2025 WORKSOURCE CENTER OPERATORS
REQUEST FOR PROPOSALS

APPENDICES

A. EWDD List of Qualified WSC Operators (25 applicants)

Appendix A – List of Qualified AJCC/ WSC Operators (25 Total)

#	Name of Applicant
1	Asian American Drug Abuse Program, Inc.
2	Alliance for Community Empowerment
3	Asian Rehabilitation Service, Inc.
4	Career Team
5	Catholic Charities Archdiocesan Youth Employment Services
6	Central City Neighborhood Partners
7	Chinatown Service Center
8	Coalition for Responsible Community Development
9	El Centro de Amistad
10	El Proyecto del Barrio, Inc.
11	Equus
12	Five Keys
13	Goodwill Industries
14	Grant Associates
15	HACLA
16	JVS SoCal
17	KRA Corporation
18	Los Angeles Mission
19	Los Angeles Urban League
20	Managed Career Solutions
21	Pacific Asian Consortium in Employment
22	PARS
23	Rightway Foundation
24	UAW - LETC
25	Watts Labor Community Action Committee

2025 WORKSOURCE CENTER OPERATORS
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APPENDICES

B. EWDD's Policy on Conflict of Interest

EWDD Conflict of Interest Policy

EFFECTIVE DATE: July 1, 2025

POLICY STATEMENT
The City's Agreement(s) and Directives prohibit Contractors from allowing employees who work in a decision-making capacity from engaging in any activity, including participation in the selection, award, or administration of a sub-grant or contract where there is a conflict of interest, either real or perceived. Additionally, no employees shall be allowed to be members of its Board of Directors if the employee receives any financial benefit from the City Agreement. This policy applies to all funded programs of the Economic and Workforce Development Department (EWDD).

BACKGROUND
EWDD is funded by several grant sources, each with different regulations related to prohibiting conflicts of interest. The City is required to apply conflict of interest laws cumulatively, meaning the strictest law is what controls a given situation.

All Contractors are required to ensure that none of its directors, officers, employees, or agents shall participate in selecting, or administering any sub-contract supported (in whole or in part) by City funds (regardless of source) where such person is a director, officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or where such person knows or should have known that:

1. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract; or
2. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or
3. The participation of such a person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.
4. Definitions:
    a. The term "immediate family" includes but is not limited to domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
    b. The term "financial or other interest" includes but is not limited to:
        i. Any direct or indirect financial interest in the specific contract, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.
        ii. Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.
        iii. A subcontract is any agreement entered into by Contractor for the purchase of goods or services with any funds provided by this Agreement.
5. Minutes of Board Meetings must reflect disclosure of transactions where Board Members may have had a direct or indirect interest/benefit in the action.

6. No director, officer, employee (or agent) of the Contractor may be on the Board of Directors if they receive any financial benefit provided by any City Agreement.
7. The Contractor further covenants that no officer, director, employee, or agent shall solicit or accept gratuities, favors, anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub agreement, (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).
8. The Contractor shall not subcontract with a former director, officer, or employee within a one-year period following the termination of the relationship between said person and the Contractor.

POLICY AND PROCEDURES

All new contractors will be provided a copy of the City's current Code of Conduct/Policy on Conflict of Interest and required to adopt or provide documentation of compliance with requirements of the City's Code of Conduct via Board Resolution. City staff will provide all new contractors with standardized Board Resolution forms that need to be completed by the Contractor as part of conditions precedent to execution of a contract. Upon discussion and adoption of the City's Code of Conduct/Policy on Conflict of Interest by the Board of Directors, the Contractor shall complete the required forms and return them to their assigned program monitor for further review.

The City will not execute any Agreements and/or Amendments with Contractors where an employee (an individual who is paid or receives any financial benefit from funds from the Agreement with the City), is a member of the Board of Directors. The Board minutes must reflect this requirement.

All Contractors/Sub-Contractors are required to notify the City immediately upon discovery that a potential conflict of interest situation exists or may come into existence due to upcoming contractual/business dealings <u>prior</u> to each year's execution of a new City Agreement or Amendment.

If an existing or pending conflict of interest situation(s) is not brought to the attention of the City prior to execution of the Agreement or Amendment, and subsequent audit or monitoring visits determine that a conflict of interest does exist, the City will **NOT** approve a Contractor/Sub-Contractor's request for waiver/exception of the conflict of interest. Further, the City will question and may disallow any and all costs associated with the conflict of interest. All exceptions/waivers to conflicts of interest that have been previously granted must be reviewed before execution of a new City funded Agreement or Amendment.

REFERENCES

- EWDD WDS Directive No. 17-08 Policy on Conflict of Interest or subsequent Directives that are issued to supersede WDS Directive No. 17-08,
- §x STANDARD PROVISIONS, subsection "x". The section and/or subsection number may vary dependent on program; Refer to "Conflict of Interest" in table of contents within EWDD Contract.
- Political Reform Act – Gov. Code Section 87100 et seq Conflict of Interest

CITY OF LOS ANGELES

CALIFORNIA

JAN PERRY
GENERAL MANAGER

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: January 10, 2017

TO: All Economic and Workforce Development Department Contractors

FROM: Jan Perry (MOC)
General Manager

SUBJECT: **WDS DIRECTIVE NO. 17-08**
POLICY ON CONFLICT OF INTEREST

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this Directive is to re-issue the Economic and Workforce Development Department's policy on Conflict of Interest previously issued on October 15, 2013 as WDS DIRECTIVE NO. 14-05.

