hollywood is substantially within immigrant family structures where knowledge/trust of the service provider is critical. 1.a (4)– Adult System Enhancement (1) Community Build: The recent increase in violence in South Central LA necessitates a community wide response. An important component of this response is job preparation and placement especially of adults in the 21 to 24 year old range. These funds will be provided to the One-Stop operator (Community Centers, Inc) to sub contract with Community Build to provide services primarily to the 21 to 24 year old population. (2) Assessment: Funds are requested for the purchase of assessment materials that are tied to specific job skills. The requested funds would allow for piloting of the materials in a limited number of One-Stop Centers. If this system is determined to be particularly effective, consideration will be given to system-wide implementation.	$220,000
	1.a (5)- Non-Custodial Parent Program A program will be developed to serve non-custodial parents of TANF recipients in conjunction with the Los Angeles County District Attorney and the Employment Development Department Funds will be used to provide counseling and other supportive services impacting their ability to maintain employment and become responsible parents, both financially and emotionally.	$210,000
1.b Capacity Building – Invest in the development of organizational infrastructure and training of staff at all levels; expand electronic connectivity	1.b (1) - Training and Technical Assistance Funds are needed to provide training and technical assistance to city staff and service providers including One-Stop, Youth, and Welfare to Work. [see Attachment Q]	$386,500

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
WIB STRATEGY **1.c Customer Satisfaction** – Develop methodology for measuring satisfaction of both employers and job seekers and for using the results for continuous improvement.	1.c (1) - Customer Satisfaction Customer Satisfaction is a WIA and WTW performance measure and an important element of our local evaluation and continuous improvement process. Although the State will be conducting a customer satisfaction survey, the methodology that they plan to use will not provide us with information that is useful at the local level. A consultant will be procured to develop and conduct a Customer Satisfaction Survey. Procurement would be through a Request for Proposal, Request for Qualifications, or other similar process.	$450,000
1.d Consumer Reports – Develop a consumer report system so job seekers and businesses have access to performance information about training providers (youth and adult) and One-Stop Centers	1.d (1) – Consumer Reports Develop the process for the implementation of a "Report Card" of the One-Stop and Youth programs. Contractor performance evaluation results will be displayed using an electronic solution developed in coordination with the Workforce Investment Board. A consultant is needed to identify the required factors for the "Report Card" and develop the necessary software.	$200,000

	GOAL 2. Provide job training for first-time job seekers, unemployed, and incumbent workers that is focused on demand occupations with career paths that lead to self-sufficiency and that includes all of the skills employers and employees need.	
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
2.a Industry Clusters – Continue to identify and assess industry clusters to ensure that training is being provided in high quality, high growth sectors, and that placement will lead to high wage jobs.	2.a (1) - Industry Clusters Continue the contract with UCLA to provide training to service providers on growth industries and their employment needs, how to work with businesses within industry clusters, and how to develop long-term relationships with industries. Training will assist them in making the most effective contacts and improve ongoing work with businesses.	$40,000
	2.a (2) - Entertainment Industry The City has entered into a contract with the Entertainment Industry Development Corporation (EIDC) to develop a guide to getting a job in the entertainment industry and to provide related training to our service providers	$195,000* (CF #00-0559)
	2.a (3) – City Jobs Funds are requested to expand the existing City Jobs Program to serve approximately 275 additional TANF clients. This program prepares participants for employment at entry level positions within the City of Los Angeles. Marketing and outreach will be conducted in order to expand the number of potential placement opportunities for participants in other operating City Departments. These placement opportunities will focus on demand occupations with clear career paths within the City of Los Angeles. Funds are needed to reimburse City Departments for wages during training, instructional costs, and support services.	$3,182,000 ?
2.b Labor Market Information - Provide current local Labor Market Information via the internet	2.b (1) - Labor Market Information The City has entered into a contract with ERISS to conduct a survey of local employers and provide the resulting labor market information via the internet	$415,000
2.c Training Policy – Develop self-sufficiency definition and ITA policy that is focused on demand occupations with career paths that lead to self sufficiency	2.c - No funds requested	$0

Table for plan goals test
09/15/00 10:35 AM
Annual Plan 2000-01

Previously committed by transmittal *

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
2.d Technology – Invest in technology needed to provide job seekers with up-to-date skills; reduce the digital divide for program participants	2.d. (1) – Technology Upgrades Upgrade technology (hardware and software) to facilitate the development of skill sets for job seekers including development of online assessment program. Develop a plan to upgrade and maintain a level of acceptable technology standards within the One-Stop system for use by job seekers and staff. (Note: Includes $876,000 WtW approved last year) 2.d (2) - Youth System Enhancement – Technology Academy There is a growing digital divide which parallels economic demographics. In order for low-income citizens to move up the economic ladder they must have access to computer training which begins with the basics and moves them to skills in high demand. The Community Technology and Education Center (C-TECH) is a cooperative effort of Glendale Community College, Los Angeles Unified School District, Office of Senator Richard Polanco, and the Mountains Recreation and Conservation Authority. It is located on the grounds of the Los Angeles River Center and Gardens (formerly the Lawry's California Center). The proposed funds would be used to incorporate the Multimedia University Academy into C-TECH and make this unique training available to the entire youth system. 2.d (3) – Technology - Capital Investment The Department of labor has urged consideration of training in high tech occupations. These funds will be used to purchase the equipment, tools, supplies and materials necessary to provide hands on training in network cabling, network administration, computer repair, and network and computer trouble shooting. C-Tech, a New Jersey based DOL endorsed company, is recommended as the sole source provider of the equipment, training curriculum and train-the-trainer training. Initially one center will be piloted. Cost of equipment and training is estimated at $40,000. If this pilot is successful a second site will be set up.	$1,426,000 $280,000 $80,000

	GOAL 3. Promote collaboration and leveraging of funds and resources	
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
3.a Integrate Partner Services – Continue work with the 19 partners to develop an integrated system that includes the following: EDD co-located at every One-Stop Center; staffing plans to extend hours of service; a resource sharing plan; common definitions and vocabulary; common technology; a common intake, assessment and tracking system; and a unified approach to the business community. Revise MOU accordingly and develop Center- specific MOUs.	3.a - No funds requested	$0
3.b Integrate Youth and Adult Services – Increase integration of the Welfare-to-Work and Youth components into One-Stop System particularly in the areas where they share common customers and common needs; integrate youth programs into the partner MOU.	3.b - No funds requested	$0
3.c Recognize Efforts that Promote System Approach – Develop qualitative measure of collaboration and a team measure to encourage total system collaboration	3.c – No funds requested	$0

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
3.d Secure Additional Funds – Apply for additional funds such as the Governor's Discretionary Funds; secure the services of a grants writer; investigate revenue-generating activities and develop policy for One-Stop operators	3.d - Secure Additional Funds Authorization is requested to apply to any County, State, or Federal entity having funding available for workforce preparation related activities. Examples include, but are not limited to, Department of Labor, Department of Commerce (for technology related grants), Department of Education, Department of Justice (for job training for offenders), Governor's WIA and WTW Discretionary Funds, and funding under Los Angeles County Long-Term Family Self-Sufficiency Plan. We also want to increase the competitiveness of our system in applying for other funds. Funds are requested to procure grants writing services to be available on an as needed basis.	$110,000
3.e UNITE LA – Continue to participate as a partner in UNITE LA and expand the Industry Consortia to benefit the entire system	3.e - No funds requested This effort is funded through School-to-Work Opportunities Act	$0
3.f Best Practices – Provide opportunities for contractors to share best practices; including hosting a resource fair.	3.f - No funds requested	$0
3.g Expand Partnership – Involve additional community partners including labor organizations	3.g (1) – Empowerment Zone Linkages The Empowerment Zone Advisory Board has identified two pilot projects for which it has requested financial support be targeted. These funds will be used to augment the One-Stop system to provide: (1) targeted outreach to empowerment zone residents and (2) post employment supportive services to ensure retention.	$100,000
	3.g (2) - Leverage External Resources There are numerous community resources that the One-Stop System is not currently fully utilizing. For example, DPSS provides substance abuse and mental health assessment and treatment for persons enrolled in CalWORKS. These funds are currently underutilized. At the same time, our Welfare to Work providers have identified a need for these services. Making these connections is usually labor intensive and can more efficiently be initiated at the system level. Funds would be used to secure the services of a consultant to expand the partnership and improve the ability of the One Stop System to leverage additional resources.	$75,000

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
	3.g (3) – Demonstration Projects There are high risk and underserved populations – both workers and employers – who are not adequately served by the existing system. There are also small and grass roots organizations which may do a better job addressing this situation, but they do not successfully compete in a standard RFP process. Staff recommends developing new strategies or identifying best practices for working with high risk and/or underserved populations to include but not be limited to mono-lingual non-English speakers, individuals returning from incarceration, etc. Each demonstration project may be funded up to an amount not to exceed $500,000. Participating agencies in this Demonstration Projects Program may be agencies with a well established track record as recipients of federal monies or grass roots/emerging agencies which are established in their respective community but have minimal or no track record as recipients of federal dollars. These Demonstration Projects must meet the requirements for the funding source in WIA or Welfare-to-Work, etc. and accept Technical Assistance deemed necessary and appropriate by CDD staff. Technical Assistance may be in the area of financial management, program design and implementation, performance accountability, etc. Procurement will be by RFP or RFQ or IFB Participants on the selection panel may include staff from CDD, affected Council Offices, Mayors Office, CAO and WIB. All Demonstration Projects shall have as their primary goal either better preparing a targeted population for work, or better assisting employers in their search for qualified workers. Demonstration projects will be for a specified period of time, with a small group of participants, closely monitored during implementation and, evaluated at the conclusion.	$1,925,000

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
3.h Seek Opportunities for Regional Collaboration – Seek opportunities for collaboration with the WIB's, particularly those in LA County, to promote commonality of forms and processes and seek opportunities for co-funding of initiatives as appropriate	3.h No funds requested	$0

	GOAL 4. Provide quality assurance through a system of standards and accountability	
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
4.a Certify One-Stop Centers – Develop minimum standards for all One-Stop Centers and incorporate these into the certification process; develop criteria and process for de-certification.	4.a <u>One-Stop Certification</u> The City has entered into a contract with Lori Strumpf to lead the certification process. Ms. Strumpf is currently assisting in the certification of the Los Angeles County One-Stops. We would like to ensure consistency between the County and City One-Stops, so using the same consultant is critical for this.	$50,000* (CF #00-1297)
4.b Performance Evaluations – Revise and implement Performance Evaluation and Reallocation Policies for Youth, One-Stop Centers, and Welfare-to-Work providers	4.b – <u>Evaluation Development</u> Funds would be used to secure the services of a consultant to design evaluation criteria and tools for use under WIA. The resulting tools will enable us to evaluate performance of individual One-Stop Operators and Youth Collaborators.	$100,000
4.c Evaluate Training Providers – Develop criteria for evaluating training providers listed on the ETPL	4.c - <u>No funds requested</u>	$0
4.d Skills Certification – Develop skills certificates that are industry recognized	4.d - <u>Skills Certification</u> One of the performance indicators under WIA is the number of individuals who obtain credentials including "industry-recognized certificates." Consultant services will be procured to research industry-recognized certificates currently in use elsewhere and to review training provider curriculum for relevance to business and develop additional certificates in high wage, demand occupations.	$150,000
4.e Meet or Exceed Performance Levels – Attachment D shows the performance levels the State has established for Los Angeles; develop and implement strategies for continuous improvement of performance	4.e - <u>No funds requested</u>	$0

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
4.f Certification of Staffing Firms	4.f – Staffing Firms - No funds required Authority requested to release a Request for Qualifications (RFQ) to identify staffing firms that are qualified to provide specialized employment agency services to Welfare to Work participants. Requirements for qualifications include: temporary jobs leading to permanent employment, firm offers relevant skills training, and available employment that leads to jobs providing benefits and a living wage. Contractors will only be allowed to utilize staffing firms on the "qualified list".	$0

	GOAL 5. Improve services to business	
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
5.a Marketing	5.a (1) Regional Marketing Implement a countywide marketing campaign (Attachment R) with other SDAs, EDD, and DPSS with single point of contact for business, publicize successes.	$200,000
	5. a (2) Local Marketing Funds will be used to promote City specific programs. This includes funds for brochures, promotional items, hosting events, etc.	$160,000
5.b Business Services – Develop a systematic approach to assist businesses with meeting their employment and training needs.	5. b - Business Services Develop and maintain a One-Stop system for employers with Account Representatives responsible for specific industry clusters. Assist One Stop Operators to improve their interface with Business Assistance Centers and expanding the types of service they provide to businesses. Of the total, $167,000 will be used to contract with the Valley Economic Development Corporation for the period July 1, 2000 to December 31, 2000, to continue development of the business network in the San Fernando Valley. The remaining funds will be used for consulting services to develop system approach and train contractor staff.	$500,000
5.c Customized Training - Expand the use of customized training including incumbent workers training to meet business needs.	5.c Customized Training Staff recommends that each One-Stop Operator be given an additional $100,000 to provide a quick response for customized training requests and that $300,000 be retained by CDD for larger long term projects and for allocation to One- Stops based on demand.	$1,800,000
5.d Economic Development – Ensure that economic development projects, such as Genesis LA, public works projects, and those of CDD's Industrial Commercial Development Division and the Mayor's Office of Minority Business Opportunities Committee (MBOC), are directly tied to workforce development	5.d First Source Hiring Provide funds to selected One-Stop Operator to hire staff to coordinate first source hiring for large publicly funded construction projects, involving both construction jobs and post construction jobs similar to the agreement with the Staples Center.	$380,000

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
5.e Upgrade Technology – Invest in technology upgrades to standardize the system used by One-Stop operators and increase the system's ability to be responsive to business	5.e No funds requested. This is included as a part of item 2.d (1)	$0
5.f Rapid Response – Provide assistance to employers and individuals affected by staff downsizing or plant closures. Including readjustment, retraining, and employment services.	5.f Job Search Assistance RFP The City currently has contracts with seven entities to provide job search assistance for individuals being laid off. $50,000 is required to extend these contracts through December 31, 2000. To ensure we are using the most qualified and cost-effective contractors, we are requesting authority to release an RFP. In addition to providing job search assistance workshops, a consultant will be sought to assist One-Stop job developers to increase their skills in working with employers facing layoffs and those with potential job opportunities for laid off workers. The remaining $150,000 would fund the successful bidders for the period January 1, 2001 through June 30, 2001. Contracts could be renewed for up to four additional years based on performance and availability of funds.	$200,000
5.g. Brownfields – Provide job training and placement of Empowerment Zone residents into entry-level employment in environmental remediation and establish a career continuum for upgrading of skills.	5.g. No funds requested. All funds are from the EPA grant or existing system provider resources. Authority is requested to accept the grant funds and contract for the services with the South Central One-Stop operated by Community Centers, Inc.	$0

