JOHN L. REAMER, JR.
INTERIM GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA

ERIC GARCETTI
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: June 21, 2019

TO: All YouthSource Center Operators

FROM: John L. Reamer, Jr.
Interim General Manager

SUBJECT: **WDS INFORMATION BULLETIN NO. 19-19**
PY 2019-20 YOUTHSOURCE REQUEST FOR CONTRACT RENEWAL

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this information bulletin is to provide current YouthSource Center operators with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2019-20. This RFCR package sets out program requirements and identifies documents that must be submitted in order for agreements to be renewed for the new program year.

Until the City Council and Mayor approve the Annual Plan and an executed agreement is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds to the YouthSource Centers for the new program year. Organizations wishing to renew YouthSource agreements for the new program year must fulfill the requirements of this RFCR by signing and dating Form 2 and completing all other required documents. **Submission of a renewal request does not constitute a guarantee of funding for the new program year. The decision to fund any organization beyond June 30, 2019, rests solely with the City. Therefore, your agency assumes prudent risk for any and all program expenditures incurred after the end date of your current contract.**

Please submit the contract renewal package no later than **5:00 p.m., Friday, June 28, 2019.** An original plus two copies of all documentation required to execute contracts must be hand- or courier-delivered to the address below. Individuals who hand-deliver the contract renewal package will be issued a receipt for the submission. The original copy of each contract renewal package submitted will be marked with a time and date stamp.

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Hand-deliver or deliver the RFCR package via courier to:

City of Los Angeles
Economic and Workforce Development Department
Attention: Cecy Gomez
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017

Contract execution is contingent upon the subrecipient submitting all corporate and contract-related documents.

This RFCR is being released and may also be downloaded from the Economic and Workforce Development Department (EWDD) website at: http://ewddlacity.com/index.php/workforce-development-system-information-bulletins.

Documents and information to be submitted in response to this RFCR are listed in the RFCR checklist (Form 1). Additional forms have been provided to capture needed information; such forms are identified by the word "Form" in the header of the document. Missing forms or incomplete forms will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the RFCR or the RFCR process should be emailed to your current contract monitor with "RFCR Question" indicated in the subject line.

GR:PN:KH:cg