WDS Directive 17-08 supersedes WDS Directive No. 14-05.

BACKGROUND

The Economic and Workforce Development Department (EWDD) is funded by several grant sources, each with different regulations related to prohibiting conflicts of interest. The City of Los Angeles (City) is required to apply conflict of interest laws cumulatively, meaning the strictest law is what controls a given situation. In an effort to assist EWDD contractors and their various staffing situations, EWDD will review each reported case of conflict of interest on an individual basis, to the extent allowed by the specific grant regulations for the benefit of the grant and its beneficiaries. If approval of an exception/waiver is recommended by EWDD and approved by the City, it must then be approved by the funding source. The request to review conflict of interest situations must be made prior to the execution of your Agreement or Amendment.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities

DIRECTIVE

Please note that the City's Agreement and this Directive prohibits Contractors from allowing employees to be members of its Board of Directors if the employee receives any financial benefit from the City Agreement.

All Contractors/Sub-Contractors are required to notify the City immediately upon discovery that a potential conflict of interest situation exists or may come into existence due to upcoming contractual/business dealings prior to each year's execution of a new City Agreement or Amendment.

If an existing or pending conflict of interest situation(s) is not brought to the attention of the City prior to execution of the agreement/contract or amendment, and subsequent audit or monitoring visits determine that a conflict of interest does exist, the City will **NOT** approve a Contractor/Sub-Contractor's request for waiver/exception of the conflict of interest. Further, the City will question and may disallow any and all costs associated with that conflict of interest.

All exceptions/waivers to conflicts of interest that have been previously granted must be reviewed before execution of a new City-funded Agreement or Amendment.

No City-funded Employees as Board Members

The City will not execute any agreements/contracts and/or amendments with Contractors where an employee (an individual who is paid or receives any financial benefit from funds from the agreement/contract with the City), is a member of the Board of Directors. The Board minutes must reflect this requirement.

Code of Conduct

The City requires that all Contractors/Sub-Contractors adopt a Code of Conduct which at minimum reflects the constraints discussed in this Directive. No agreements/contracts and/or amendments will be executed without City approval of this Code of Conduct.

Further, the City requires compliance for all City-funded contractors with the conflict of interest requirements listed below.

Conflict of Interest

A. Prior to obtaining the City's approval of any subcontract, the Contractor shall disclose to the City any relationship, financial or otherwise, direct or indirect, of the Contractor or any of its officers, directors or employees or their immediate family with the proposed Sub-Contractor and its officers, directors or employees.

B. The Contractor covenants that none of its directors, officers, employees, or agents shall participate in selecting, or administrating any sub-contract supported (in whole or in part) by City funds (regardless of source) where such person is a director, officer, employee or agent of the Sub-Contractor; or where the selection of Sub-Contractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or where such person knows or should have known that:

1. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract; or
2. The Sub-Contractor is someone with whom such person has or is negotiating any prospective employment; or
3. The participation of such person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.

C. Definitions:

1. The term "immediate family" includes but is not limited to domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in- law, sister-in-law, son-in-law, daughter-in-law.

2. The term "financial or other interest" includes but is not limited to:

   a. Any direct or indirect financial interest in the specific contract, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.

   b. Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.

3. A subcontract is any agreement entered into by Contractor for the purchase of goods or services with any funds provided by this Agreement.

D. Minutes of Board Meetings must reflect disclosure of transactions where Board Members may have had a direct or indirect interest/benefit in the action.

E. No director, officer, employee (or agent) of the Contractor may be on the Board of Directors if they receive any financial benefit provided by any City Agreement.

F. The Contractor further covenants that no officer, director, employee, or agent shall solicit or accept gratuities, favors, anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub agreement, (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).

G. The Contractor shall not subcontract with a former director, officer, or employee within an one-year period following the termination of the relationship between said person and the Contractor.

H. For further clarification of the meaning of any of the terms used herein, the parties agree that references shall be made to the guidelines, rules, and laws of the City of Los Angeles, State of California, and Federal regulations regarding conflict of interest.

I. The Contractor warrants that it has not paid or given and will not pay or give to any third person, any money or other consideration for obtaining this Agreement.

J. The Contractor covenants that no member, officer or employee of Contractor shall have interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work to be performed in connection with this project during his/her tenure as such employee, member or officer or for one year thereafter.

K. The Contractor shall incorporate the foregoing subsections of this Section into every agreement that it enters into in connection with this project and shall substitute the term "subcontractor" for the term "Contractor" and "Sub-Subcontractor" for "Sub-Contractor".

CONTACT

Please contact your assigned Analyst to discuss the different options for eliminating existing conflict of interest situations. If you require technical assistance regarding this Directive, please contact Christopher Rajapakse, Community Program Director at (213)744-7175, TTY (213) 744-9395.