GOAL 6. Ensure access and training for diverse populations		
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
6.a Specialized Training – Contract for training for specific populations such as offenders, homeless, and persons with significant language barriers whose needs are not well met through the existing (ETPL) Eligible Training Providers List	6.a (1) Training for Offenders -Demonstration Develop and implement a pilot program for youth/young adults returning from incarceration. The program will leverage resources with the Probation Department, LA County Office of Education, Los Angeles Unified School District, One Stop Career and Industry Centers, Family Development Networks, and Community Based Organizations. Prior to release participants will be involved in educational and life management skills development. A specific re-entry plan will be developed and a neighborhood mentor and job coach will begin meeting with the youth. Upon release, youth will enter a combination of paid work and additional education and skills training with intensive coaching. Additional readjustment services will involve the family and other significant relationships and the development of peer support groups. Support services will include tattoo removal, bonding, records expungment and access to background check data. Required community service will be designed to increase feelings of self-worth while making restitution.	$400,000
	6.a (2) Training for Homeless Funds are requested to develop and implement a pilot project for homeless individuals whose needs are not well met through the ETPL.	$60,000
	6.a (3) Day Laborer No funds requested. Funds for this program come through CDBG. Authority requested to release a request for Proposal for April 1, 2001 – March 30, 2002 to select operators for the Day Laborer sites.	$0
6.b Capacity Building- Provide training and technical assistance to increase ability of service providers and employers to work with diverse populations including persons with limited English proficiency; Increase capacity to assess for learning disabilities and provide staff development in meeting identified needs; increase access to substance abuse, mental health treatment, and other support services through a coordinated information and referral system.	6.b (1) – Specialized Assessment Funds are needed to obtain (or develop) and provide training on screening tools for barriers to employment such as learning disabilities, mental or emotional health problems, substance abuse, and borderline mental retardation. Funds are also needed for in-depth assessment services when the initial screening indicates a potential need and services are not available from partners or other entities.	$20,000

WIB STRATEGY	ACTIVITIES REQUIRING FUNDING	FUNDS REQUESTED
	6.b (2) – INFOLine Funds are requested to continue to contract with INFOLine to maintain the "1-800- For A Job" number. Business and Job Seekers calling INFOLine will be referred by trained INFOLine staff to the appropriate service provider. This contract will also pay for the salary of a dedicated INFOLine staff person, to handle walk-ins and telephone inquiries at the City.	$480,000
	6.b (3) – Earned Income Tax Credit Funds are requested to continue to inform employees and employers about the Earned Income Tax Credit (EITC) a wage supplement in the form of a refundable federal tax credit for eligible low-to-moderate income workers	$45,000
	6.b (4) – IDA'S Funds are requested to implement an Individual Development Account (IDA) Program to help low-income individuals and families accumulate savings that can be used for education or job training, homeownership and microentreprise development. Eligible individuals will contribute a portion of their earnings and, grant funds will be used to match this amount. An RFP will be issued to select the financial institutions and partners to administer this program	$2,000,000
6.c Adaptive Technology – Invest in adaptive technology to assist persons with disabilities in using One-Stop system services and assist employers in securing adaptive equipment for disabled employees hired through the One-Stop system	6.c - Adaptive Technology Job seekers with disabilities have inconsistent access to One-Stop services because not all One-Stops are equipped with adaptive technology. These funds will provide a minimum threshold of programmatic and physical access to One-Stop resources for job seekers with disabilities.	$147,255
6.d Understand Community – Develop demographic reports and community asset mapping	6.d GIS Mapping No funds requested	$0
6.e At-Risk Youth – Increase youth services for youth exiting foster system, youth with disabilities and returning from probation camps	6.e – No funds requested. Funds received from the State General Fund are being used to provide services for youth in residential treatment facilities.	$0

GOAL 7. Minimize bureaucracy		
WIB STRATEGY	**ACTIVITIES REQUIRING FUNDING**	**FUNDS REQUESTED**
7.a MIS Reporting – Develop computerized tracking system for all youth and One-Stop providers (ISIS) that includes easy capture of use of core services by non-registered participants	7.a - Integrated Services Information System (ISIS) Develop and maintain a regional electronic case management system via an open architecture Web based application that recognizes the participants within the different services that are being provided through the One-Stop System, including all WIA funded programs, Welfare to Work, and Human Service systems. This application is currently being developed internally with the assistance of the Information Technology Agency (City of Los Angeles Technology Department) and will have full deployment of all funded sources by the end of the fiscal year 2001. Funds are requested to pay for contract programmers and database specialists used in the continued development of each individual program module and for a Data Base Architect to maintain all databases being developed	$295,000
7.b Participant Tracking - Develop standard method for collecting data and tracking services across partner systems including the use of core, non-staff assisted services.	7.b Swipe Card Systems Develop a system wide process in which all participants are issued a photo identification card for the purpose of tracking services throughout the region. This swipe card system will interact with ISIS to further expand the capability of the common participant and case management tool developed for the City's Service Delivery Area. The use of this system will enable agencies to further follow up on the tracking of services provided to said participants.	$300,000
7.c Financial Reports - Revise financial management tools and provide training and technical assistance to city staff and contractors; develop common cost accounting system and process for electronic submission	7.c Common Cost Accounting System An important tool for continuous improvement is good financial information. At this time there is no common cost accounting system throughout the Workforce Development System. These funds would be used to develop a common cost accounting system for managing resources system wide, trouble shooting excessive cost, and continuous improvement.	$100,000
7.d Contracts – Develop streamlined contracting process	7.d No funds requested	$0
7.e Easy Access for Employers - Ensure bureaucratic process confronting employers is minimized	7.e No funds requested	$0

ESTIMATED EXPENDITURES, WORKFORCE INVESTMENT SYTEM
FY 2000-2001
In $ million)

SOURCES OF FUNDS	AVAILABLE FUNDS	ESTIMATED EXPENDITURES										UNCOM-MITTED FUNDS
		City Direct		City Indirect		System Providers (*)		Others		TOTAL		
		Adopted	Requested	Adopted	Requested	Adopted	Requested	Adopted	Requested	Adopted	Requested	
WIA Title I												
WIA Adult Funds	22.3	2.8	0.6	1.1	0.3	14.2		1.3	6.2	19.4	7.0	(4.1)
WIA Dislocated Worker Funds	25.0	2.2	0.6	1.1	0.3	12.2		1.3	7.3	16.8	8.2	0.0
WIA Youth Funds	24.8	3.1	0.7	1.3	0.3	18.0		0.2	2.0	22.6	3.0	(0.8)
State Rapid Response	1.1	0.3	0.2	0.2	0.1				0.3	0.5	0.6	0.0
DOL Youth Opportunity Grant	11.0	11.0								11.0	-	-
Governor's Discretionary Fds.										-	-	-
										-	-	-
Welfare-to-Work funds	52.3	0.4	1.3	0.2	0.6	20.4	13.3		8.4	21.0	23.6	7.7
										-	-	-
City General Funds	2.0					2.0				2.0	-	-
										-	-	-
State General Funds	0.5						0.3			-	0.3	0.2
(At-Risk Youth Grant)										-	-	-
CALWORKS Incentive Funds	5.3	0.4				4.9				5.3	-	(0.0)
(for youth jobs)										-	-	-
EPA Brownfields	0.1						0.1			-	0.1	-
										-	-	-
CDBG	2.5					2.5				2.5	-	-
										-	-	-
Kulick	1.2		0.8		0.08		0.3			-	1.2	0.0
										-	-	-
JTPA Carryover										-	-	-
Adult	4.1									-	-	4.1
Youth	0.8									-	-	0.8
UNITE-LA School- to-Career	0.2		0.03		0.01	0.2				0.2	0.0	(0.0)
TOTAL	153.2	20.2	4.2	3.9	1.6	74.4	14.0	2.8	24.2	101.3	44.0	7.9

Attachment B (1)

9/15/00 3:02 PM

PY 2000-2001
OTHER- REQUESTED

		Adult	Dislocated W	Youth	WIW	RR	Total
1a	(1) Lease Needs	165,000	265,000		60,000		490,000
	(2) iTA	1,945,000	3,900,000		500,000		6,345,000
	(3) Youth System Enhancement			700,000			700,000
	(4) Adult System Enhancement	220,000					220,000
	(5) Non-custodial Parent				210,000		210,000
1b	(1) Training & Tech Asst	100,000	100,000	100,000	49,500	37,000	386,500
1c	(1) Customer Sat	125,000	250,000	50,000	25,000		450,000
1d	(1) Consumer Reports	50,000	100,000	25,000	25,000		200,000
2a	(1) Ind Cluster	10,000	10,000	10,000	10,000		40,000
	(2) Entertainment Industry	195,000					195,000
	(3) City Jobs				3,182,000		3,182,000
2b	(1) Labor Market Information	103,750	203,750	3,750	103,750		415,000
2d	(1) Technology	150,000	200,000	100,000	976,000		1,426,000
	(2) Technology Academy			280,000			280,000
	(3) Technology Capital Investment	80,000					80,000
3d	(1)Secure Add Funds	25,000	30,000	5,000	50,000		110,000
3g	(1) Empowerment Zone	50,000	-		50,000		100,000
	(2) Leverage Resources		37,500		37,500		75,000
	(3) Demonstration Projects	625,000	500,000	300,000	500,000		1,925,000
4a	One Stop Certification	25,000	25,000				50,000
4b	Evaluation	50,000	50,000				100,000
4d	Skill Certification	50,000	50,000	50,000			150,000
5a	(1) Regional Marketing	70,000	70,000	60,000			200,000
	(2) Local Marketing	60,000	40,000		60,000		160,000
5c	Business Svcs	150,000	250,000		100,000		500,000
5c	Customized Training	1,250,000	550,000				1,800,000
5d	First Source Hiring	150,000	150,000		30,000	50,000	380,000
5f	Job Search Assistance					200,000	200,000
6a	(1) Specialized Training/Offenders	150,000		150,000	100,000		400,000
	(2) Specialized Training/Homeless	60,000					60,000
6b	(1) Spec. Ass.				20,000		20,000
	(2) Infoline	140,000	170,000	50,000	120,000		480,000
	(3) EITC	10,000	13,000		22,000		45,000
	(4) IDA's				2,000,000		2,000,000
6c	Adaptive Technology	30,000	87,255		30,000		147,255
7a	MIS	100,000	125,000	25,000	45,000		295,000
7b	Swipe Card		100,000	100,000	100,000		300,000
7c	Common Cost Acct	25,000	50,000	25,000			100,000
	Totals	6,163,750	7,326,505	2,033,750	8,405,750	287,000	24,216,755

CITY REQUESTED
BY FUNDING SOURCE

WDD/ITA/SYSTEMS/MAYOR DIRECT								
A/C #			ADULT	DISLOCATED WORKER	YOUTH	WELFARE TO WORK	RAPID RESPONSE	TOTAL
1010	Salaries - General	Mayor	40,042.00	40,042.00	-	-	-	80,084.00
		Systems	99,526.00	99,526.00	99,526.00	14,044.00		312,622.00
		ITA	39,563.00	39,563.00	39,563.00	6,774.00		125,463.00
		FMD	21,950.00	21,950.00	21,950.00	21,950.00		87,800.00
		WDD	235,664.00	235,664.00	380,620.00	995,478.00	98,605.00	1,946,031.00
1070	Salaries - As Needed	WDD	0.00	0.00	0.00	25,000.00	0.00	25,000.00
1090	Overtime	WDD	0.00	0.00	0.00	1,000.00	5,000.00	6,000.00
2120	Printing and Binding	WDD				3,000.00	9,000.00	12,000.00
2130	Travelling Expense	WDD	15,027.00	15,027.00	15,027.00	21,055.00	5,000.00	71,136.00
3040	Contractual Services	WDD	70,000.00	70,000.00	70,000.00	27,100.00	50,000.00	287,100.00
3310	Transportation Expense	WDD				4,000.00	1,000.00	5,000.00
3340	Water and Electricity	WDD					0.00	0.00
4160	Governmental Meetings	WDD	1,000.00	1,000.00	1,000.00	5,222.00	6,000.00	14,222.00
6010	Office and Adm Expense	WDD	14,000.00	14,000.00	14,000.00	6,500.00	20,600.00	69,100.00
6020	Operating Supplies	WDD	16,000.00	16,000.00	16,000.00		25,000.00	73,000.00
7300	Furniture and Office Equipment	WDD	8,000.00	8,000.00	8,000.00	91,300.00	11,400.00	126,700.00
Share in GASP		Mayor	2,984.00	2,984.00	0.00	0.00	0.00	5,968.00
		Systems	7,417.00	7,417.00	7,417.00	1,047.00		23,298.00
		ITA	2,948.00	2,948.00	2,948.00	505.00		9,349.00
		WDD	22,668.00	22,668.00	33,805.00	83,391.00	7,575.00	170,107.00
	TOTAL		596,789.00	596,789.00	709,856.00	1,307,366.00	239,180.00	3,449,980.00
WDD/ITA/SYSTEMS/MAYOR/FMD INDIRECT								
General Services		Mayor	1,315.00	1,315.00	-	-	-	2,630.00
		Systems	6,713.00	6,713.00	6,716.00	902.00		21,044.00
		ITA	2,486.00	2,486.00	2,486.00	434.00		7,892.00
		WDD	21,333.00	21,333.00	32,117.00	65,760.00	7,365.00	147,908.00
Related Costs		Mayor	16,625.00	16,625.00	-	-	-	33,250.00
		Systems	41,324.00	41,324.00	41,324.00	5,831.00		129,803.00
		ITA	16,427.00	16,427.00	16,427.00	2,813.00		52,094.00
		WDD	126,295.00	126,295.00	188,343.00	468,654.00	42,207.00	951,794.00
Share in GASP		Mayor	1,567.00	1,567.00	-	-	-	3,134.00
		Systems	3,895.00	3,895.00	3,895.00	550.00		12,235.00
		ITA	1,548.00	1,548.00	1,548.00	264.00		4,908.00
		WDD	11,901.00	11,901.00	17,749.00	43,787.00	3,978.00	89,316.00
	TOTAL		251,429.00	251,429.00	310,605.00	588,995.00	53,550.00	1,456,008.00
GRAND TOTAL			848,218.00	848,218.00	1,020,461.00	1,896,361.00	292,730.00	4,905,988.00

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 11-Sep-00

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2000, beginning 07/01/00 through 06/30/01

☑ Grant Code 201/202 WIA IB-Adult
☐ Grant Code 501/502 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R0691 ___ Subgrant
1. Year of Appropriation	2000
2. Formula Allocation	22,271,788
3. Allocation Adjustment- Plus or Minus	0
4. Transfers - In or Out	0
5. TOTAL FUNDS AVAILABLE (Lines 2+3+4)	22,271,788
TOTAL ALLOCATION COST CATEGORY PLAN	
6. Program Services	20,044,609
A. Core Self Services	2,806,245
B. Core Registration Services	5,612,490
C. Intensive Services	5,812,937
D. Training Services	5,812,937
E. Other	0
7. Administration	2,227,179
8. TOTAL (Lines 6+7)	22,271,788
QUARTERLY TOTAL EXPENDITURE PLAN	
9. September 2000	2,227,179
10. December 2000	6,681,537
11. March 2001	13,363,073
12. June 2001	22,271,788
13. September 2001	
14. December 2001	
15. March 2002	
16. June 2002	
COST COMPLIANCE PLAN	
17. % for Administration Expenditures (Line 7 divided by Line 8)	10.0%

Contact Person, Title	Telephone Number	11-Sep-00 Date Prepared

Comments:

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 9/11/00

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2000, beginning 07/01/00 through 06/30/01

☐ Grant Code 201/202 WIA IB-Adult
☑ Grant Code 501/502 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R0691 __ __ Subgrant
1. Year of Appropriation	2000
2. Formula Allocation	24,965,890
3. Allocation Adjustment- Plus or Minus	0
4. Transfers - In or Out	0
5. TOTAL FUNDS AVAILABLE (Lines 2+3+4)	24,965,890
TOTAL ALLOCATION COST CATEGORY PLAN	
6. Program Services	22,469,301
A. Core Self Services	4,718,553
B. Core Registration Services	6,740,790
C. Intensive Services	6,516,098
D. Training Services	4,493,860
E. Other	
7. Administration	2,496,589
8. TOTAL (Lines 6+7)	24,965,890
QUARTERLY TOTAL EXPENDITURE PLAN	
9. September 2000	2,746,248
10. December 2000	7,989,085
11. March 2001	15,728,511
12. June 2001	24,965,890
13. September 2001	
14. December 2001	
15. March 2002	
16. June 2002	
COST COMPLIANCE PLAN	
17. % for Administration Expenditures (Line 7 divided by Line 8)	10.0%

Diana Nave — Contact Person, Title
213/485-9066 — Telephone Number
9/11/00 — Date Prepared

Comments:

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 11-Sep-00

TITLE IB BUDGET PLAN SUMMARY (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2000, beginning 07/01/00 through 06/30/01

☑ Grant Code 301/340 WIA Title IB-Youth

FUNDING IDENTIFICATION	R0691__ __Subgrant
1. Year of Appropriation	2000
2. Formula Allocation	24,813,752
3. Allocation Adjustment- Plus or Minus	
4. TOTAL FUNDS AVAILABLE (Lines 2+3)	24,813,752
TOTAL ALLOCATION COST CATEGORY PLAN	
5. Program Services	22,332,377
A. In School	14,888,251
B. Out-of-School (30%)	7,444,126
C. Other	0
6. Administration	2,481,375
7. TOTAL (Lines 5+6)	24,813,752
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2000 OR pre-July 1, if appropriate)	
8. September 2000	3,349,856
9. December 2000	8,932,950
10. March 2001	16,749,282
11. June 2001	24,813,752
12. September 2001	
13. December 2001	
14. March 2002	
15. June 2002	
COST COMPLIANCE PLAN	
16. % for Administration Expenditures (Line 6 divided by Line 7)	10.0%

Diana Navarre	213/485-9066	9/11/00
Contact Person, Title	Telephone Number	Date Prepared

Comments:

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 09/11/2000

TITLE IB ADULT PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

ADULT PROGRAM for PY 2000, beginning 07/01/00 through 06/30/01

Plan the number of individuals that are in each category.

