

Plan Overview

L. Annual Plan Authorities

Adoption of this Annual Plan will authorize the Community Development Department to execute the following items, subject to the conditions herein:

1. Accept WIA funds, assist the Controller in depositing and transferring WIA funds as appropriate within established WIA trust funds, and expend such funds upon proper demand in accordance with the directions in the Annual Plan.
2. Prepare Controller instructions, and any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions, as per attachment A in the formal transmittal for the Year Seven WIB Annual Plan.
3. Execute Subgrant Agreements between the State of California and the City of Los Angeles and/or the U.S. Department of Labor and the City of Los Angeles for Workforce Investment Act and/or successor legislation funds, subject to review and approval of the City Attorney.
4. Execute any unilateral amendments to Subgrant Agreements between the State of California and the City of Los Angeles and/or the U.S. Department of Labor and the City of Los Angeles for Workforce Investment Act and/or successor legislation funds, subject to review and approval of the City Attorney.
5. Develop and submit proposals and applications to secure additional Workforce Investment Act funds and available non-Workforce Investment Act funds to any public, private, non-profit or governmental entity for workforce investment-related activities, except when submitting proposals or applications as representing the LA City Workforce Investment Board, which proposals are subject to approval of the Workforce Investment Board. If application deadlines for proposals subject to WIB approval as stipulated above do not allow for prior approval, then such proposals shall be submitted to the WIB upon first opportunity for ratification. All applications and their status shall be reported to the WIB on a timely basis, though no less frequently than quarterly. The Workforce Investment Board shall annually adopt priorities for fund and program development, which shall be used by the Department and partners in the Workforce System as guidelines for the collaborative development of proposals to improve system capacity and services.

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6. Accept funds in the event any proposals and/or applications are selected by any public, private, non-profit or governmental entity for funding, subject to WIB approval and review of budget accepted by awarding entity. For any awards in excess of \$250,000, both Mayor/Council and WIB approval shall be required prior to acceptance and expenditure of such funds.
7. Authorizes the Department to issue a Request for Proposal (RFPs) or Request for Qualifications (RFQs) in accordance with the requirements of Charter Section 1022 given the unique nature of the Workforce Investment Act and other non-Workforce Investment Act funds which require special expertise in workforce development activities most economically and/or feasibly performed by independent contractors. Exceptions to this authorization are identified in Section 9, letters a-k below. The release of RFPs and RFQs not subject to Section 9, letters a-k below shall be reported to the WIB on a regular basis.
8. Negotiate and execute agreements and amendments to agreements with public, private, non-profit and/or governmental entities with funds awarded as a result of a Request for Proposal (RFPs) or Request for Qualifications (RFQs) and in accordance with Charter Section 1022, subject to City Attorney approval as to form and legality. WIB approval shall be required to negotiate and execute agreements with any entities awarded funds through an RFP or RFQ related to Section 9, letters a-k below. The execution of contracts and amendments under this Section shall be reported to the WIB on a regular basis.
9. Subject to WIB approval, issue RFPs/RFQs for any workforce investment activities related to letters a through k below, subject to City Attorney approval as to form and legality, and not to exceed the amounts indicated below:
 - a. Services for Limited English Speakers \$20,000
 - b. Marketing Plan Activities, Communications and Publications Services \$440,000
 - c. Healthcare and Other Sector-Based Initiatives \$1,000,000
 - d. Business Services \$440,000
 - e. Labor Market Analysis \$20,000
 - f. Quality Improvement \$80,000
 - g. Evaluation Services \$310,000
 - h. Workforce Investment Board Consulting Services \$80,000
 - i. WIB Innovation Fund \$1,500,000
 - j. Outside Auditors for Special Audits \$50,000
 - k. Service to Persons with Disabilities \$175,000