JP:RS:GR:CR

2025 WORKSOURCE CENTER OPERATORS
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APPENDICES

C. EWDD's Policy on Subcontract and Procurement Procedures

Appendix C

EWDD Subcontractor Monitoring Policies and Procedures

EFFECTIVE DATE: July 1, 2025

POLICY STATEMENT
This policy establishes guidelines and procedures for the performance of subcontractor monitoring and resolution of any subsequent findings and concerns or observations by all Economic and Workforce Development Department (EWDD) subrecipients.

DEFINITIONS
Concern or Observation – statement or comment on a matter which the monitor believes may possibly result in a finding if not addressed. Generally, a concern or observation does not require a corrective action plan.

Corrective Action Plan (CAP) - A list of specific steps that subcontractors must take within a stated period of time in order to achieve compliance.

Finding – A violation of a specific compliance requirement contained in laws, regulations, federal, state and City policies and directives, Uniform Guidance, and grant terms and conditions that requires specific corrective action plan. Findings may result in questioned costs, and/or disallowed costs.

Monitoring – The monitoring review is an oversight activity that may lead to opportunities for technical assistance and/or corrective action. A monitoring review is a process used to measure progress, identify areas of compliance, offer opportunities for technical assistance to help resolve non-compliance issues, and ensure that federal funds are used responsibly.

Oversight – Performed by subrecipients in various ways such as on-site monitoring, risk assessment, desk reviews, and analysis of performance and financial reports.

Subrecipient – A non-federal entity that expends federal awards received from the City as pass-through entity to carry out a federal program but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. 2 CFR Section 200.93). Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:
(1) Determines who is eligible to receive what Federal assistance;
(2) Has its performance measured in relation to whether objectives of a Federal program were met;
(3) Has responsibility for programmatic decision making;
(4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
(5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

Subcontractor – in this policy and procedures, is an entity that receives funding from a subrecipient to carry out a part of federal or City program and is subject to federal, state and City compliance requirements. The subrecipient's other contracts/vendor agreements are not covered in this policy and procedures.

Appendix C

POLICY AND PROCEDURES

The Economic and Workforce Development Department (EWDD) awards federal, state, and local grants to for-profit and nonprofit subrecipients. It is the policy of the department to require its subrecipients to conduct annual on-site fiscal and programmatic reviews of their subcontractors to assure compliance with federal, state, local, and City grant regulations. Desk and on-site monitoring reviews provide the subrecipients with sufficient fiscal oversight of their subcontractors, ensuring that public funds are safeguarded and utilized for goods and services necessary for program operations.

Subcontractor monitoring must include the following procedures:

- Evaluation of the subcontractors' internal control systems,
- Verification of expenditures against supporting documents,
- Review of the necessity and reasonableness of billed expenses,
- Verification of recording in the books of accounts,
- Verification of compliance with the subcontractor agreement, and
- Performance of additional procedures as appropriate.

Subcontractor monitoring may be conducted using one or a combination of on-site visit or desk review. Subrecipients' approach will depend on whether or not the subcontractor is at the same time a subrecipient of EWDD or receives direct funding from EWDD. EWDD shall provide a list of subrecipients annually.

- **On-site Visit** – Use this approach if the subcontractor does not receive direct funding from EWDD.
    - Visit subcontractor on-site and perform the above monitoring procedures.
- **Desk Review** – Use this approach if the subcontractor receives direct funding from EWDD.
    - Require subcontractor to submit general ledgers,
    - Verify reported expenditures against the subcontractor's general ledgers,
    - Review supporting documentation for selected samples,
    - Review and ensure adherence to the approved budget, expenditure cost limitations, cost classifications, and other reporting requirements, and
    - Obtain, a copy of the latest fiscal review report and single audit report from EWDD and note relevant findings and concerns.

Subrecipients must maintain documentation of subcontractor monitoring, be it on-site or desk review. At a minimum, the subrecipient must have on file for EWDD verification, a written report or memorandum communicating to the subcontractor the results of the review including the findings and basis, if any, and their resolution. Subrecipients may take appropriate action, such as withholding of funds, if a subcontractor fails to comply with these sub monitoring requirements and/or be nonresponsive in providing the necessary documents for review. In such cases, the subrecipient should immediately notify EWDD in writing stating the reasons for withholding funds, and if applicable, return funds to EWDD.

A complete monitoring log must be maintained for all monitored entities. The log must contain the following details:

- Date of Review – The specific date review was conducted.
- Type of Review – The type of review being performed (e.g., fiscal, programmatic).
- Period Reviewed – The period covered by the review.
- Monitor – The name of the person or team conducting the review.
- Report Information – Include the following details in the monitoring log:

Appendix C

- Draft/Final Report Date – The date when the draft/final report was issued. o Findings – Any issues or discrepancies identified during the review. o Corrective Actions – The actions required to address the findings.
    - Initial Determination – The preliminary conclusions based on the review.
    - Final Determinations – The final conclusions of the report to include corrective actions needed to resolve deficiencies.
    - Recovery of Disallowed Costs – Any amounts that must be recovered due to the disallowed costs identified during the review.
- Documentation – The location of working papers, and dates and number of attempts made to contact subrecipient for responses to draft and/or final report.

Subrecipients may request technical assistance or guidance from EWDD fiscal and program monitors regarding on-site program and fiscal monitoring and desk review procedures, federal, state, local, and City grant regulations.