QUARTER ENDING	SEPT 2000	DEC 2000	MAR 2001	JUN 2001
1. TOTAL PARTICIPANTS (Lines 2+3)	815	1,385	2,042	2,447
2. Participants Carried-In	390	390	390	390
3. New Participants	425	995	1,652	2,057
PROGRAM SERVICES				
4. Core Services (Registered)	423	954	1,540	1,898
5. Intensive Services	354	826	1,339	1,707
6. Training Services	189	507	800	1,034
EXIT STATUS				
7. TOTAL EXITERS (Lines 8+11)	357	811	1,398	1,979
8. Entered Employment	288	648	1,150	1,547
9. Training Related	145	358	723	906
10. Entered Postsecondary/Advanced/Credential Program	65	140	222	308
11. Exited for Other Reasons	69	163	248	432

Diana Nave	213/485-9066	9/11/00
Contact Person, Title	Telephone Number	Date Prepared

Comments:

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 09/11/2000

TITLE IB DISLOCATED WORKER PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

DISLOCATED WORKER PROGRAM for PY 2000, beginning 07/01/00 through 06/30/01

Plan the number of individuals that are in each category.

QUARTER ENDING	SEPT 2000	DEC 2000	MAR 2001	JUN 2001
1. TOTAL PARTICIPANTS (Lines 2+3)	681	1,051	1,395	1,680
2. Participants Carried-In	409	409	409	409
3. New Participants	272	642	986	1,271
PROGRAM SERVICES				
4. Core Services (Registered)	294	608	938	1,184
5. Intensive Services	274	576	876	1,116
6. Training Services	134	287	428	546
EXIT STATUS				
7. TOTAL EXITERS (Lines 8+11+12)	285	557	1,036	1,433
8. Entered Employment	246	462	884	1,176
9. Training Related	98	228	398	493
10. Entered Postsecondary/Advanced/Credential Program	53	101	164	193
11. Remained with Layoff Employer	11	27	38	51
12. Exited for Other Reasons	28	68	114	206

Diana Nave — Contact Person, Title
213/485-9066 — Telephone Number
9/11/00 — Date Prepared

Comments:

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 9/11/00

TITLE IB OLDER YOUTH PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

OLDER YOUTH PROGRAM for PY 2000, beginning 07/01/00 through 06/30/01

Plan the number of individuals that are in each category.

QUARTER ENDING	SEPT 2000	DEC 2000	MAR 2001	JUN 2001
1. TOTAL PARTICIPANTS (Lines 3+4)	196	522	980	1,306
2. Out-of-School	176	470	882	1,175
3. Participants Carried-In	50	50	50	50
4. New Participants	146	472	930	1,256

EXIT STATUS				
5. TOTAL EXITERS (Lines 6+9+10+11)	0	26	294	653
6. Entered Employment	0	16	177	392
7. Training Related	0	13	150	332
8. Entered Postsecondary/Advanced/Credential Program	0	0	17	39
9. Entered Postsecondary Education	0	2	29	65
10. Entered Advanced Training	0	0	14	32
11. Exited for Other Reasons	0	8	74	164

Diana Nave	213/485-9066	9/11/00
Contact Person, Title	Telephone Number	Date Prepared

Comments:

☑ Initial Plan for PY 2000
☐ Adjustment # _____
☐ Modification # _____

LWIA: City of Los Angeles
Date: 9/11/00

TITLE IB YOUNGER YOUTH PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

YOUNGER YOUTH PROGRAM for PY 2000, beginning 07/01/00 through 06/30/01

Plan the number of individuals that are in each category.

QUARTER ENDING	SEPT 2000	DEC 2000	MAR 2001	JUN 2001
1. TOTAL PARTICIPANTS (Lines 3+4)	447	1,192	2,235	2,981
2. Out-of-school	45	119	223	300
3. Participants Carried-In	50	50	50	50
4. New Participants	397	1,142	2,185	2,931
SKILLS ATTAINMENT				
5. Attained a Skill/Goal	0	350	1,005	1,938
EXIT STATUS				
6. TOTAL EXITERS	0	138	782	1,490
7. Entered Employment	0	0	156	298
8. Training Related	N/A	N/A	47	89
9. Entered Military Service	0	0	0	1
10. Entered Advanced Training	0	4	16	30
11. Entered Postsecondary Education	0	0	0	15
12. Entered Apprenticeship Program	0	2	8	15
13. Attained High School Diploma/GED	0	10	58	297
14. Returned to Secondary School	0	10	30	50
15. Exited for Other Reasons	0	19	109	209
TOTAL (Lines 9-15)--Use as an aid in planning.	0	45	221	617

Diana Nave	213/485-9066	9/11/00
Contact Person, Title	Telephone Number	Date Prepared

Comments:

LOCAL PERFORMANCE INDICATORS AND GOALS[1]

Workforce Investment Area LOS ANGELES CITY

WIA Requirement at Section 136(c)	State Performance Indicator(s)	Estimated [2] Performance (10/97-9/98)	WIA Performance Goals for Program Year 2000/01
Adults			
Adult Entered Employment Rate	66%	67.55	61.49
Adult Employment Retention Rate	74%	77.87	68.95
Adult Earnings Rate	$3500	$4645	$3403
Adult Employment and Credential Attainment Rate	40%		40%
Dislocated Workers			
Dislocated Worker Entered Employment Rate	68%	76.99	65.97
Dislocated Worker Employment Retention Rate	81%	88.68	78.58
Dislocated Worker Earnings Replacement Rate	85%	98.95	85%
Dislocated Worker Employment and Credential Attainment Rate	40%		40%
Youth Aged 19-21			
Older Youth Entered Employment Rate	55%	65.89	53.31
Older Youth Employment Retention Rate	70%	76.93	67.85
Older Youth Earnings Gain	$2500	$4020	$2495
Older Youth Employment and Credential Attainment Rate	36%		36%
Youth 14-18			
Younger Youth Skill Attainment Rate	65%		64.10
Younger Youth Diploma or Equivalent Rate	40%		40%
Younger Youth Retention Rate	40%		39.45
Participant Customer Satisfaction Rate	66		66
Employer Customer Satisfaction Rate	64		64

[1] Guidance on the definitions of specific indicators can be obtained from the State of California Consultation Paper on WIA Performance Measures (Information Bulletin WIAB99-15) at www.edd.ca.gov/emptran.htm and from the Department of Labor WIA webpage at www.usworkforce.org.

[2] Training and Employment Guidance Letter 8-99 establishes October 1997 through September 1998 as the baseline for Program Year 2000/2001 performance negotiations.

06/09/00

CITY OF LOS ANGELES ONE-STOP LEAD AND SATELLITE AGENCIES, CONTACT LIST 9/15/00

	CONTRACTORS NAME	ONE-STOP/EXECUTIVE DIR. /CONTACT NAME	CONTACT PHONE #	CONTACT FAX#	CONTACT E-MAIL ADDREESS
1	**Lead: Build Rehabilitation Industries** 20500 Nordhoff St. Chatsworth, CA 91311	**Chatsworth-Northridge One-Stop** Mathew Lynch, Executive Director Robert Shearer, Operations Manager	(818) 701-9800	(818) 701-9801	Bshearer@buildonestop.com
2	**Lead: Career Planning Center** 13160 Mindanao Way Ste. 240 Marina Del Rey, CA 90292	**Marina del Rey-Mar Vista One-Stop** Eleanor Hoskins, CEO/EEO Same as Above	(310) 309-6000	(310) 273-2363	ehoskins@global.net
3	**Lead: Carson/Lomita/Torrance** PIC 1851 N. Gaffey St. St. F San Pedro, CA 90731	**Harbor One-Stop** Patricia Unanget Barbara Aranguren	(310) 732-5700	(310) 732-5730	bsmicoe@torrnet.com
4	**Lead: CHARO Community Development Corp.** 4301 E. Valley Blvd. Los Angeles, CA 90032	**Northeast LA One-Stop** Richard Amador, Executive Director Yadira Duarte,	(323) 269-0751	(323) 266-4326	YDuarte@Charocorop.com
5	**Lead: Chicana Service Action Center** 315 W. 9th St. Ste. 101 Los Angeles, CA 90015	**Central City One-Stop** Sophia Esparza, Executive Director Same as Above	(213) 629-5800	(213) 430-0658	sophiaesparza@lacsac.com
6	**Lead: Community Career Development** 635 S. Harvard Los Angeles, CA 90005	**Wilshire-Metro Center One-Stop** Agnes Dodd, Executive Director Debbie Beavers, Program Mngr	(213) 365-9893	(213) 365-9829	Dbeavers@Communitycareer.org
7	**Lead: Community Centers, Inc.** 7522-26 S. Vermont Ave. Los Angeles, CA 90044	**South Central LA One-Stop** Evelyn Holmboe, Executive Director Patricia Carvajal-Rodriguez, Acting Program Director	(323) 789-4570	(323) 789-4574	PR-CCI@PACBELL.NET
8	**Lead: El Proyecto Del Barrio** 9024 Laurel Canyon Blvd. Sun Valley, CA 91352	**Sun Valley One-Stop** Corrine Sanchez, President Same as Above	(818) 830-7133	(818) 830-7280	Corinnesa@aol.com
9	**Lead: Los Angeles Urban League** 2900 S. Crenshaw Los Angeles, CA 90016	**West Adams-Baldwi Hills One-Stop** Sandra Carter, Vice President for Prgm Oper. Munzel Johnson, Program Director	(323) 732-7867	(323) 292-8690	mjohnson@laul.org
10	**Lead: Pacific Asian Consortium in Employment** 1541 Wilshire Blvd. Ste. 400 Los Angeles, Ca 90017	**Westlake One-Stop** Kerry Doi, Executive Director Johnson Ng, Project Director	(213) 207-1310	(213) 353-1686	JNG@PACE-ONESTOP.ORG
11	**Lead: The Training Institute** 14546 Hamlin St. Van Nuys, CA 91411	**Van Nuys-North Sherman Oaks One-Stop** Charles Barranco, CEO Venise Jones	(818) 781-2522	(818) 781-3810	Vjones@1st.netusa.com
12	**Lead: The Training Institute** 21515 Vanowen St. Ste. 116 Canoga Park, CA 91303	**Canoga Park West-Hills One-Stop** Charles Barranco, CEO Paul Miller, EEO	(818) 884-2522	(818) 593-5736	ttlofcalls@hotmail.com

Attachment E (1)

CITY OF LOS ANGELES ONE-STOP LEAD AND SATELLITE AGENCIES, CONTACT LIST 9/15/00

	CONTRACTORS NAME	ONE-STOP/EXECUTIVE DIR. /CONTACT NAME	CONTACT PHONE #	CONTACT FAX#	CONTACT E-MAIL ADDREESS
13	**Lead: UAW-LETC** 3500 S. Figueroa St. Ste. 201 Los Angeles, CA 90007	**Southeast LA-Crenshaw One-Stop** Bob Nelson, One-Stop Director Audrey Holmes	(213) 743-3950	(213) 743-3975	Audreym@letc.com
14	**Lead: Watts Labor Community Action Committee** 10950 S. Central Ave Los Angeles, CA 90059	**Southeast LA-Watts One-Stop** Timoty Watlkins, CEO/Pres. Elton Blake, Service Coordiator\	(323) 563-5683	(323) 563-5636	eblake@one-stopmail.com
15	**Lead: West Area Opportunity Center (CASA)** 11251 National Blvd. Los Angeles, CA 90064	**Palms-Mar Vista One-Stop** David Abelar, Executive Director Same as Above	(310) 477-9591	(310) 477-8272	Dabelar@WAOC.org
16	**Satellite: Advanced Computing Institute** 3470 Wilshire Blvd. Ste. 1100 Los Angeles, CA 90010	**Wilshire-Koreatown One-Stop** Rodger Lee, CEO Same as Above	(213) 736-8567	(213) 736-8563	JBLEE2302@yahoo.com
17	**Satellite: Career Encores** 6180 Laurel Canyon Blvd. Ste. #325 North Hollywood, CA 91606	**North Hollywood** Sally James, Executive Director Same as Above	(213)427-6600 etx. 124	(213) 427-6605	careerenco@aol.com
18	**Satellite: Chinatown Service Center** 767 N. Hill St. Ste. 400 Los Angeles, CA 90012	**Central City North** Deborah Ching, Excutive Director Natalie Ng	(213)808-1700 ent.248	(213) 680-0767	Nng@apanet.org
19	**Satellite: Goodwill Industries** 342 San Fernando Rd. Los Angeles, CA 90031	**Northeast LA Satellite** Dough Barr, Executive Director Margaret O'Brien, Executive Director	(323)223-1211 ext.105	(323) 343-1144	mobrien@lagoodwill.org
20	**Satellite: HACLA** 520 S. LaFayette Park Pl. Ste. 400 Los Angeles, CA 90057	**Housing Authority Satellite** Donald J. Smith, Executive Director Carolyn McCune	(213) 252-2755	(213) 252-5482	CarolynM@domain2.hacla.org
21	**Satellite: LACCD** 4323 Melrose Avenue Los Angeles, CA 90029	**Hollywood** Joeseph Gallegos, Program Director Same As Above	(323) 953-4100	(323) 953-4128	GallegJm@email.lacc.cc.ca.us
22	**Satellite: MCS Rehabilitation** 6381 Hollywood Blvd. Ste. 430 Los Angeles, CA 90028	**Hollywood** Phil Star, Executive Director Cathy Ferrar	(323) 960-1300	(323) 960-1388	Pstarr@mcsrehab.com
23	**Satellite: South Bay PIC, A Workforce Investment Board** One Manchester Blvd., 4th Floor Inglewood, CA 90301	**Westchester-Playa del Rey** Jan Vogel, Executive Dir Peggy Aldrige, Contact	(310) 412-5558	(310) 412-4252	Paldrige@sbwib.org
24	**Satellite: United Community Resources Agency** 1260 S. Soto St. Ste. 16 Los Angeles, CA 90023	**Boyle Heights Satellite** Lita Gonzales, Executive Director/EEO Same as Above	(323) 265-2278	(323) 913-2751	info@ucra.org
25	**Satellite: Verdugo Jobs Center** 1255 S. Central Ave. Glendale, CA 91204	**Glendale** Madalyn Blake, Director Diedra Elixabeth	(818) 409-0476	(818) 409-0496	Blounsbury@ci.glendale.ca.us