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10. Negotiate and execute agreements and amendments to agreements with these bidders successful in responding to any RFP or RFQ released by the Department subject to the approval of the City Attorney as to form and legality.
11. Negotiate and execute agreements and amendments to agreements, where appropriate, with entities on a sole source basis, provided that any such action is in accordance with the City's WIA Procurement Policy and City Charter Section 1022, subject to City Attorney approval as to form and legality, and not to exceed the amounts indicated below. WIB approval shall be required to negotiate and execute agreements with entities listed below on a sole source basis if the services are related to Section 9, letters a through k above.
 - a. Los Angeles Chamber of Commerce for Cash for College Initiative \$100,000
 - b. Departments of the City of Los Angeles for salary reimbursements of clients participating in CityJobs Program \$30,000.
 - c. Manuel R. Bagaoisan and Diane Naulls for technical support \$20,000 each; \$40,000 total
 - d. A non-financial agreement for the maintenance of Individual Training Accounts (ITA).
12. Negotiate and execute agreements and amendments to agreements with all organizations identified below in accordance with the City's WIA Procurement Policy and City Charter Section 1022, provided the Department submits evidence to the City Attorney of the continued viability of these procurements:
 - a. All Youth Opportunity System general contractors
 - b. All WorkSource Center contractors
 - c. All Youth Opportunity Movement contractors
 - d. California State University Northridge (The University Corporation) for Performance Evaluation and customer satisfaction
 - e. Chicago Systems, Inc. for Skills Match software
 - f. J. Michael Pearson for EmployAbility website
 - g. Mary Ann Pranke Training and Consulting for continuous quality improvement
 - h. Goodwill Industries, Inc., and Quest Diversity and Training
 - i. Summer Youth/City General Fund providers
 - j. Managed Career Solutions, Inc., dba MCS Rehabilitation HealthCare Career Ladder Training Program

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13. Fund all current and/or new staff positions as approved in the Annual Plan. Any new positions that exceed the number budgeted in the Annual Plan shall be reported to the WIB as contained in the transmittal in tab 7, staffing, as submitted on June 2, 2006 pending Council and Mayor approval.
14. Accept funds and execute any unilateral sub-agreements and amendments between the State of California and the City of Los Angeles and/or the Department of Labor and the City of Los Angeles for WIA. The receipt of such funds shall be reported to the WIB on a regular basis.
15. Subject to WIB approval, negotiate and execute amendments to the WorkSource (One-Stop) System Memorandum of Understanding between the partners of the City of Los Angeles and modifications to the WIA Five Year Local Plan. Any substantial changes to MOUS or to the WIA Five-Year Plan must be brought to the WIB and Mayor/City Council for prior approval.
16. Approve and implement revised policies as directed by the WIB.
17. Transfer monies up to 30% or to the maximum amount allowed by WIA Statute or by other state or federal administrative instructions-of the total 2006-2007 Dislocated Worker allotment to the Adult program. Such transfers shall be reported to the WIB on a regular basis.
18. Prepare a report to the WIB by September 30, 2006, which identified all carry-over funds, including those already identified herein, and prepare recommendations subject to WIB approval regarding proposed use of such funds or proposed reductions should actual carry-over funds falls short of budget projects.
19. Accept funds and execute grant agreements and/or unilateral amendments from the Los Angeles County Department of Probation and the City for the receipt of Schiff-Cardenas grant funds, prepare necessary Controller instructions regarding the deposit and expenditure of such funds; authorize the negotiation and execution of contracts for such services with contractors listed in the Annual Plan, subject to City Attorney approval as to form and legality.
20. Authorize the Controller to establish a new trust fund to accept Schiff-Cardenas grant funds.
21. Authorize payment for the accrual and payment of administrative expenses, which are directly related to the operation and oversight, including costs for regular and as needed staffs that administer the

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Program Year 2006-2007 General Summer Youth Employment Program.

22. Authorize the submission of documented costs as incurred during the operation/oversight of the Program Year 2006-07 General Fund Summer Youth Employment Program.
23. Request that the City Council authorize the findings of the General Manager of CDD, or designee, as approved by the CAO, that all personal services contracts required and executed to fulfill the mandates of federal Workforce Investment Act grant satisfy the requirements of Charter Section 1022.
24. Authorize the General Manager, CDD, or designee, to accept \$625,000 Office of the Disability Employment Project (ODEP) Grant to enter into a contract with Goodwill Industries of Southern California to provide service delivery and any other available grants.
25. Authorize the Controller to establish an interest-bearing fund titled "LAWA Job Training Program Fund" to track receipts and expenditures related to the job training program funded by LAWA and to be administered by CDD.
26. Prepare additional Controller instructions related to administrative accounts subject to availability of funds and approval by the Chief Administrative Officer.
27. Authorize the General Manager, CDD, or designee, to deposit LAWA funds to the newly established LAWA Job Training Program Fund No. XXX