In cases of extraordinary circumstances, such as natural disasters or public health emergencies, subrecipients may implement alternative monitoring methods, such as virtual reviews or extended timelines. These alternative approaches must be documented and justified in writing, aligning with risk-based monitoring principles outlined in Uniform Guidance Section 200.332(b). Subrecipients are encouraged to prioritize higher risk subcontractors for more frequent or detailed reviews.

REFERENCES

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR 200 Sub Part D - Post Federal Awards Requirements- Performance and Financial Monitoring and Reporting (200.327, 200.328)
- 2 CFR 200 Sub Part D - Post Federal Awards Requirements- Subrecipient Monitoring and Management; (200.330, 200.331)
- 2 CFR 300 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Health and Human Services;
- 2 CFR 2800 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Justice;
- 2 CFR 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Department of Labor;
- 20 CFR 683.400 (C) (1), (D) - What are the Federal and State monitoring and oversight responsibilities.
- 20 CFR 683.410 (a) (1) through (4) – What are the roles and responsibilities of recipients and subrecipients.
- Employment Development Department Directive WSD 18-06, Subrecipient and Contractor Determination.
- Employment Development Department Draft Directive WSSD 210, Standards for Oversight and Instruction for Substate Monitoring.
- Employment Development Department Directive WSD24-11, Oversight and Monitoring Standards for Substate Entities (January 24, 2025)

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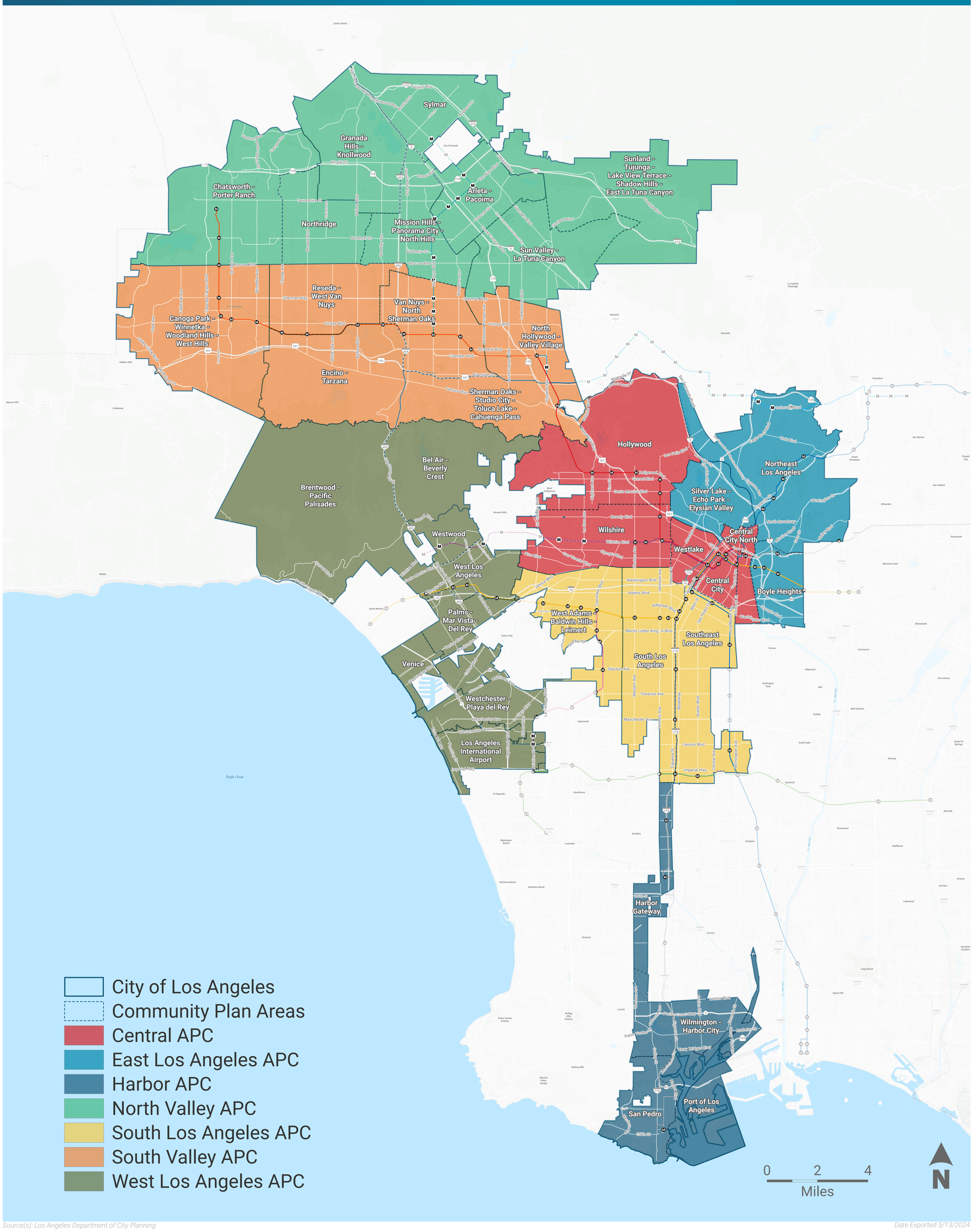
D. Map of Area Planning Commissions