PY 2000-2001 WIA FUNDING ALLOCATION
ONE-STOP AND SATELLITE CENTERS

Lead Agencies	Adult	Dislocated Worker	Total
Build Rehabilitation	$750,000	$700,000	$1,450,000
Career Planning Center Inc.	$779,130	$620,870	$1,400,000
City of Torrance	$653,760	$746,240	$1,400,000
Casa de Hermandad	$740,000	$660,000	$1,400,000
CHARO Comm Development Corporation*	$750,000	$950,000	$1,700,000
Chicana Service Action Center	$700,000	$700,000	$1,400,000
Community Career Development*	$1,493,000	$657,000	$2,150,000
Community Centers Inc.	$800,000	$600,000	$1,400,000
El Proyecto Del Barrio	$670,000	$730,000	$1,400,000
LA Urban League	$944,800	$455,200	$1,400,000
Pacific Asian Consortium in Employment	$650,000	$750,000	$1,400,000
The Training Institute, Van Nuys	$735,000	$665,000	$1,400,000
The Training Institute, Canoga Park	$725,000	$675,000	$1,400,000
UAW-Labor Employment Training Corporation	$540,000	$860,000	$1,400,000
Watts Labor Committee Action Center	$900,000	$500,000	$1,400,000
Sub Total One Stop Lead Agencies	**$11,830,690**	**$10,269,310**	**$22,100,000**
SATELLITE AGENCIES contracting with the City			
Advanced Computing Institute, Inc.	$270,000	$430,000	$700,000
Career Encores, Inc.	$350,000	$100,000	$450,000
Goodwill Industries, Inc.	$353,000	$138,500	$491,500
Housing Authority of the City of L.A.	$550,000	$150,000	$700,000
City of Hawthorne	$150,000	$500,000	$650,000
United Community Resource Agency	$550,000	$150,000	$700,000
City of Glendale	$150,000	$500,000	$650,000
Subtotal Satellite Agencies	**$2,373,000**	**$1,968,500**	**$4,341,500**
TOTAL One-Stop Lead and Satellite Agencies	**$14,203,690**	**$12,237,810**	**26,441,500**
* Includes funding for satellite centers			

WELFARE TO WORK SYSTEM PROVIDERS

Agency	1st Round	2nd Round
AADAP, Inc		$1,603,858
Build	$1,235,294	
CLT PIC	$1,070,588	
City of Inglewood	$822,432	
Community Career Dev.	$1,852,941	
Community Centers	$728,247	
Community Emp Proj.		$1,458,972
Harbor Interfaith		$708,280
HACLA	$1,235,294	$795,046
INFOLine	$13,333	$165,921
IRS	$17,206	
LA Mission College		$500,000
LAUSD	$66,000	
MCS Rehabilitation		$1,500,000
MJSA		$1,943,602
PACE	$1,147,059	
PACE Entrepreneurial		$449,167
S. Bay Ctr for Counseling		$846,753
TTI Canoga Park	$1,500,000	
TTI Van Nuys	$1,500,000	
UAW-LETC	$884,734	
United Comm. Resource Center	$1,147,059	
VEDC		$275,041
Youth Fair Chance	$573,530	
TOTAL	**$13,793,717**	**$10,246,640**

Attachment G

YOUTH OPPORTUNITIES SYSTEM
2000-2001

	CALWorks	WIA
Housing Authority of Los Angeles (Area 1) Archdiocese LAUSD UCLA	$454,222	$1,668,600
El Proyecto (Area 2)	$201,877	$741,600
El Proyecto (Area 3)	$370,924	$1,362,600
Housing Authority of Los Angeles (Area 4) Archdiocese LAUSD UCLA	$196,977	$723,600
L.A. Urban League (Area 5) Archdiocese LAUSD UCLA	$713,918	$2,622,600
Chicana Service Action Center (Area 6)	$644,564	$2,367,600
Archdiocese (Area 6) Archdiocese Chinatown Service Center Housing Authority of Los Angeles L.A. Conservation Corp. Inc. LAUSD UCLA WLACA	$571,595	$2,100,000
Archdiocese (Area 7) Chinatown Service Center L.A. Conservation Corp. Inc. LAUSD UCLA	$538,501	$1,978,200
Archdiocese (Area 8) LAUSD UCLA	$302,325	$1,110,600
WLCAC (Area 9) Archdiocese of Los Angeles Housing Authority of Los Angeles L.A. Conservation Corp. Inc. LAUSD UCLA UAW-Labor Employment and Training Corp	$689,908	$2,534,400
Los Angeles Unified School District (Area 10)	$215,106	$790,200
Archdiocese		
HACLA		
UCLA		
TOTAL	**$4,899,917**	**$18,000,000**

*Adopted as amended by Council action on 6-30-00. Clerk

VERBAL MOTION

I HEREBY MOVE that Council ADOPT the recommendations of the Community Development Department (CDD) and the City Administrative Officer (CAO) on today's Special Council agenda (Item No. 2, CF 00-1267) and waived by the Community and Economic Development Committee and the Personnel Committee relative to various actions for the City's U.S. Department of Labor (DOL) Youth Opportunities Grant, as follows, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. APPROVE the Program Year (PY) 2000-01 Budget for the City's DOL Youth Opportunities Grant and INSTRUCT the General Manager, CDD, or designee, to incorporate the Grant budget, Attachment 2 to the CAO report dated June 28, 2000, into the PY 2000-01 CDD budget.

2. AUTHORIZE the General Manager, CDD, or designee, to submit a budget modification to DOL for the Youth Opportunities Grant and, upon approval, AUTHORIZE the General Manager, CDD, or designee, to execute the modification.

3. AUTHORIZE the General Manager, CDD, or designee, to expend Fiscal Year 2000-01 Youth Opportunities Grant Funds.

4. RESOLVE that Employment Authority for the following positions for a 12-month period in CDD in a temporary exempt capacity, for the Youth Opportunities Grant, from July 1, 2000 through June 30, 2001, subject to the review and approval of the Personnel Department as to Civil Service Class, IS APPROVED:

No.	Code	Class Title
1	1577	Assistant Chief Grants Administrator
3	1538	Senior Project Coordinator
4	1537	Project Coordinator
39	1546	Senior Project Assistant
6	1550	Program Aide
4	1542	Project Assistant

5. RESOLVE that Employment Authority for the following positions for a six-month period in CDD in a temporary

exempt capacity, for the Youth Opportunities Grant, from January 1, 2001 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service Class, IS APPROVED:

No.	Civil Service Code		Class Title
1	1538	(Emergency)	Senior Project Coordinator
4	1537	(Emergency)	Project Coordinator
7	1546	(Emergency)	Senior Project Assistant
1	1550	(Emergency)	Project Aide
1	9184-2		Management Analyst II
1	1368		Senior Clerk Typist
3	1358		Clerk Typist

6. RESOLVE that Employment Authority for the following positions in CDD, for the Youth Opportunities Grant, from July 1, 2000 through June 30, 2001, subject to review and approval of the Personnel Department as to Civil Service classification and allocation, IS APPROVED:

No.	Civil Service Code	Class Title
1	9171-1	Sr. Management Analyst I
1	9184-2	Management Analyst II
2	9184-1	Management Analyst I
2	1596-1	System Analyst I
1	1368	Sr. Clerk Typist
3	1358	Clerk Typist
1	1517	Auditor

7. AUTHORIZE the General Manager, CDD, or designee, to approve travel authorities for the staff of the Youth Opportunities Program in an amount not to exceed $39,123.

8. AUTHORIZE the General Manager, CDD, or designee, to negotiate and execute contracts with the agencies and for the amounts listed in Attachment 3 of the CAO's report dated June 28, 2000, for the time period July 1, 2000 through June 30, 2001, financed by the Youth Opportunities Grant, using the pro forma contract, attached to CDD's transmittal dated June 22, 2000, contained on the Council file, subject to review as to form and legality by the City Attorney.

9. AUTHORIZE the General Manager, Department of General Services (GSD), or designee, to negotiate and execute a lease agreement for $35,000 from the Youth Opportunities Grant, retroactive to May 1, 2000, for approximately 1,700 square feet for the Boyle Heights administrative site of the Youth Opportunities Program and approve agreements for co-location of City staff in the satellite facilities.

10. INSTRUCT the General Manager, Information and Technology Agency (ITA), to take all necessary actions to ensure that

telephones, computers, and all related connectivity occur in an expeditious manner.

11. AUTHORIZE the General Manager, CDD, or designee to TRANSFER $150,000 from the Youth Opportunities Grant to GSD and INSTRUCT the General Manager, GSD, or designee, to use these funds to make necessary American Disabilities Act compliance renovations to the Watts site of the Youth Opportunities Program, including but not limited to an elevator, wheelchair lift, and restroom modifications.

12. AUTHORIZE the General Manager, GSD, or designee, to purchase three 12-passenger vans to be used to transport Youth Opportunities Program participants, for an amount not to exceed $120,000.

13. APPROVE the extension of the Kulick Opportunities Program contract with Community Build, Inc. to operate a summer youth employment project, for an amount not to exceed $255,000 through December 31, 2000.

14. AUTHORIZE the Controller to:

    a. Establish a receivable from DOL for $11,000,000.

    b. Establish new accounts and appropriate within Youth Opportunities Grant Fund No. 43Y/22 as follows:

Account	Title	Amount
R122	CDD	$ 4,448,949
R140	General Services	342,240
R299	Related Costs	1,352,791
R403	Youth Opportunities Program	4,815,414

    c. Decrease appropriations within the Workforce Investment Act (WIA) Trust Fund No. 44A/22 as follows:

Account	Title	Amount
R122	CDD	$ 103,486
R140	General Services	13,207
R299	Related Costs	42,968

    d. Transfer appropriations within the Community Development Trust Fund No. 424/22 as follows:

	Account	Title	Amount
From:	R122	CDD	$155,229
	R140	General Services	19,809
	R299	Related Costs	64,451
To:	W101	Unallocated Funds	239,489

e. Appropriate from Youth Opportunities Grant Fund No. 43Y, Account No. R140, General Services, to General Services Fund No. 100/40 as follows:

Account	Title	Amount
1101	Hiring Hall	$ 60,000
1191	Hiring Hall - Overtime	30,000
3180	Materials	60,000
6030	Property Management Expense	39,224
7430	Transportation Equipment	120,000

f. Transfer cash to General Services Fund No. 100/40 from Youth Opportunities Grant Fund No. 43Y, Account No. R140, General Services, upon presentation of documentation and proper demand of the General Manager, CDD, or designee.

g. Increase appropriations within Fund No. 100/22 as follows:

Account	Title	Amount
1010	Salaries - General	$ 2,952,184
1070	Salaries - As needed	121,600
2120	Printing and Binding	85,000
2130	Traveling Expense	39,123
3040	Contractual Services	140,000
3310	Transportation Expense	20,000
3340	Water & Electricity	60,000
4160	Governmental Meetings	10,000
6010	Office & Administrative Expense	75,000
6020	Operating Supplies	53,627
7300	Furniture & Office equipment	633,700

h. Expend funds upon presentation of documentation and proper demand of the General Manager, CDD, or designee.

15. AUTHORIZE the General Manager, CDD, or designee, to prepare Controller instructions for any technical adjustments, subject to the approval of CAO, and AUTHORIZE the Controller to implement the instructions.

MOTION ADOPTED * AS AMENDED JUN 30 2000 SEE ATTACHED MOTION
Los Angeles City Council

PRESENTED BY _____
NICK PACHECO
Councilmember, 14th District

SECONDED BY _____
RUDY SVORINICH
Councilmember, 15th District

TO THE MAYOR FORTHWITH
June 30, 2000
CF 00-1267

001267.mot

2 A

ITEM 2 (special agenda)

AMENDING
MOTION

I MOVE that the matter of a COMMUNICATION FROM THE General Manager, Community Development Department (CDD) and City Administrative Officer,(CAO) relative to various actions for the City's U.S. Department of Labor (DOL) Youth Opportunities Grant Item 2 on today's Special Council Agenda (CF 00-1267), **BE AMENDED** to add the following recommendation:

Authorize the General Manager, CDD, to prepare and release the Request for Proposal(s) (RFPs) and Request for Qualification(s) (RFQs) for the categories and purposes listed on Attachment 4 of the CAO's report dated June 28, 2000, subject to the review and approval of the affected Council Offices, CLA, CAO, and the City Attorney as to form and legality; and to report back to Council, the Youth Council and the WIB with recommendation(s) for the selected providers.

PRESENTED BY: Nick Pacheco
NICK PACHECO
Councilman, 14th District

AMENDING MOTION
ADOPTED

JUN 30 2000

Los Angeles City Council

TO THE MAYOR FORTHWITH

SECONDED BY: Rudy Svorinich, Jr.
RUDY SVORINICH
Councilman, 15th District

June 30, 2000
ak

ATTACHMENT I

ONE STOP CERTIFICATION CRITERIA, POLICIES AND PROCEDURES

PROCEDURES

- Center Directors meet with Strumpf Associates to receive overview of the process (late July or early August 2000) This is the only mandatory requirement; everything else is voluntary on the part of the One Stop Centers
- Strumpf Associates visits each Center for a half day and meets with the Center's Continuous Quality Improvement Team (assembled in advance). Consultant assists teams in a self evaluation process (August and September 2000)
- Strumpf Associates conducts general training on the CQI process (one full day)
- Strump Associates has 7 criteria for certification, one of which is quantitative, the rest are qualitative. The City's policies will become indicators under these criteria
- WDD staff issues directive in May 2000 asking 5-7 questions that must be answered by the Centers as a prerequisite for beginning the temporary certification process. (See policies marked with an asterisk below).
- Strumpf Associates trains the LWIB Certification Subcommittee in September 2000.
- The One Stop Centers have one year to complete the certification process and may do it on their own or by participating in the training offered by Strumpf Associates
- Goal is one full-service One-Stop that has agreements with all the mandatory partners and offers all of the services mandated by WIA by July 1, 2000

POLICIES AND CRITERIA

- Have agencies receive grant writing training on a voluntary basis
- Agencies to have an approved business plan
- Agencies to develop funding from other non-WDD sources in 3-5 years
- Have certification based on "good" points, not bad, i.e., qualifying scores
- *Agencies must link to Economic Development Corp's business network
- Agencies may not turn away customers – must provide continuous service
- Rate agencies on customer service
- Timely submission of invoices/MIS documents
- Meet minimum qualifications of fiscal and other staff with appropriate salary ranges
- *Agencies must follow EDD salary guidelines (Salary Adjustment Directive)
- Agencies must have "clean" fiscal record
- Agencies may not abuse vendor relationships by not paying on time and looking for new vendors once prior vendor relationships have been ruined
- *Minimum standard of assistive equipment for the disabled in place

- *TTY-TTD equipment and service in place for the hearing impaired
- *Designated stable trained staff for serving (a) disabled (b) older workers (3) veterans (4)other job seekers with multiple barriers to employment
- Agencies must know how to handle immigrant/refugee customers and have capability to provide service in Spanish and two additional languages that are prevalent in their service area
- Temporary certification for one year maximum with certification good for two years and then up for renewal
- Agencies must follow good business practices (to be defined)
- Agencies must integrate services of mandatory partners and their staff must be cross - trained in those services
- Agencies must implement continuous improvement practices
- Agencies must serve targeted populations under WIA: disabled, older worker, veterans, etc. to a certain level of performance (to be established)
- *Agencies must meet criteria on service to employers (needs to be defined)
- Agencies must serve industry clusters (employers) in their service area
- *Parking subsidies

Note: Criteria marked with * may be required to be in place before temporary certification can begin

Policy for Youth System

In response to concerns expressed by the appeals board, CDD and City attorney crafted a policy to insure flexibility for changing conditions in the youth system.

