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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 Forms   1. 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:  OR  Revised 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 Ordinance  Status: 501C3 Exemption | LW-28 Attached:  LW-18 Attached: |  |
| Living Wage Ordinance  Status: 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**

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| 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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