Area Planning Commission (APC) Areas

Citywide

LOS ANGELES CITY PLANNING



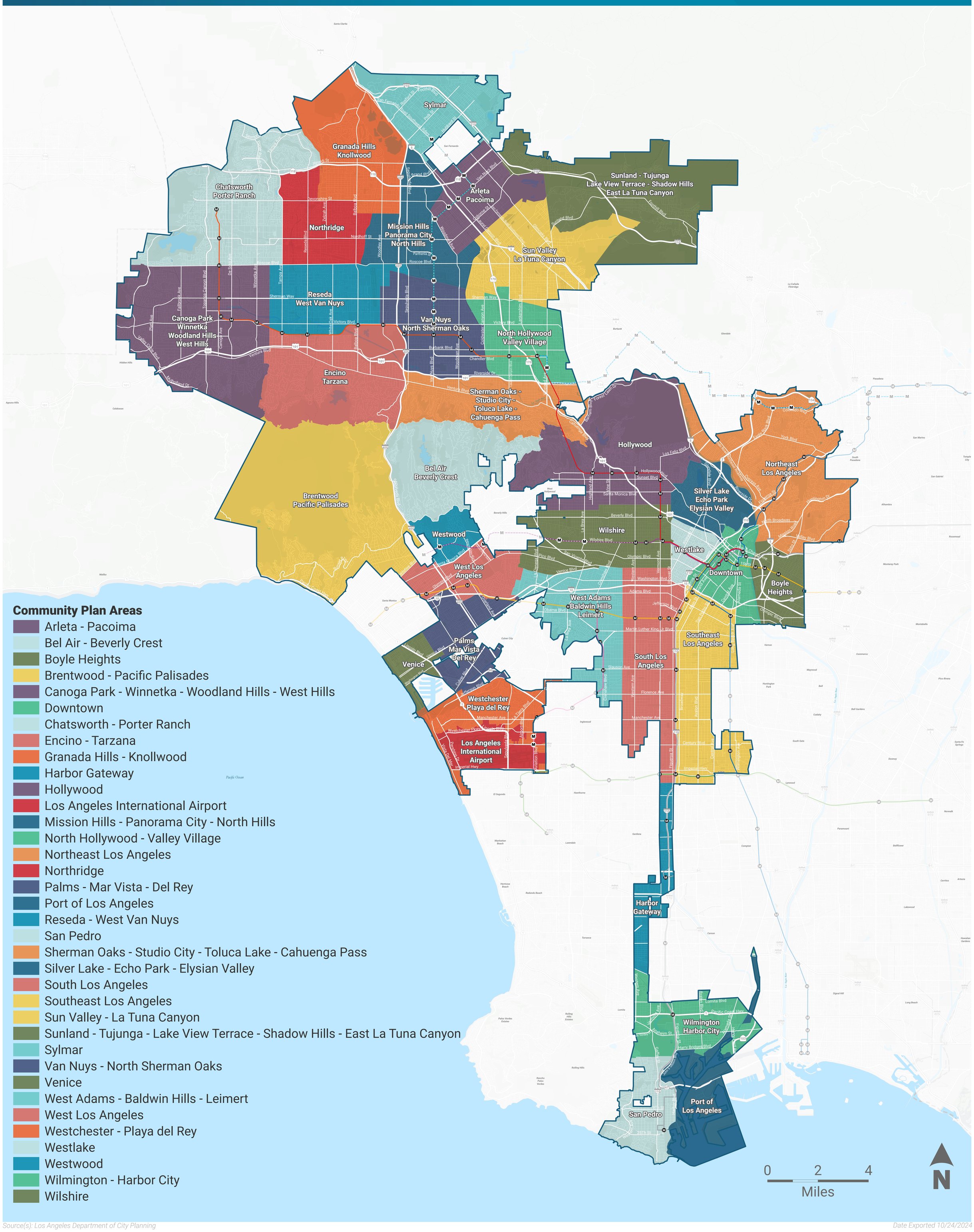
Source(s): Los Angeles Department of City Planning

Date Exported 5/13/2024

Community Plan Areas

Citywide

LOS ANGELES CITY PLANNING



Community Plan Areas

- Arleta - Pacoima
- Bel Air - Beverly Crest
- Boyle Heights
- Brentwood - Pacific Palisades
- Canoga Park - Winnetka - Woodland Hills - West Hills
- Downtown
- Chatsworth - Porter Ranch
- Encino - Tarzana
- Granada Hills - Knollwood
- Harbor Gateway
- Hollywood
- Los Angeles International Airport
- Mission Hills - Panorama City - North Hills
- North Hollywood - Valley Village
- Northeast Los Angeles
- Northridge
- Palms - Mar Vista - Del Rey
- Port of Los Angeles
- Reseda - West Van Nuys
- San Pedro
- Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass
- Silver Lake - Echo Park - Elysian Valley
- South Los Angeles
- Southeast Los Angeles
- Sun Valley - La Tuna Canyon
- Sunland - Tujunga - Lake View Terrace - Shadow Hills - East La Tuna Canyon
- Sylmar
- Van Nuys - North Sherman Oaks
- Venice
- West Adams - Baldwin Hills - Leimert
- West Los Angeles
- Westchester - Playa del Rey
- Westlake
- Westwood
- Wilmington - Harbor City
- Wilshire