This policy allows the following to happen:

1. New dollars into the system will be distributed to the 10 School-to-Career areas using the same formula applied to the $18 million.
2. These dollars will be available through the successful consortia (i.e. the one that won the bid)
3. The consortia must identify an unmet need
4. The consortia will have three options to meet this need
    a) go out to bid
    b) use one of it's existing consortia members (by giving them more money)
    c) use one of the agencies on the eligible list

Agencies on the eligible list would be agencies that were members of unsuccessful consortia that participated in the bid (as a lead, joint partner or sub-contractor) and that meet two threshold criteria:

1. demonstrated effectiveness
2. reasonable cost

This proposed policy was adopted by the appeals board and the youth council. The WORKFORCE Transition Task Force referred this policy back to the Youth Council for development of the threshold criteria.

In addition to the above, there are broad categories that will be funded by WIA youth money.

1. CDD costs – governed by Federal caps
2. System costs – to be determined by the Youth Council and WIB. This will include things such as training, systemwide software, etc.

DEFINITION OF YOUTH BARRIERS TO EMPLOYMENT

A youth who requires additional assistance to complete an educational program or to secure and hold employment, due to barriers such as: emancipated youth, youth with a disability (as defined by the LAUSD or the Department of Rehabilitation), youth with Limited English Proficiency (as defined by LAUSD), youth with a family history of chronic unemployment including long term public assistance, and youth whose parent or guardian met and/or meets one of the first five barriers.

Attachment L

REVISED
August 16, 2000

WELFARE TO WORK (WTW)

PERFORMANCE EVALUATION AND REALLOCATION POLICIES

City of Los Angeles

Community Development Department

Workforce Development Division

OVERVIEW

It is this Department's mission to recognize and reward high performing contractors, and at the same time, provide quality technical assistance to those contractors that are new to the system and/or having difficulty with the development, implementation and provision of quality welfare to work services.

The policies contained herein establish a comprehensive continuous evaluation system for Welfare to Work Programs funded to support the effort in Los Angeles to move hard-to-employ welfare recipients into unsubsidized employment, and are designed to accomplish the following objectives:

- Identify poor-performing contractors and deobligate unspent funds;
- Reallocate deobligated funds in accordance with priorities established by the Workforce Investment Board (WIB) and City Council and/or to performing contractors; and
- Identify non-performing contractors and terminate their agreements.

THREE MONTH, SIX MONTH AND ANNUAL EVALUATION PROCESS

Under these policies, all Welfare to Work (WtW) contractors are to receive three-month, six-month and annual performance evaluations, the latter of which is the most comprehensive. Sections 1, 2 and 3 identify the evaluation criteria for each, the sanctions which may be imposed as a result of a negative evaluation, and the reallocation of funds for the six month and annual evaluation processes respectively.

LIMITATIONS

The policies contained herein are not all inclusive. The City therefore reserves the right to deviate from policy in evaluating agreements by incorporating different or additional criteria.

In addition and if conditions warrant, the City reserves the right to impose sanctions on a contractor for reasons other than those identified herein.

A. EARLY WARNING INDICATORS

The intent is to identify those contractors who are experiencing difficulty in developing a collaborative relationship with DPSS, employers and other collaborators, and/or difficulty in meeting their planned enrollment goal early in the program year. Corrective action will be required for those contractors that fail to meet each of the following criteria:

- **Enrollments**

Contractors will be evaluated to determine if they have met a minimum of 40% of their planned enrollment goal.

- **Administrative Capability Review**

Contractors will be evaluated in the following ***five*** areas:

- Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.
- Accuracy in preparing MIS documents, invoices and other related documents.
- Accuracy and completeness in maintaining participant and financial records.
- Developing and maintaining a collaborative relationship with the Department of Public and Social Services (DPSS) and other collaborators.
- Developing and maintaining a collaborative relationship with employers and evidence that they are meeting employers needs.

B. SANCTIONS SECTION 1.2

Contractors will be evaluated on the above criteria. Contractors who fail to meet any one of the above criteria will be required to submit a corrective action plan that identifies the steps they will take to correct each deficiency, a timeline for the steps to be implemented and the person responsible for overseeing the implementation.

A. PERFORMANCE MEASURES

The following are those measures against which contractors will be evaluated:

- **Enrollments**

  Contractors will he evaluated to determine if they have met a minimum of 80% of their planned six-month enrollment goal.

- **Administrative Capability Review**
  This will include but not be limited to an evaluation of the contractors:
  - Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.
  - Accuracy and completeness in preparing MIS documents, invoices and other related documents.
  - Accuracy and completeness in maintaining participant and financial records.
  - Level of cooperation in resolving issues of concern.

- **Placement in Unsubsidized Employment (core performance measure)**

Contractors will he evaluated to determine if they have met 80% of their contract goal for placement in unsubsidized employment at six months.

- **Job Retention at Six Months (core performance measure)**

Contractors will be evaluated to determine if they have met 80% of their contract goal for job retention at six months.

- **Average Wage at Six Months (core performance measure)**

Contractors will he evaluated to determine if they have met the standard of 5% increase over average wage at placement at six months, for 80% of their placements.

- **Percent of Participants Placed and Retained in Unsubsidized Employment After Six Months (core performance measure)**

Contractors will be evaluated to determine if they have met 80% of their contract goal.

- **Expenditure Rate**

  Contractors will be evaluated to determine if they are spending a minimum of 80% of their planned six-month expenditure goal.

B. SANCTIONS

- Contractors that fail to meet any one of the four core performance measures will be:
  - Placed on probation
  - Required to submit a corrective action plan
  - Ineligible for additional finds while on probation
  - Subject to deobligation of funds

- **Deobligation of Funds**

Contractors placed on probation for failing the enrollment or any one of the four core performance measures may have funds deobligated from their agreements

- **Reallocation**

Funds deobligated from under performing contractors will he reallocated in accordance with priorities established by the WIB and City Council/Mayor, and/or to those contractors who meet all four of the performance measures.

- **Contract Termination**

Any contractor who is placed on probation as a result of the six-month evaluation and who was placed on probation as a result of the most recent, preceding evaluation, may be considered for termination.

A. PERFORMANCE MEASURES

The following are those measures against which contractors will be evaluated:

- **Placement into a better job**

Contractors will be evaluated to determine if they have met 90% of their contract goal for twelve months.

- **Average Wage at Termination of Contract**

Contractors will he evaluated to determine if they have met 90% of their contract goal for twelve months.

- **Cost Per Client**

Contractors will be evaluated to determine if ***their actual cost per client is equal to or less than the cost per client identified in their contract.***

- **Follow Up Services**

Contractors will be evaluated to determine if they have provided follow up services to 90% of their clients for at least one year.

- **Administrative Capability Review**

This will include but not be limited to an evaluation of the contractors:

- Timeliness in submitting MIS documents, invoices and other information requested by the City of Los Angeles.
- Accuracy and completeness in preparing MIS documents, invoices and other related documents.
- Accuracy and completeness in maintaining participant and financial records.
- Level of cooperation in resolving issues of concern.
- Provision of Welfare to Work Services (as stated in contract)

  This will consist of an evaluation of contractor's overall program to determine if the training and services provided are consistent with the services proposed in contractor's bid for funding, as well as adequate, appropriate to the needs of each individual client and in accordance with DOL regulations.

B. SANCTIONS

Probation

- All Contractors must meet at least 4 out of the 5 annual performance evaluation measures, or they will be placed on probation. **Contractors that are being evaluated for performance during second or third year funding, must meet 90% of the annual performance measure of Placement into a Better Job or they will be placed on probation.**

Deobligation of Funds

- If a contractor does not expend 100% of their budget, the difference between the contract budget and the actual cumulative expenditures may be deobligated and considered program savings. These program savings will be made available for reallocation.

- Contractors unsuccessful on the annual evaluation may have funds deobligated from their new year allocation. The amount to be deobligated is the percentage difference between the 90% performance threshold and the actual performance contract goal rate.

Reallocation

- Funds deobligated from under performing contractors will be reallocated in accordance with priorities established by the Workforce Investment Board (WIB) and City Council and/or to those contractors who are successful on the annual performance evaluation.

Contract Termination

- Any contractor who is placed on probation as a result of the annual evaluation and who was placed on probation as a result of the most recent, preceding evaluation, may be considered for termination.

Attachment M

DEFINITION OF SELF SUFFICIENCY

The Workforce Investment Act limits Intensive and Training services to adults and dislocated workers who are unemployed or are in need of such services in order to obtain or retain employment that allows for "self sufficiency." The definition of "self-sufficiency" is left to the discretion of the Local WIB. In addition, the Act allows the WIB to adopt different definitions of "self-sufficiency" for each of the two funding streams: Adults and Dislocated Workers. In establishing a definition for self-sufficiency, consideration was given to the balance between setting the level sufficiently high to enable workers to upgrade their skills to an adequate salary level while ensuring that there are sufficient funds available to provide training for those who are most in need.

In addition, for dislocated workers, their pre-dislocation standard of living is taken into consideration is as much as they may have fixed expenses, e.g. house payments that were obligated at their pre-dislocation wages.

Definition of Adults

Self-sufficiency for adults is defined as persons who earnings are above the level of the City's Living Wage without benefits or whose household income is above 200% of the poverty level, whichever is greater. Both the Living Wage and poverty level are adjusted annually. In addition, poverty level is adjusted for family size.

Definition of Dislocated Workers

Self-sufficiency for dislocated workers is defined as the higher of the following: a) individual's earnings are above the level of the City's Living Wage without benefits or b) household income is above 200% of the poverty level or c) individual's earnings are above their pre-displacement earnings up to $60,0000. For individuals whose pre-displaced earnings were above $60,000 self-sufficiency will be defined as earnings above $60,000.

POVERTY, LLSIL AND SELF-SUFFICIENCY INCOME

FAMILY SIZE	POVERTY GUIDELINE	LLSIL	200 %
1	$ 8,350	$10,480	$16,700
2	$11,250	$17,170	$22,500
3	$14,250	$23,570	$28,500
4	$17,050	$29,090	$34,100
5	$19,950	$34,330	$39,900
6	$22,850	$40,150	$47,700
For each additional family member add:	$2,900		$5,800

Attachment N

INTERIM
INDIVIDUAL TRAINING ACCOUNT (ITA) POLICIES

Under the Workforce Investment Act (WIA), all training must be purchased through an Individual Training Account (ITA) except for following:

- On-the-Job Training (OJT),
- Customized Training; and
- Training for special populations when training is not available through the ITA system. This must be separately approved by the City.

Under WIA, customers can receive ITA-funded training only if all the conditions listed below apply:

- Received core and intensive services, and were unable to obtain and retain employment at a level of self-sufficiency through such services
- Completed an assessment,
- Training is in a demand occupation, and
- Are unemployed or employed at a wage that is below the level of self-sufficiency as determined by the Workforce Investment Board (WIB).

The maximum ITA allowed from WIA funds is $5,200 for non-technical training with a 12-month duration and $7,500 for technical training with an 18-month duration. In addition, there must be at least a 24-month interval between WIA-funded training. Prior to finding a customer eligible for an ITA, the Training Services Checklist (Attachment II) and ITA Agreement (Attachment III) must be completed (and included as part of the customer file) by the appropriate One-Stop Lead/Satellite staff and the customer who is enrolling in training. The City will review the completion of these forms during monitoring site visits.

Each One-Stop Lead/Satellite center is required to develop an ITA review panel, comprised of staff with decision-making authority and business members with industry-specific knowledge of technical skill sets, for review of requested training that exceeds the maximums listed above or for training that is determined not to be in a demand occupation. The criteria for exceeding the ITA maximum caps must include a determination that the appropriate training cannot be provided through any local-approved training provider for an amount less than the maximum. At the time the job seeker is denied training by the One-Stop, s/he shall be informed in writing that there is an appeals process to a review panel within the One-Stop. The Panel review must be completed within five working days after the appeal is submitted. The results must be issued in writing and included in the job seekers file. The One-Stop review panel must forward its recommendation on the attached form (Attachment I) to the City via fax: (213) 485-8151 within five working days of the submission of an appeal. City staff will review the recommendation and will respond within three working days.

The enrollment procedures that were used under JTPA will be maintained, including the Customer Referral to Training Voucher (CRTV). Please refer to the City of Los Angeles Vendor Voucher Program Manual dated September 1, 1999, and any updates thereto. ITA complaint procedures must be followed in accordance with City Directives.

This policy is effective July 1, 2000.

Attachments

Attachment O

WDD PROCUREMENT POLICIES

The City, and each of its contractors, shall conduct procurement in a manner which provides full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms or organizations in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or organizations or between affiliated companies or organizations;
4. Noncompetitive awards to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement;
7. Overly restrictive specifications; and
8. Any arbitrary action in the procurement process.

Methods of Procurement:

A. Small Purchase Procedures. Small purchases are made from vendors for goods or services under $25,000. The procurement method selected will depend on the cost as follows:

Dollar Range of Purchase	Contacts and Method
$0 to $999	1 quote or price*
$1,000 to $9,999	2 documented quotes**
$10,000 to $24,999	3 written quotes**

*This purchase is defined as a small purchase under $1,000 and not as a noncompetitive or sole source procurement.

**Unless sole source justification exists.

For the "1 quote or price," the sales receipt is sufficient documentation of the quote or price. An approved vendor list is not required for "1 quote or price" purchases. For the "1 quote or price" and "2 documented quotes," the documentation can include product or service catalogs, current price lists, or telephone contact with the vendors to obtain quotes (i.e., a memorandum which reflects the oral quotations by source and is signed by a staff person of the sub-recipient). Catalogs and price lists should be updated annually.

A Request for Quote (RFQ) is required for small purchases of $10,000 or more. The RFQ indicates the quantity, time frames and all other requirements of the product or service sought. Quotes must be solicited from vendors that can reasonably be expected to provide the good or services needed.

For "3 written quotes," the RFQ must either be provided in writing to the vendors or transmitted as uniformly as possible over the telephone. To be considered, the response must be signed and dated by the vendor.

A price analysis must be conducted prior to purchase. Lowest price is the normal criteria for selecting goods and services. Qualifications of the vendor, availability of the goods or services, service to be provided, quality and location are some additional factors that could influence the procurement. The documentation must contain the basis for vendor selection, its relevance to the need and benefit, and the relative advantage of the offering from the selected vendor. Documentation should be retained as described in the procurement procedures.

Many governmentally-linked sub-recipients purchase office supplies and basic office equipment through their central governmental supply house or procurement administration. Items procured for sub-recipient use in this manner will be assumed, for the purposes of WIA, to be purchased competitively by the central governmental purchasing agency and to meet the requirements of these regulations. Any item purchased solely for WIA use must be purchased following these policies, the WIA and its regulations.

B. Request for Proposals/Request for Qualifications

This method is typically used when the cost is $25,000 or more, the nature of the goods or services to be acquired cannot be defined precisely, and factors other than price are important in the selection decision.

1. All RFPs/RFQs shall contain the following:

    a. Incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurement, contain features which unduly restrict competition; and

    b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

2. Public Notification must be made through an announcement in a local public medium (e.g., newspaper) or other media that covers the entire service area.

3. All steps of each procurement must be documented, including a description of the documentation process and where the documentation will be located.

4. A copy of the RFP/RFQ must be provided to anyone who requests it and a list compiled of everyone requesting one.

5. Records shall be maintained that are sufficient to detail the significant history of a procurement in compliance with 29 CFR Section 97.36. These records shall include, but are not limited to, the following: rationale for the method of procurement, the selection of contract type, contractor selection or rejection, rationale and reasonable rating criteria and the basis for the contract type.

6. City will not contract with any party which is debarred, suspended or otherwise excluded from participation in Federal assistance programs in accordance with Department of Labor regulations at 29 CFR part 98. All contracts shall include a self-certification from the contractor that it is not a debarred party.

