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| Subrecipient:  |  |

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|  | **Completion Status** | **Guidelines** |
| **Form 1*** RFCR Document Checklist
 | Completed: [ ]  |  |
| * YouthSource Center General Information
 | Completed: [ ]  |  |
| * Funding Sources / Anticipated Funding Awards for PY 2019-20
 | Completed: [ ]  | Please provide a full statement of your Center’s final funding allocation for prior PY 18-19 and all anticipated funds for the new PY19-20. The information reflected on these forms will be considered for administrative purposes, including any reallocation of funds that may occur during new PY19-20, in accordance with WDB approved policy. |
| Limited English Proficiency (LEP) Assessment Survey  | Completed: [ ]  | NOT REQUIRED AT THIS TIME |
| **Form 2**Budget Forms1. Schedule of Personnel Costs
2. Budget Detail
3. Spending Plan
4. Budget Summary
5. Budget Narrative Form
 | Completed: [ ]  |  |
| Budget Support Documentation | Completed: [ ]  | NOT REQUIRED AT THIS TIME |
| **Corporate Documents** |
| No Change: [ ] ORRevised and attached:[ ] City Business License Number[ ] IRS Taxpayer Identification Number[ ] Articles of Incorporation[ ] Corporate Bylaws | If there have been any changes to your City Business License Number, IRS Taxpayer Identification Number, Articles of Incorporation, or Corporate Bylaws submit the revised documents with this package. |
| **Form 3**Certification of Authorities | Attached: [ ]   |  |
| **Form 4**Board Resolution and Certification | Attached: [ ]  |  |
| **Form 5**Resolution Identifying Members of Board of Directors | Attached: [ ]  |  |
| **Form 6**Bidder Certification- Certificate of Compliance (CEC Form 50) | Attached: [ ]  | The CEC Form 50 can be downloaded at<https://bca.lacity.org/uploads/contracting/CEC%20Form%2050.pdf> |
| **Form 7**WIOA Equipment Inventory | Attached: [ ]  |  |
| **Ordinances & Forms** |
| **Ordinance & Forms**Contractor Responsibility Ordinance (CRO) Service Questionnaire  | Attached: [ ]  | The CRO Service Questionnaire can be downloaded at<https://bca.lacity.org/uploads/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf> |
| CRO Pledge of Compliance | Attached: [ ]  | The CRO Pledge can be downloaded at<https://bca.lacity.org/uploads/cro/CRO%20Pledge%20of%20Compliance.PDF> |
| Living Wage OrdinanceStatus: 501C3 Exemption | LW-28 Attached: [ ] LW-18 Attached: [ ]  |  |
| Living Wage OrdinanceStatus: Comply | LW-6 with Payroll & Health Benefit Contribution support docs Attached: [ ] LW-18 Attached: [ ]  |  |

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| --- |
| Subrecipient Legal Name:  |
|       |
| YouthSource Center Name and Location Address  |
|       |
| YouthSource Center’s s days of operation and hours of operation:  |
|       |

To update our records, please identify your contact people for the following areas:

|  |  |  |  |
| --- | --- | --- | --- |
| **Coordination of:** | **Contact Name** | **Phone** | **E-mail address** |
| Administrative Issues |       |       |       |
| Programmatic Issues |       |       |       |
| Fiscal Issues |       |       |       |
| Administrative Liaison for City Program |       |       |       |

 is interested in a contract with the City for PY 2019-20.

(Insert Subrecipient legal name above)

(Original) Signature of Individual Authorized to Sign Contracts

Print Name Title

Date

## **A. FINAL FUNDING AWARDS FOR PRIOR PROGRAM YEAR**

|  |  |
| --- | --- |
| Subrecipient:  |  |

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| **FINAL FUNDING AWARDS FOR PY 2018-19** |
| **Original Funding Source** | **Intermediary Funding Source** | **Awarding Authority** | **Grant Fund** | **Program Title** | **Type of Service** | **Amount** | **Percent of Total** |
| Dept. of Labor (DOL) | Employment Development Dept. (EDD) | City of Los Angeles | Workforce Innovation and Opportunity Act Grant | WIOA Program | Education and Employment Services to Eligible Youth |       |       |
|       |       |       |       |       |       |       |       |
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# **B. ANTICIPATED FUNDING AWARDS FOR NEW PROGRAM YEAR**

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| Subrecipient:  |  |

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| **ANTICIPATED FUNDING AWARDS FOR PY 2019-20** |
| **Original Funding Source** | **Intermediary Funding Source** | **Awarding Authority** | **Grant Fund** | **Program Title** | **Type of Service** | **Amount** | **Percent of Total** |
| Dept. of Labor (DOL) | Employment Development Dept. (EDD) | City of Los Angeles | Workforce Innovation and Opportunity Act Grant | WIOA Program | Education and Employment Services to Eligible Youth |       |       |
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