Source(s): Los Angeles Department of City Planning

Date Exported 10/24/2024

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E. Overall Ranking of Regional Areas/ Community Planning Areas

Community Planning Area (CPA)	Regional Area/ Area Planning Commission (APC)	Unemployment Rate	Ranking 1	Percent at or below the Poverty Line	Ranking 2	Share with a HS Diploma (or equiv.) and under (lower skill)	Ranking 3	Average Score	Overall Ranking
East LA APC									
Boyle Heights	East LA APC	8.50%	7	22.80%	7	70.20%	2	5.33	2
Northeast Los Angeles	East LA APC	8.00%	14	14.30%	17	26.70%	24	18.33	17
Silver Lake – Echo Park – Elysian Valley	East LA APC	8.20%	12	12.40%	23	28.30%	21	18.67	18
Central LA APC									
Central City	Central LA APC	9.20%	4	31.80%	1	27.60%	22	9	6
Central City North	Central LA APC	9.60%	3	23.20%	6	49.50%	11	6.67	4
Hollywood	Central LA APC	8.40%	9	15.70%	15	6.50%	34	19.33	21
Westlake	Central LA APC	7.10%	20	30.60%	2	58.60%	8	10	7
Wilshire	Central LA APC	6.80%	22	16.70%	13	34.30%	18	17.67	16
Harbor APC									
Harbor Gateway	Harbor APC	8.40%	8	15.40%	16	70.20%	3	9	5
San Pedro	Harbor APC	6.10%	30	13.40%	18	40.00%	16	21.33	25
Wilmington – Harbor City	Harbor APC	7.80%	16	18.00%	9	60.70%	7	10.67	9
South LA APC									
South Los Angeles	South LA APC	8.80%	5	24.70%	5	61.20%	6	5.33	3
Southeast Los Angeles	South LA APC	10.00%	1	27.90%	3	74.50%	1	1.67	1
West Adams – Baldwin Hills – Leimert	South LA APC	8.40%	10	18.20%	8	42.60%	13	10.33	8
North Valley APC									
Arleta – Pacoima	North Valley APC	6.60%	23	15.80%	14	69.90%	4	13.67	12
Chatsworth – Porter Ranch	North Valley APC	6.60%	24	8.10%	29	26.70%	25	26	28
Granada Hills – Knollwood	North Valley APC	6.80%	21	7.80%	31	13.80%	27	26.33	29
Mission Hills – Panorama City – North Hills	North Valley APC	8.10%	13	17.70%	10	27.60%	23	15.33	14
Northridge	North Valley APC	6.30%	29	13.00%	21	30.50%	20	23.33	27
Sun Valley – La Tuna Canyon	North Valley APC	6.40%	27	11.80%	24	54.50%	10	20.33	24
Sunland – Tujunga – Lake View Terrace – Shadow Hills – East La Tuna Canyon	North Valley APC	8.00%	15	10.00%	25	38.80%	17	19	19
Sylmar	North Valley APC	5.80%	32	13.40%	19	55.40%	9	20	23
South Valley APC									
Canoga Park – Winnetka – Woodland Hills – West Hills	South Valley APC	7.70%	17	12.60%	22	31.50%	19	19.33	20
Encino – Tarzana	South Valley APC	7.60%	18	8.00%	30	69.90%	5	17.67	15
North Hollywood – Valley Village	South Valley APC	8.30%	11	16.70%	12	49.50%	12	11.67	10
Reseda – West Van Nuys	South Valley APC	6.60%	25	13.10%	20	42.10%	14	19.67	22
Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass	South Valley APC	8.60%	6	6.90%	32	11.30%	32	23.33	26
Van Nuys – Sherman Oaks	South Valley APC	7.50%	19	17.70%	11	40.00%	15	15	13
West LA APC									
Bel Air – Beverely Crest	West LA APC	5.20%	33	6.10%	33	13.80%	28	31.33	33
Brentwood – Pacific Palisades	West LA APC	4.10%	35	5.50%	35	6.50%	35	35	35
Palms – Mar Vista – Del Rey	West LA APC	4.80%	34	9.80%	26	18.60%	26	28.67	31
Venice	West LA APC	6.60%	26	9.60%	27	12.70%	29	27.33	30
West Los Angeles	West LA APC	5.90%	31	9.20%	28	12.40%	30	29.67	32
Westchester – Playa del Rey	West LA APC	6.40%	28	5.90%	34	8.40%	33	31.67	34
Westwood	West LA APC	9.80%	2	26.50%	4	12.20%	31	12.33	11

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F. YouthSource Program Description/Locations

City of Los Angeles

YouthSource Centers

EWDD's network of 14 YouthSource Centers provide young Angelenos ages 14 to 24 the support and resources they need to succeed in school and life. The centers help young Angelenos who are not in school and not working find the classes they need to graduate, get on the path to receive a high school diploma and pursue higher education to help them become lifelong earners.

YOUNG ANGELENOS! DO YOU WANT A JOB? OR TO GO BACK TO SCHOOL?