7. Procurement activities shall be conducted in a confidential manner. Staff involved in procurement must not divulge advance purchasing information, specific proposal evaluation criteria, negotiations with bidders or in-house discussions regarding a procurement until such time as this information is released to all parties.

8. Proposals received will be logged in the date and time of arrival recorded. Only proposals received by the deadline specified in the RFP/RFQ qualify for the evaluation process unless there is a valid legal reason for otherwise considering a late proposal.

9. Proposal evaluation procedures shall include, but not be limited to, the following:

    a. A procurement specialist shall be designated for each bid/ proposal process. It shall be the responsibility of the specialist to insure compliance with these procurement rules.

    b. Development of a standard worksheet or checklist for determining responsiveness of each proposal.

    c. Use of evaluation criteria and a standard evaluation worksheet to record the evaluation of each proposal.

    d. Prepare an analysis of costs, verify allowability, and determine reasonableness.

    e. Identify staff responsibilities for completing proposal evaluation and for summarizing evaluation results.

    f. Develop a description of methods for ensuring independence of ratings by those involved in the evaluation process.

    g. Identify policy and process by which selection of awardee (s) will be made.

    h. Provide an opportunity for bidders to appeal staff recommendations.

10. City shall review the technical merits of proposals based on the rating criteria contained in the RFP/RFQ. City shall review the cost proposals based on applicable cost principles. For participant service RFPs/RFQs demonstrated performance and ability must be documented and should include independently verified information and data.

C. Noncompetitive Proposals – Sole Source

Sole source is procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or after solicitation of a number of sources, when competition is determined inadequate. All sole source procurements must be documented and the Contractor must have demonstrated performance in supplying the goods or services. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:

    a. The item or service is available only from a single source; or

    b. The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation and the procurement is for a limited time only; or

    c. The awarding agency authorizes noncompetitive proposals; or

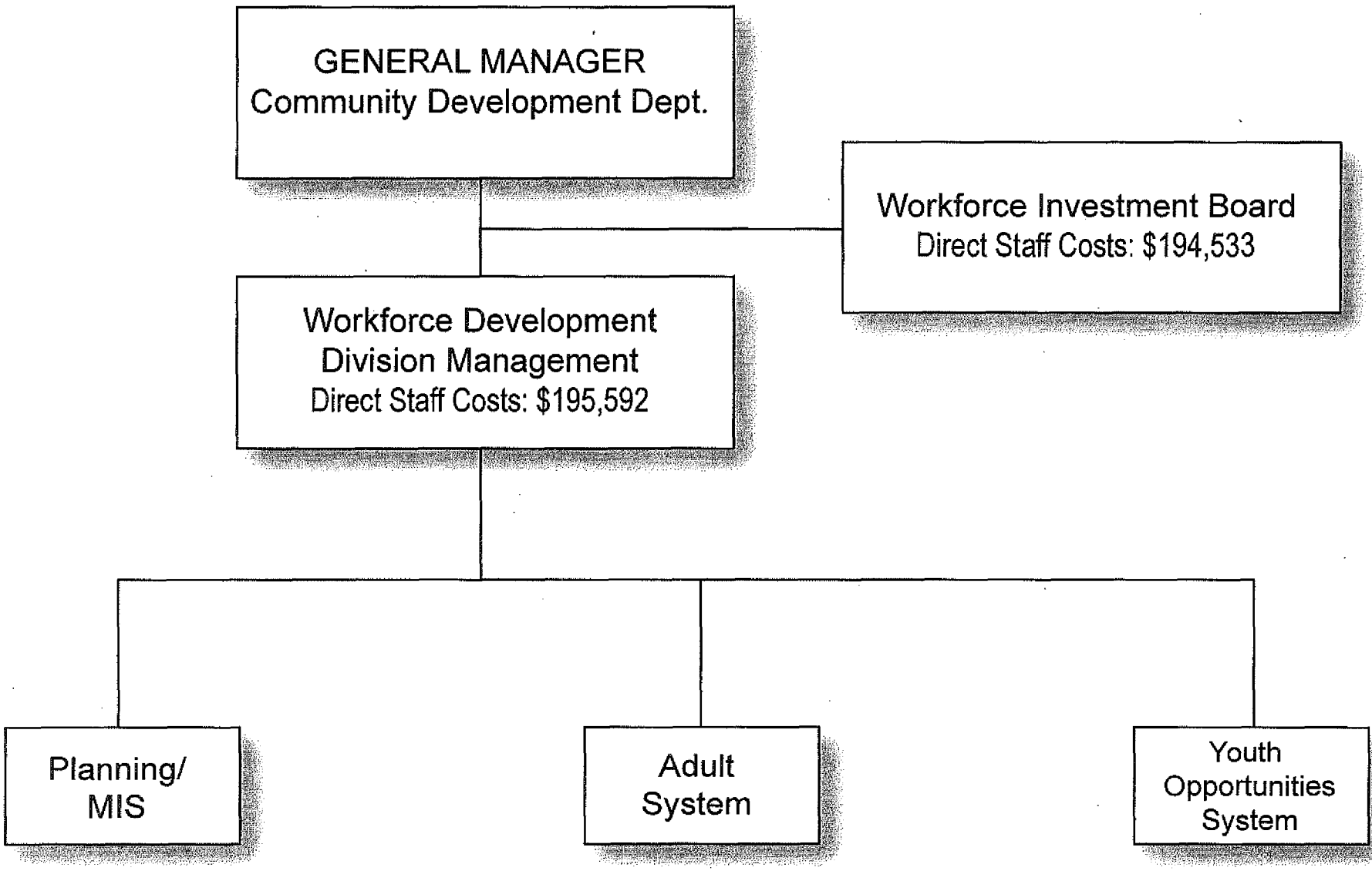
    d. After solicitation of a number of sources, competition is determined inadequate; or

    e. On-the-Job (OJT) training contracts.

D. Grantor Approval

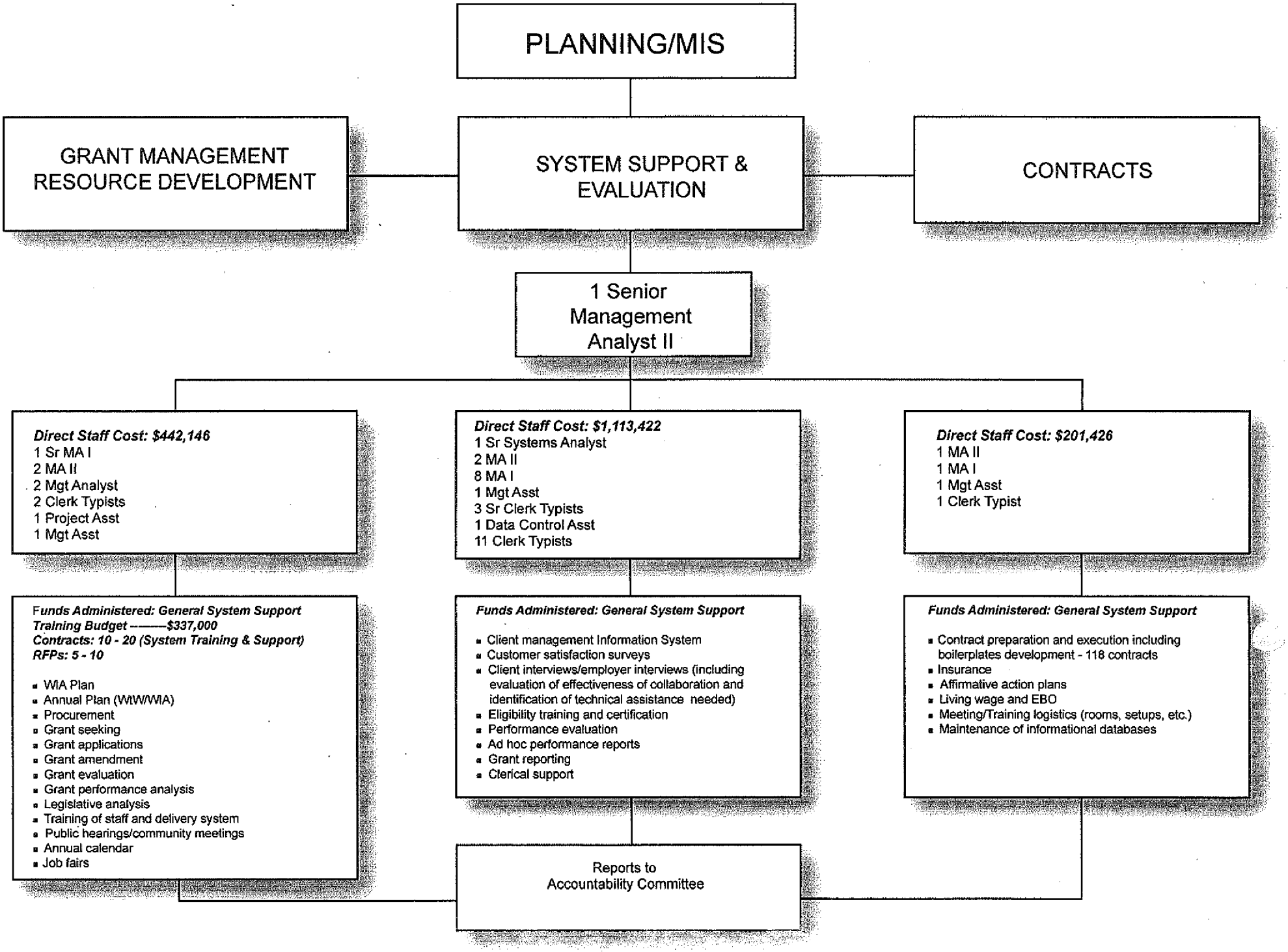
If the City applies for grant funding and names a sub-contractor in the grant application, no additional procurement is required for the City to contract with the entity in the event that the City is funded.

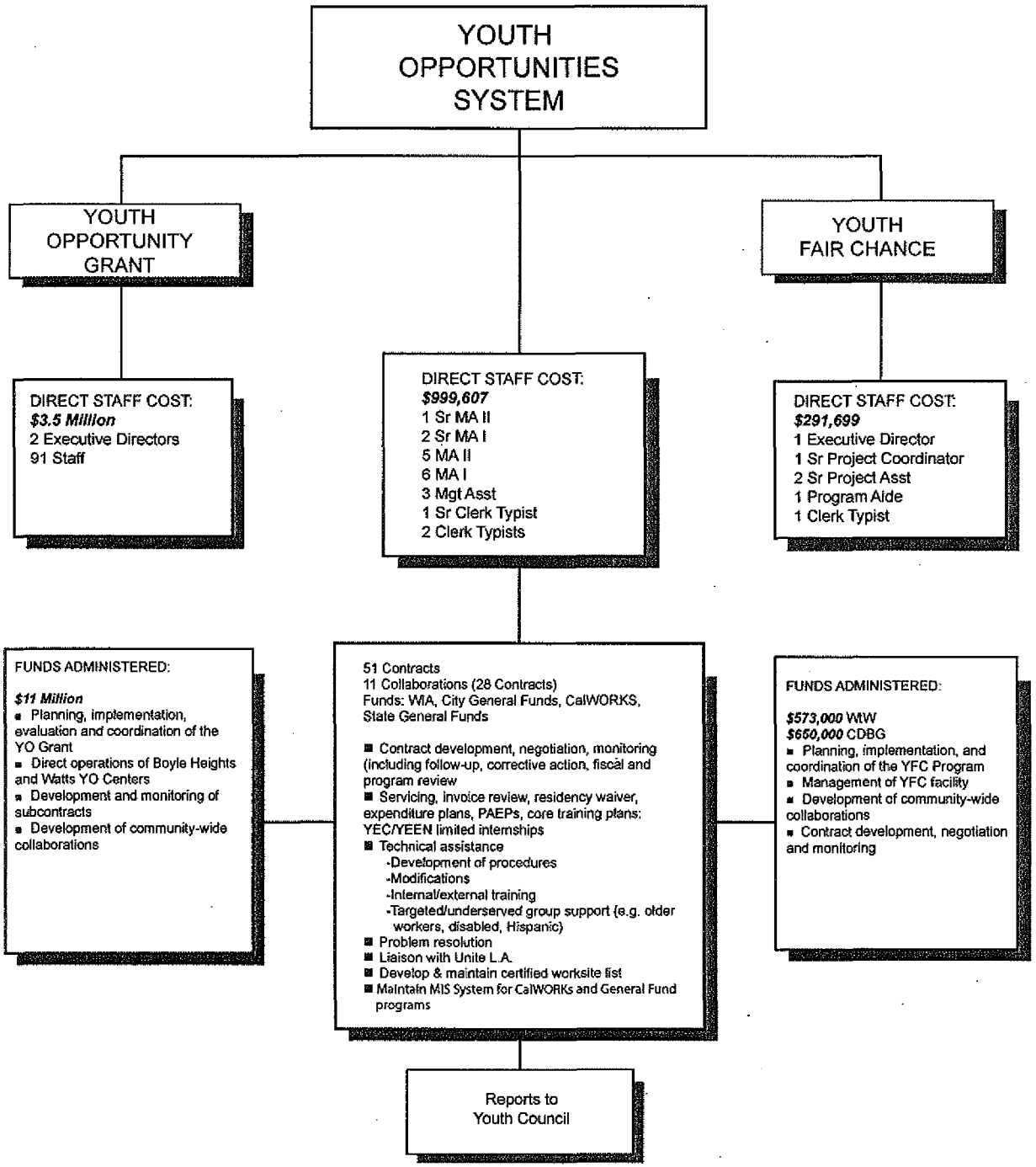
Community Development Department
WORKFORCE DEVELOPMENT DIVISION
ORGANIZATIONAL CHART



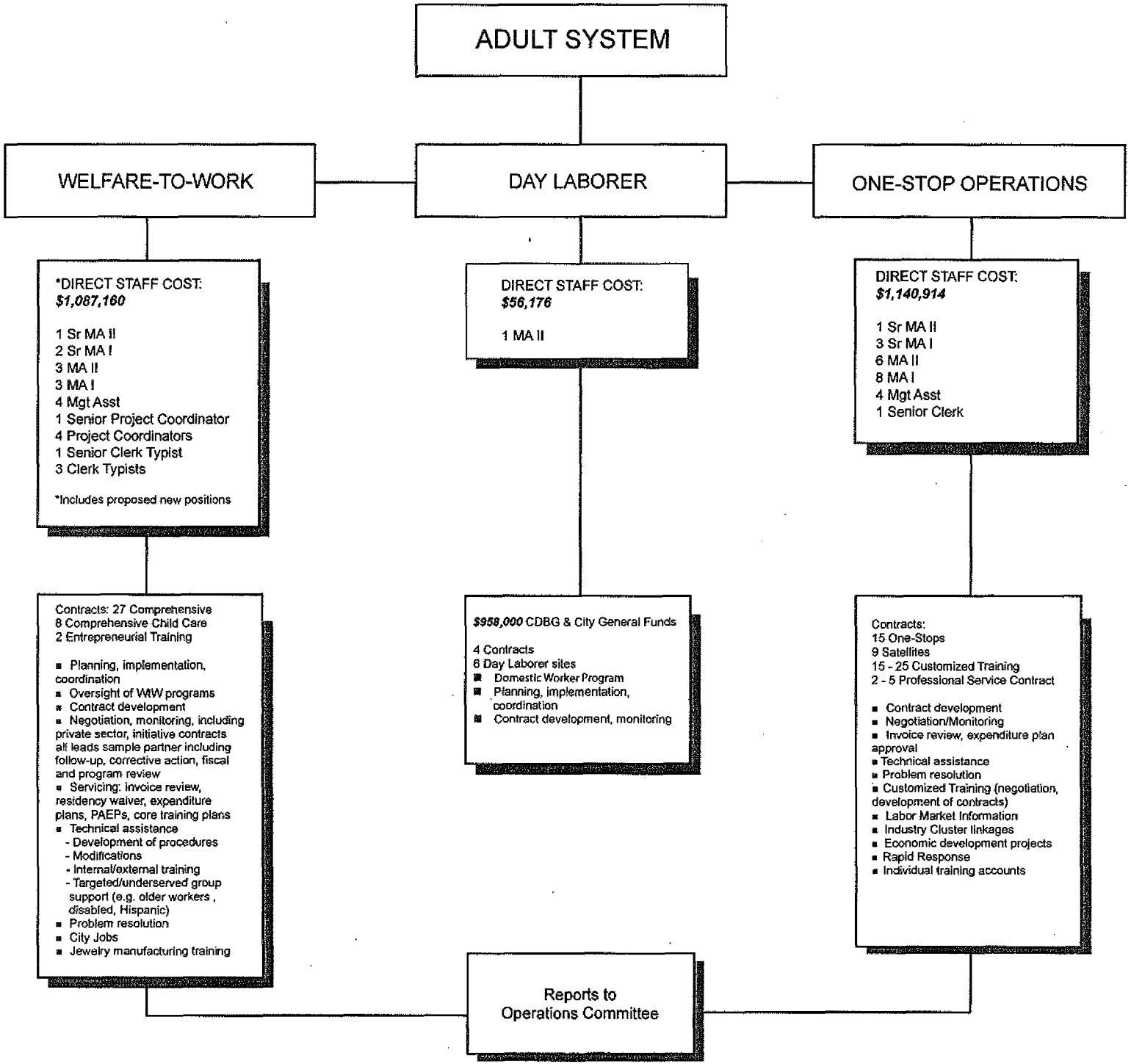
wdd
Rev. 8/29/00

ATTACHMENT P


PLANNING/MIS
GRANT MANAGEMENT
RESOURCE DEVELOPMENT
SYSTEM SUPPORT &
EVALUATION
CONTRACTS
1 Senior
Management
Analyst II
Direct Staff Cost: $442,146
1 Sr MA I
2 MA II
2 Mgt Analyst
2 Clerk Typists
1 Project Asst
1 Mgt Asst
Direct Staff Cost: $1,113,422
1 Sr Systems Analyst
2 MA II
8 MA I
1 Mgt Asst
3 Sr Clerk Typists
1 Data Control Asst
11 Clerk Typists
Direct Staff Cost: $201,426
1 MA II
1 MA I
1 Mgt Asst
1 Clerk Typist
Funds Administered: General System Support
Training Budget ------$337,000
Contracts: 10 - 20 (System Training & Support)
RFPs: 5 - 10
WIA Plan
Annual Plan (WtW/WIA)
Procurement
Grant seeking
Grant applications
Grant amendment
Grant evaluation
Grant performance analysis
Legislative analysis
Training of staff and delivery system
Public hearings/community meetings
Annual calendar
Job fairs
Funds Administered: General System Support
Client management Information System
Customer satisfaction surveys
Client interviews/employer interviews (including evaluation of effectiveness of collaboration and identification of technical assistance needed)
Eligibility training and certification
Performance evaluation
Ad hoc performance reports
Grant reporting
Clerical support
Funds Administered: General System Support
Contract preparation and execution including boilerplates development - 118 contracts
Insurance
Affirmative action plans
Living wage and EBO
Meeting/Training logistics (rooms, setups, etc.)
Maintenance of informational databases
Reports to
Accountability Committee



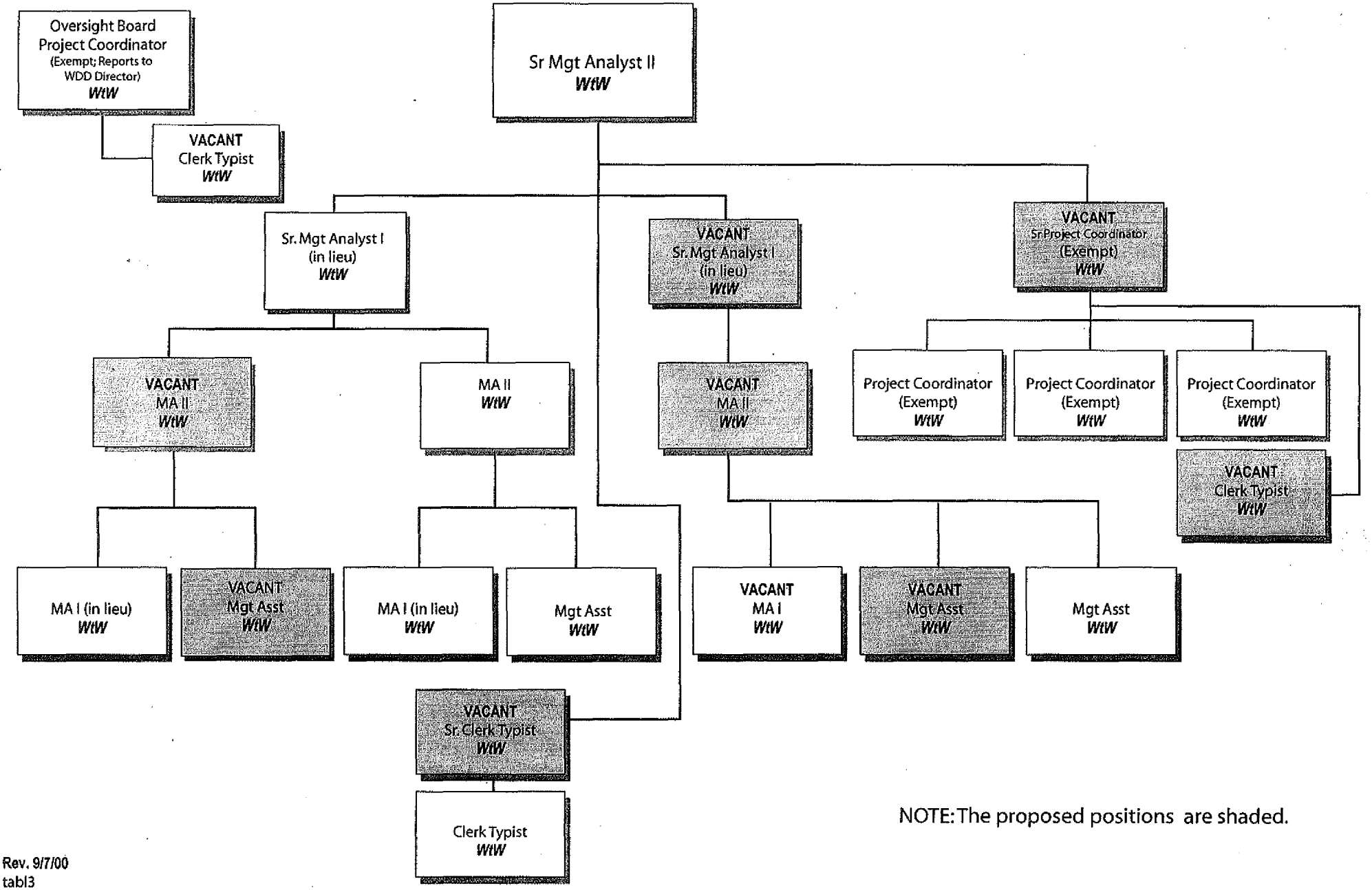
yochart
Rev 9/07/00



adultsystem
Rev. 9/8/00

WELFARE-TO-WORK

Organizational Chart



NOTE: The proposed positions are shaded.

Rev. 9/7/00
tabl3

Attachment Q

EXPENDITURE SCHEDULE

TRAINING AND TECHNICAL ASSISTANCE

Financial Management Assistance & Training	Budgeting; Cost Accounting; Internal controls; Appropriate use of technology	$25,000
Organization Infrastructure	Optimization; Team Building; Supervision; Time Management;	$50,000
Provider Training	Assessment; Mental Health Assessment; Case Management, Procurement; How to work with business; Working with Teens/Youth Development; Meeting employers needs; Customer Service; Adult system capacity building (using ITA's ETPL, program components) Youth system capacity building; MIS requirements; Meeting needs of diverse populations; W-t-W system capacity building, Case Management for W-t-W clients; Job Development/Marketing W-t-W Clients	$187,000
Training and Technical Assistance	SDA will provide training and technical assistance to our One Stop and Youth Consortium systems in the use of electronic case management and data transmission in coordination with the City's electronic infrastructure.	$25,000
Computer Training and Technical Assistance	Internal Professional development for WDD staff in the use and applications of the City's electronic infrastructure. In addition, the further development in the usage of desktop/system applications.	$20,000
System Building	Business Services Infrastructure; Economic Development Interface; Employee Account System; Grant Writing Support; Effective collaboration with required partners	$30,000

LA COUNTY W..DE BUSINESS SERVICES M/..KETING TEAM
Goals and Objectives

MISSION STATEMENT:

To provide high quality, customer-driven workforce and business assistance service with a primary focus on producing positive, bottom-line results for our business customers.

WHAT PRODUCTS / SERVICES DO WE PROVIDE:

- Hiring Assistance
- Outplacement Services
- Technical Assistance
- Training Resources

HOW DO WE WANT TO ACCOMPLISH THIS (GOALS):

1. Positive Brand Identity (create a brand name, make employers aware of it, encourage them to use it)
2. Create awareness among employers about our services
3. Create increased employer perception of excellent service (positioning, product differentiation)
4. Create identity incorporating the use of an 800 # and electronic communication
5. Total calls to the 800 # should reflect the following:
   - Year 1 - unique employee contact* = 10% of LA County employer population
     - w/ 25% retention rate of these contacts
   - Year 2 - unique employee contact = 20% of LA County employer population
   - Year 3 - unique employee contact = 20% of LA County employer population

   By the end of year 3 we expect that 50% of the employers within Los Angeles County will have contacted us.
   (*unique employee contact = never called the 800 for any services, first time user)
6. Overall calls to the 800 # should reflect the following types of requests:
   - 50% hire employees
   - 10% outplacement services
   - 10% technical assistance
   - 30% training resources
7. Increase number of job openings and placements cross agency lines by 15%
8. Increase awareness among one-stop center partners (staff & board members)
9. Develop simple internal marketing plan including benchmarks (customer service)

TO WHOM DO WE WANT TO REACH:

All employers in Los Angeles County (an estimated 300,000 employers)

SUMMARY OF COMMENTS

- A procedure should be established to approve specific training that is not listed as a demand occupation or currently on the Vendor Voucher list, that training could provide long term employment with a significant wage.

- Linkages between General Relief programs and the homeless population, who represents a significant number of General Relief recipients should be strengthened.

- Suggested that an informal process be developed for making complaint about One-Stops for small matters in addition to the lengthy Grievance process.

- Activities and funding should be identified to address the issue of language barriers.

- Concerns raised that non-English speaking participants may need to remain in the program for a long time and how this will effect the City's evaluation of the One-Stop's performance. For example, how the One-Stops will get credit for the services provided if a participant remains in the program for more than one year.

- The marketing of One Stop Services should be done in a minimum of 6 threshold languages, identified as Russian, Korean, Cambodian, Mandarin, Spanish, and Tagalong.

- Coordination and communication should be improved between county and city agencies to provide clients with seamless and complimentary services.

- Concern was raised regarding the WIA "Work First" philosophy. The comments pointed out that there is no minimum time period for participation in intensive services before receiving training services. The WIB was urged to the reference to "work first" with language in the annual Plan that responds to the training and education needs of today's low-income, low skill workforce, and begin to work on closing the income gap.

- Suggest the development of demonstration projects tied to Industry Cluster data.

- The use of Customized Training should be broadened to include industry cluster initiatives.

RESPONSE TO PUBLIC COMMENTS

The following represents staff response to comments made at the public hearing and subsequent written comments received.

1. Individual Training Accounts

Three suggestions were made with regard to revising language in the Individual Training Account Policy. Two of these changes are technical changes with which we concur – adding "self-sufficiency to the first criteria for training services" and "deleting the word "comprehensive" from the second criteria. We disagree however with the third suggestion, "strike the requirement that training be in a demand occupation". We appreciate the concern that many "demand occupations" are in low wage jobs. Therefore we recommend that the phrase "that leads to self-sufficiency" be added after the words "demand occupation." In addition, we suggest amending the policy to indicate that the review panel be authorized to approve requests for training that are not in a demand occupation when justified.

2. Services for Limited English Speaking Persons

Several comments related to ensuring access for individuals with Limited English Proficiency. Both commenters suggested that a committee or subcommittee should be formed to look at their needs. It was also suggested that the WIB adopt procedures and policies including the identification of key languages to ensure equal access. These are issues for the WIB to consider, however they do not require changes to the Annual Plan. The following were specific recommendations for changes to the plan and staff response:

a. In section 4a, add language indicating that certification will include some measures regarding providing service to LEPs and the disabled

   Response: No change recommended - this is already covered in the certification criteria – Attachment I

b. In section 4.b add language indicating performance measures will include service to special populations such as the homeless, disabled and LEPs

   Response: No change recommended at this time – this issue was previously referred to the Accountability Committee for consideration as they develop the Evaluation Policies

c. In section 6.b list LEPs as a specific population to be served

   Response: Concur with technical change

4. Set Aside Funds for Specific Work Transition Classes/Services

It was recommended that specific funds be set aside to provide services such as criminal record expungment, assistance with drivers license problems, health care information, and workers rights education.

No change is recommended. Although we concur with the need for these services, this can be handled through existing resources such as the funds recommended for demonstration projects and funds for special populations.

5. Adopt an Informal Case Complaint Mechanism

No change recommended. This is consistent with the plan and is already under development.

6. Place more emphasis on higher wage jobs

Staff concur with recommendations that language be added to suggest Industry Cluster data should be considered in the development of demonstration projects when appropriate, and that Customized Training should be broadened to include industry cluster initiatives.

7. Revise definition of "self-sufficiency" to eliminate the City's Living Wage

No change recommended. This provision is included to ensure that in no event would the level of self-sufficiency ever fall below the City's definition of living wage.

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

Attachment T

1. Name of Employee:	2. Employee's Present Class Title/Code: Senior Management Analyst I /9171 -1	3. Present Salary or Wage Rate:

4. Reason for Preparing Description:
☒ New Position ☐ Routine Report of Duties
☐ Change in Existing Position ☐ Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST, 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Workforce Development Division Section Welfare to Work

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Janet Ervin Title Sr. Management Analyst II

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, Cell phone, palm pilot

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work).

12. Indicate the number of employees supervised by class titles:

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently accurately described by the employee who filled in the questionnaire.

Duties description is accurate

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

All assignments and program progress will be reviewed by the Senior Management Analyst I. Assignments will be given orally and in writing.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

(b) Experience (type and length; list appropriate city classes, if any).

Per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
x Strength to: x Lift x Push x Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	x Vision, to read fine print/numbers	x Legs, for walking/standing	20
x Climbing stairs, ladders, poles	x Hearing, for telephone/alarms	x Hands and fingers	20
How far____	x Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain	Other/explain	
Outdoors___on/near water___			
___Other/explain			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpreting Federal, State and City regulations and guidelines pertaining to Welfare to Work

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will interface with community based organizations, LA County program staff, State and Federal monitors and auditors, Council Committee and Council offices, city clerk's office, ORAS staff, City Attorney, District Attorney and Department Managers

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Provide regular reports has to the status of the Welfare to Work Program.

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

SENIOR MANAGEMENT ANALYST I

WDD – WELFARE TO WORK (WtW)

30% Directs the activities of Management Analysts I and II, reviews staff work for thoroughness to ensure completeness. This includes reviewing draft requests for proposal, draft contracts prepared for execution, draft transmittals, site visit reports, contractor evaluation reports, information bulletins and directives to agencies, project status reports; expenditure plan approval letters, EAR forms, supplies requests and other written memos and letters.