THE CITY OF LA'S YOUTHSOURCE SYSTEM

- Are you looking for your first job?
- Do you need help getting back into
- school?
- Are you interested in exploring your career options?

IF SO... the City's YouthSource Centers can help you get the education and training you need to achieve success!!!

DO YOU QUALIFY?

To get started, you must meet the following requirements:

- You must be 14 to 24 years of age.
- You must be a City of Los Angeles resident.
- You must be income–eligible.
- Additional requirements may apply.

To find your nearest YouthSource Center, visit: bit.ly/YouthSource14

TEL : 1-800-FOR-A-JOB (1-800-367-2562)
TTY: 711

youth source

YOUR COMMITMENT TO US:

We ask that you actively participate in our program for one year. Our trained and experienced representatives will help you get on the path to education and employment.

OUR PROGRAM SERVICES ARE FREE!

We can help you in the following areas and more:

- Paid internships/Work experience (hirelayouth.com)
- Job Readiness
- Academic Assessment and Educational Guidance
- Career Exploration and Guidance
- Occupational Skills Training
- Tutoring/Computer Training
- College Preparation/Leadership Counseling/Mentoring
- Alternative High School Services

City of Los Angeles

YouthSource Centers by Region

Find your nearest YouthSource Center!

SOUTH REGION

South Los Angeles AJCC & YouthSource Center
1600 W. Imperial Highway, SoCTE, Room 115
Los Angeles, CA 90047
TEL: (323) 241-5016/ TTY: 711

Brotherhood Crusade
4401 Crenshaw Boulevard
Los Angeles, CA 90043
TEL: (323) 903-6926 / TTY: 711

Coalition for Responsible Community Development (CRCD)
1006 East 28th Street
Los Angeles, CA 90011
TEL: (213) 743-6193 / TTY: 711

Watts Labor Community Action Committee (WLCAC)
958 East 108th Street
Los Angeles, CA 90059
TEL: (323) 923-1434 / TTY: 711

Southeast Los Angeles YouthSource Center, Watts
1773 East Century Boulevard
Los Angeles, CA 90002
TEL: (323) 971-7640 / TTY: 711

SOUTH VALLEY REGION

Goodwill Industries of Southern California
14565 Lanark Street
Panorama City, CA 91402
TEL: (818) 782-2520 / TTY: 711

WEST REGION

UCLA
3415 S. Sepulveda Boulevard, Suite #370
Los Angeles, CA 90034
TEL: (310) 572-7680 / TTY: 711

NORTH VALLEY REGION

El Proyecto Del Barrio
9024 Laurel Canyon Boulevard,
Sun Valley, CA 91352
TEL: (818) 771-0184 / TTY: 711

El Proyecto Del Barrio
11844 Glenoaks Boulevard,
San Fernando, CA 91340
TEL: (747) 877-3030 / TTY: 711

CENTRAL REGION

Para Los Niños (PLN) Central
234 South Loma Drive
Los Angeles, CA 90026
TEL: (213) 413-1466 / TTY: 711

UCLA
501 South Bixel Street,
Los Angeles, CA 90017
TEL: (424) 240-8599 / TTY: 711

EAST REGION

Para Los Niños (PLN) East
3845 Selig Place, Suite 150
Los Angeles, CA 90031
TEL: (323) 275-9309 / TTY: 711

Boyle Heights Technology YouthSource Center (BHTYC)
1600 East 4th Street
Los Angeles, CA 90033
TEL: (323) 526-5800 / TTY: 711

HARBOR REGION

Managed Career Solutions, Inc.(MCS)
(LA Harbor College, Child Development Center/CalWORKS building)
1111 Figueroa Place
Wilmington, CA 90744
TEL: (310) 221-0616 / TTY: 711

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request.
If TTY is needed to contact us, please use 711 for Telecommunication Relay Services (TRS).
Last Updated 4-15-2025

2025 WORKSOURCE CENTER OPERATORS
REQUEST FOR PROPOSALS

APPENDICES

G. BusinessSource Program Description/Locations

City of Los Angeles BusinessSource Centers

ABOUT THE PROGRAM

Strong small businesses are the foundation of our communities. BusinessSource Centers (BSC) is a program of the City of Los Angeles Economic & Workforce Development Department (EWDD) offering free services and resources to support local small businesses and microenterprises. In partnership with community-based organizations, EWDD operates 10 BSC service locations around the City of L.A.

WHAT WE OFFER

Each BSC offers a wide range of direct services, technical assistance, and resources to help emerging entrepreneurs as well as established local businesses reach the next stage of growth.

- Connect with a small business specialist to help you navigate your questions & needs.
- Get help navigating permits & license requirements necessary to legally operate your business.
- Receive free business counseling services as well as educational workshops & seminars.
- Work with an expert to develop business plans & strategies to improve your business.
- Access to capital for small businesses seeking to grow & learn about special loan + grant programs.
- Get access to marketing & technical assistance resources to take your business to the next level.

Find your nearest BusinessSource Center:
bit.ly/BusinessSource10

Business source
City of Los Angeles

City of Los Angeles

BusinessSource Centers by Region

Get free small business support at your nearest BusinessSource Center!