20% Directs coordination and delivery of the City's WtW Program. This includes the development of new and creative job training and employment opportunities for eligible Welfare-to-Work clients, identifies collaborative partners to provide services, responsible for Senior level review of all RFP evaluation process; oversees implementation of new required regulations into City's WtW program.

20% Provides ongoing supervision of professional staff who are engaged in the analysis and identification of community and job development needs; assigns work to staff and establishes timelines for the completion of assignments. This includes training and motivating staff to perform their duties, oversees development of necessary tools to assist staff in the performance of their jobs, resolves interpersonal, attendance and work performance issues and initiates progressive discipline when necessary.

10% Plans and coordinates three-month, six-month and annual contractor performance evaluation processes. Oversees the contract renewal process and reallocation of funds to contractors based upon the results of this evaluation process.

10% Prepares written reports and letters, such as operational status reports, reports to State or Federal entities; prepares transmittals to the Workforce Investment Board, Council and Mayor's Offices. Develops criteria for contractor annual performance evaluations, reallocation policy; prepares annual contractor evaluation and reallocation summary reports as well as employee performance evaluations.

5% Makes Oral presentations to large and small groups, including unit staff, division and department staff, the Workforce Investment Board, Council Committees, City Council, and service providers. These presentations may include capacity building training, status reports, requests for approval, information on the welfare to work program and technical assistance.

5% Attends various meetings representing the Department and the Welfare to Work Program, in order to provide and receive information relative to various workforce development and welfare to work issues specific to the City's program.

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code: Senior Project Coordinator / 1538	3. Present Salary or Wage Rate:

4. Reason for Preparing Description: ☒ New Position • Change in Existing Position • Routine Report of Duties • Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST - 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division WDD Section City Jobs Program

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Janet Ervin Title Sr. Management Analyst II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are less frequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30%	Develop and maintain a liaison with the City Jobs Coordinating Committee, City operating Departments, community based organizations, labor unions, One-Stop agencies; through these relationships, identify entry level positions within the City that will offer welfare to work clients a work-based learning opportunity, as well as eligible welfare to work clients, ultimately leading to full-time unsubsidized employment in the City of Los Angeles.
30%	Plan, direct, review and evaluate the work of two-three projects coordinators who are responsible for the day to day operations of the entry level programs. Assist in the design of each of the programs.
15%	Write staff reports to the WIB, status reports for Management and transmittals to City Council and Mayor giving status updates of the program as well as for approval of projects.
10%	Make presentations to small and large groups about the program, identifying challenges, success, lessons learned . The use of a power point presentation may be used, as well as testimonials from successful participants. Travel may be required.
10%	Maintain a procedures manual that explains the process, standards and criteria of the program; create a database which contains information on each entry level program, job descriptions for each position, rates of pay, testing required, curriculum of training provided, assessment of progress and skills achieved, contact persons and present status to date.
5%	Evaluate employee performance and complete evaluation forms.

9. How long have the duties been substantially as described above?

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, cell phone, palm

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work).

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties description is accurate

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

All assignments and program progress will be reviewed by the Senior Management Analyst II. Assignments will be given orally and in writing.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

(b) Experience (type and length; list appropriate city classes, if any).

Per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
x Strength to: x Lift x Push x Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	x Vision, to read fine print/numbers	x Legs, for walking/standing	20
x Climbing stairs, ladders, poles	x Hearing, for telephone/alarms	x Hands and fingers	20
How far____	x Balance, for working heights	___Back, for strenuous labor	____
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___	_____	_____	
___Other/explain_____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpreting Federal, State and City regulations and guidelines pertaining to the welfare to work program, as well as City personnel policies and procedures

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will interface with other City Department representatives, labor unions, service providers, Los Angeles Unified District, other Service Delivery Area representatives, and City Council Offices

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Provide regular reports as to the status of the City Jobs Program and employee performance evaluations.

Signature of the immediate supervisor _____ Date

Class Title _____ Extension

Signature of department head _____ Date

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Management Analyst I I / 9184-2	

4. Reason for Preparing Description:

☒ New Position
• Change in Existing Position
• Routine Report of Duties
• Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST, 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Workforce Development Division Section Welfare to Work

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title Sr. Management Analyst I

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, cell phone, palm pilot

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles: None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties description is accurate

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

All assignments and program progress will be reviewed by the Senior Management Analyst I. Assignments will be given orally and in writing.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

(b) Experience (type and length; list appropriate city classes, if any).

Per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
x Strength to: x Lift x Push x Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	x Vision, to read fine print/numbers	x Legs, for walking/standing	20
x Climbing stairs, ladders, poles	x Hearing, for telephone/alarms	x Hands and fingers	20
How far____	x Balance, for working heights	___Back, for strenuous labor	
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___			
___Other/explain_____			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpreting Federal, State and City regulations and guidelines pertaining to the Welfare to Work Program

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will interface with profit and non-profit agencies, L A County program staff, State monitors and auditors, Council offices, City Attorney's office, City Clerk's office and staff of the Office of Administration and Research

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Provide regular reports as to the status of the welfare to work projects, contractor performance evaluation reports, and employee performance evaluation reports.

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

Management Analyst II

WDD- Welfare to Work Section

20% Directs the activities of management assistants in the coordination and delivery of the City's Welfare to Work Program.

20% Under the direction of Senior Management Analyst I, coordinates and supervises the negotiation, development and monitoring of contracts within the unit. Reviewing and approving correspondence, including monitoring site visit reports, requests for corrective action plans and contractor performance evaluation results.

20% Monitor and provide technical assistance for assigned agencies and special projects.

20% Prepares draft reports and/or letters, such as status reports to the State or Federal Government, responses to corrective action plans from the State or Department of Labor, and special project reports for submission to the Program Director, Division Chief, General Manager, City Council or Mayor's office. These reports are narrative in nature, but may include numerical data organized into spreadsheets and graphs.

15% Makes oral presentations to small and large groups, such as Unit staff, Division and/or Department staff, Community Based Organizations, Workforce Investment Board, City Council and Council Committees, for the purpose of providing information relating to Welfare to Work issues, new legislation impacting workforce development.

5% Evaluates employee performance on measures of accountability and completes evaluation forms. Informs employees of the accountability measures on which they will be evaluated and provide feedback to staff as to progress of their work. Responsible for tasks associated with staff capacity building as it relates to the results of each employee's performance evaluation.

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Management Assistant / 1539	

4. Reason for Preparing Description:

- ☒ New Position
- • Change in Existing Position
- • Routine Report of Duties
- • Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST, 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department COMMUNITY DEVELOPMENT

Division Workforce Development Division Section Welfare to Work

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title Management Analyst II

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	SEE ATTACHED

9. How long have the duties been substantially as described above _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, cell phone, palm pilot

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles: None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties description is accurate

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

All assignments and program progress will be reviewed by the Management Analyst II. Assignments will be given orally and in writing.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

(b) Experience (type and length; list appropriate city classes, if any).

Per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
x Strength to: x Lift x Push x Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	x Vision, to read fine print/numbers	x Legs, for walking/standing	20
x Climbing stairs, ladders, poles	x Hearing, for telephone/alarms	x Hands and fingers	20
How far____	x Balance, for working heights	___Back, for strenuous labor	_____
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___	_____	_____	
___Other/explain_____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpreting Federal, State and City regulations and guidelines pertaining to the Welfare to Work Program.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will interface with community based organizations, City Attorney's Office, City Clerk's Office, La County Office of Probation and representatives from other Service Delivery Areas.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Provide regular reports as to the status of Welfare to Work Projects and contractor performance evaluation reports.

Signature of the immediate supervisor _____ Date_____

Class Title _____ Extension _____

Signature of department head _____ Date_____

MANAGEMENT ASSISTANT – EXEMPT

WDD – WELFARE TO WORK PROGRAM

30% Develop and maintain a Liaison with the District Attorney's Office, LA County Sheriff's Office, LA County Office of Probation, Los Angeles Unified School District and representatives from Community based organizations and other Service Delivery Areas, identifying non-custodial parents as well as other eligible program participants that are exiting a correctional facility and connecting these eligible participants with welfare to work program services.

30% Assist in the design and implementation of program services that would best meet the needs of these eligible participants. Assist with job training and job development services to these participants, continually addressing barriers to a successful transition from incarceration to becoming a contributing member to the well being of their children, families and communities.

20% Negotiate, develop, and execute contracts with Community based organizations and Memorandum of Understanding with other Government and/or Public entities to provide Welfare to Work services. Monitor contractor for compliance with provisions contained in contract. Provide technical assistance to partner agencies, as necessary, to ensure the compliance and success of the program.

10% Make oral presentations to large and small groups, such as Unit staff, Division Staff and/or Department Staff, Community Based Organizations, other Partner Agencies, and the Workforce Investment Board, for the purpose of providing information related to the progress and status of programs.

10% Prepare written reports and/or letters, such a status reports. These reports are usually narrative in nature, however will also require numerical data organized into spreadsheets and graphs/charts.

Form PDES 3 (Rev. 5-77)

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Senior Clerk Typist/1368	

4. Reason for Preparing Description:

☒ New Position
• Change in Existing Position
• Routine Report of Duties
• Review for Proper Allocation

5. Location of office or place of work:

215 W. 6TH ST, 12TH FLOOR
LOS ANGELES, CA 90014

6.

Name of Department **COMMUNITY DEVELOPMENT**

Division Workforce **Development Division** Section **Welfare to Work**

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title **Sr. Management Analyst II**

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changes, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
50%	Performs duties as Office Manager for Welfare to Work Program. Prepares folders of pertinent information for meetings to be attended by Senior Management Analyst staff, set up and maintains files containing program information and correspondence, orders and maintain office supplies, completes and processes EAR forms, collects time sheets and submits to payroll, updates unit and division tracking logs.
25%	Supervise clerical staff by assigning, tracking, reviewing and approving work tasks. Provide training and employee development activities. Conduct employee performance evaluations
10%	Type correspondence, memos, reports, agendas, meeting minutes, tracking reports, and any other related typing required by professional staff.
10%	Assist with Unit training and meetings such as: scheduling, reserving facility, making arrangements for equipment and materials to be available and sign-in sheets.
5%	Performs inventory coordination activities for equipment assign to staff within unit; coordinates all inventory functions with Division inventory coordinator.

9. How long have the duties been substantially as described above New Position ?

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, Copy Machine, Fax Machine, 10 key Calculator.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 15%

12. Indicate the number of employees supervised by class titles: 1 Clerk Typist

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the statements of the duties and responsibilities are not sufficiently or accurately described by the employee who filled in the questionnaire.

Duties description is accurate

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

All assignments and program progress will be reviewed by the Senior Management Analyst I. Assignments will be given orally and in writing.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

(b) Experience (type and length; list appropriate city classes, if any).

Per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

			Hours per week
x Strength to: x Lift x Push x Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight ___ Heaviest weight___	x Vision, to read fine print/numbers	x Legs, for walking/standing	20
X Climbing stairs, ladders, poles	x Hearing, for telephone/alarms	x Hands and fingers	20
How far____	x Balance, for working heights	___Back, for strenuous labor	_____
___Face severe work conditions	Other/explain_____	Other/explain_____	
Outdoors___on/near water___	_____	_____	
___Other/explain_____	_____	_____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

N/A

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

© Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.

Is position bonded?_____; amount of bond $

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Will interface with community-based organizations, LA County program staff, State and Federal monitors and auditors, Council Committee and Council offices, city clerk's office, ORAS staff, City Attorney, District Attorney and Department Managers

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind and value of records or reports in descriptive terms, and the action employee takes in respect thereto.

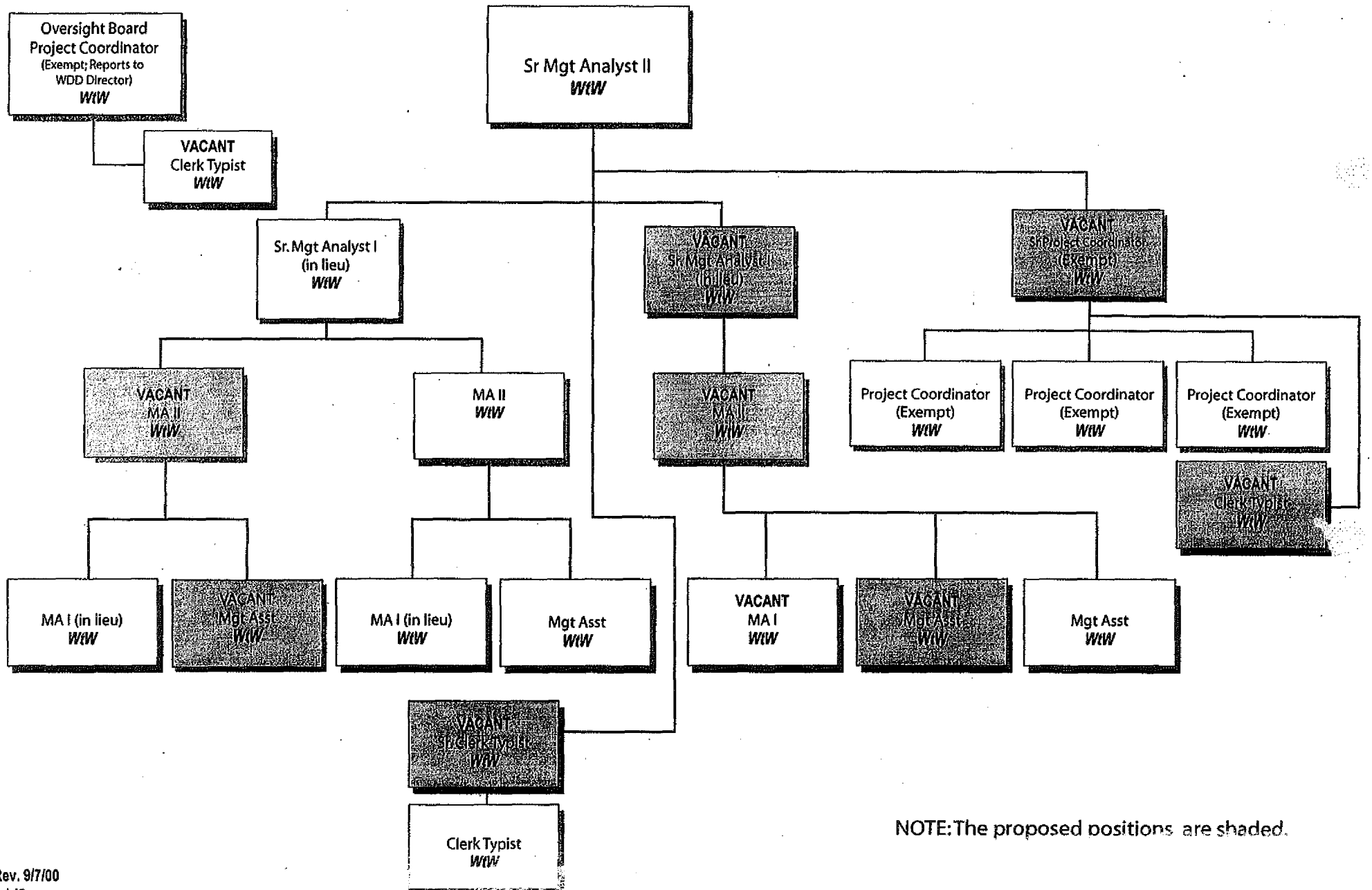
Maintain central files of all correspondence issued by the WtW unit, Proposals submitted by Agencies in response to issued RFP's.

Signature of the immediate supervisor _____ Date

Class Title _____ Extension

Signature of department head _____ Date

WELFARE-TO-WORK
Organizational Chart



NOTE: The proposed positions are shaded.

Rev. 9/7/00
tabl3