South Valley Region
5805 Sepulveda Blvd., Suite 801
Van Nuys, CA 91411
Email: southvalleybsc@iconcdc.org
Website: www.iconcdc.org
(818) 616-4118
English, Español

North Valley Region
13168 Van Nuys Blvd.,
Pacoima, CA 91331
Email: northvalleybsc@iconcdc.org
Website: www.iconcdc.org
(818) 302-6114
English, Español

West Valley Region
18645 Sherman Way #114,
Reseda, CA 91335
Email: westvalleybsc@mcslosangeles.com
Website: westvalleybusinesssource.com
(747) 265-6201
English, Español, русский,

South Los Angeles Region
1130 W Slauson Ave, Los Angeles, CA 90044
Email: southlabsc@vsedc.org
Website:
www.vsedc.org
(323) 789-4515
English, Español

Southeast Los Angeles Region
2415 S. Central Avenue,
Los Angeles, CA 90011
Email: SoutheastLABSC@coalitionrcd.org
Website:
www.coalitionrcd.org/SELABusinessSourceCenter
(323) 450-7226
English, Español

Watts Region
10200 Success Ave.
Los Angeles, CA 90002
Email: wattsbsc@vsedc.org
Website: www.vsedc.org
(323) 789-4515
English, Español, Cambodian and Tagalog

East Los Angeles Region
1780 E. First St.
Los Angeles, CA, 90033
Email: ELABSC@neworg.us
Website: neweconomicsforwomen.org
(323) 568-1520
English, Español

Pico-Union/Westlake Region
1055 Wilshire Blvd. Suite 900-B,
Los Angeles, CA 90017
Email: PicoUnionLABSC@pacela.org
Website: www.pacelabdc.org
(213) 353-9400
English, Español, 한국어, 普通话, 廣東話, Française, Lingala, Tagalog, Thai, Armenian, Farsi, Hindi, Kanada, Gujrati, Marathi & Punjabi

Hollywood Region
1370 N St Andrews Pl, Suite 215,
Los Angeles, CA 90028
Email: hollywoodlabsc@pacela.org
Website: www.pacelabdc.org
(213) 989-3158
English, Español, 한국인, Tagalog, فارسی , ไทย, 普通话/翻譯, Armenian and Farsi

Harbor Region
390 W 7th Street,
San Pedro, CA 90731
Email: harborbsc@mcslosangeles.com
Website: harborbusinesssource.com
(310) 221-0644
English, Español

Auxiliary aids & services are available upon request.
Last Updated 4-15-25

Business source
City of Los Angeles

2025 WORKSOURCE CENTER OPERATORS
REQUEST FOR PROPOSALS

APPENDICES

H. FamilySource Program Description/Locations

Community Investment for Families

FAMILYSOURCE CENTERS

FamilySource Centers (FSCs) offer a comprehensive range of interconnected essential services, financial capability programs, and educational services designed to empower low-income families.

FAMILYSOURCE CENTER LOCATIONS

- **Boyle Heights**
  El Centro de Ayuda
  (323) 526-9301
- **Canoga Park**
  New Economics for Women
  (818) 887-3872
- **Echo Park/Cypress Park**
  El Centro del Pueblo
  (213) 483-6335
- **Hollywood**
  P.F. Bresee Foundation
  (213) 387-2822
- **Koreatown**
  Central City Neighborhood Partners
  (213) 518-5284
- **North Hollywood**
  Latino Resource Organization
  (424)293.8297
- **Northeast Los Angeles**
  Barrio Action Youth & Family Center
  (323) 221-0779
- **Pacoima**
  El Nido Family Centers
  (818) 896-7776
- **Panorama City**
  El Centro de Amistad
  (818) 441-7127
- **South LA**
  El Nido Family Center
  (323) 998-0093
- **South LA**
  The Children's Collective, Inc.
  (323) 789-4717
- **Southeast LA**
  All People's Community Center
  (213) 747-6357
- **Southeast LA**
  Watts Labor Community Action Committee
  (323) 923-1479
- **Van Nuys**
  New Economics for Women
  (818) 786-4098
- **Watts**
  Watts Labor Community Action Committee
  (323) 357-6262
- **West Adams/Leimert Park**
  (323) 991-5850
- **Westlake/Pico-Union**
  Central City Neighborhood Partners
  (213) 482-8618
- **Wilmington/San Pedro**
  Toberman Neighborhood Center
  (310) 832-1145 ext. 106
- **Wilshire**
  Koreatown Youth & Community Center
  (213) 365-7400

SERVICES

Essential Services

- Case Management
- Housing Stability Services
- Multi-Benefit Screening
- Food Distribution
- Parent Workshops
- Child Watch
- Employment Support
- Immigration Workshops

Financial Capability

- Financial Coaching
- Financial Education
- Budgeting
- Debt Reduction
- Credit Counseling
- Savings
- EITC/CalEITC Outreach
- Tax Preparation Services

Youth Educational Services

- Academic Mentoring
- SAT/ACT Prep
- College Planning
- College Tours
- Financial Aid/Scholarships
- Financial Empowerment
- Tutoring/Homework Assistance
- Summer Learning Programs

Stay connected at **www.LA4Families.org.**

Follow **@CIFDLA** on social media!