CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD (WDB)
EXECUTIVE COMMITTEE MEETING

Wednesday, April 6, 2022
10:00 AM - 12:00 PM

ZOOM VIDEO CONFERENCE CALL

MEETING ID: 893 5313 7392 PASSCODE: 694586

AGENDA

1. Call to Order/Roll Call
2. Public Comment on Non-Agenda Items

ACTION ITEMS:

3.	Consideration of the Minutes of March 9, 2022	Charles Woo
4.	Approval of Findings to Continue Teleconference Meetings of the Workforce Development Board (WDB) Pursuant to Assembly Bill (AB) 361	Gregg Irish
5.	Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Reallocation of Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Funding Between Existing Service Providers in Order to Maximize Service Delivery and Program Expenditures	Gerardo Ruvalcaba
6.	Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Allocation of $400,000 in Workforce Innovation and Opportunity Act (WIOA) and General Fund Monies to the Coalition for Responsible Community Development (CRCD) to implement, in Partnership with the Amity Foundation, a Substance Abuse Counselor Training Program	Gerardo Ruvalcaba
7.	Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Acceptance and Allocation of Up to $150,000 from the Bureau of Street Lighting to the Los Angeles Economic Development Corporation (LAEDC), to Include Data on Digital Access Throughout the City of Los Angeles Within Its People, Industry and Jobs Report	Gerardo Ruvalcaba

8. Authority for the General Manager of the Economic and Workforce Development Department (EWDD) to Obtain Professional/Consultant Services to Assist in the Preparation of Proposals in Response to the YouthSource Center Procurement. — Makeda Vela

ADVISORIES/DISCUSSIONS/PRESENTATIONS/REPORT-BACKS/UPDATES

9. Public Hearing to Obtain Input on the Development of the Year 23/Program Year (PY) 2022-23 (July 1, 2022 - June 30, 2023) Workforce Development Board (WDB) Annual Plan — Gerardo Ruvalcaba

10. Next Meeting: WEDNESDAY, MAY 4, 2022 10:00 A.M.

11. Adjourn

Executive Committee:

Charles Woo, Patricia Perez, Garrett Gin, David Crippens, Ruth Lopez Novodor, Luther Medina, La Shondra Mercurius, Nancy Hoffman-Vanyek

PUBLIC INPUT AT WORKFORCE DEVELOPMENT BOARD MEETINGS

The public will have an opportunity to address the Board on any agenda item at the time the item is considered. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address, and present the completed card(s) to the designated personnel of the Board. Speaker cards are available at the sign-in table at the back of the meeting room. Documents/reports on agenda items are available on the Board's website and may be distributed at the meeting. For updated meeting schedules please visit www.wiblacity.org. For more information call 213-744-7164.

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For more information please contact us at 1200 W. 7th Street, 6th Floor, Los Angeles, CA 90017.
Phone: 213-744-7164 www.wiblacity.org

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Consideration of the Minutes of March 9, 2022**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available

3.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Consideration of the Minutes of March 9, 2022**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 3 - DRAFT MINUTES OF WDB EXE COMM OF MARCH 9, 2022

WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEEETING
WEDNESDAY, MARCH 9, 2022 10:00 A.M. – 12:00 P.M.
ZOOM VIDEO CONFERENCE CALL

DRAFT MINUTES

MEMBERS PRESENT: Charles Woo, Patricia Perez, David Crippens, LaShondra Mercurius, Luther Medina, Nancy Hoffman Vanyek

1. Call to Order:
   Chair Charles Woo called the meeting to order at 10:04 a.m., after the Commission Executive Assistant confirmed the presence of a quorum.

2. Public Comment on Non Agenda Items – None

ACTION ITEMS:

3. Consideration of the Minutes of February 9, 2022

   Patricia Perez moved to approve/Second Nancy Hoffman Vanyek
   Motion carries unanimously.

4. Approval of Findings to Continue Teleconference Meetings of the Workforce Development Board (WDB) Pursuant to Assembly Bill (AB) 361

   Moved to Approve Patricia Perez/Second LaShondra Mercurius
   Motion carries unanimously.

ADVISORIES/DISCUSSION/PRESENTATIONS/REPORT BACKS/UPDATES:

5. Discussion of proposed changes to the Workforce Development Board/Local Elected Official (WDB/LEO) Agreement

   WDB staff person Victoria Minetta presented the proposed changes to the WDB/LEO received from the City Legislative Office.

CLOSED SESSION:

Prior to going into closed session, WDB staff member Victoria Minetta expressed concern that she was not allowed to be part of the briefing as she had already been briefed on this subject at a Mayor's office meeting in the company of the City Attorney via phone.

6. City of Los Angeles v. California Employment Development Department, California Unemployment Insurance Appeals Board, Case No. 6584145

   The WDB Executive Committee went into a Closed Session together with counsel; Deputy City Attorneys Christopher Lee, and Regina Mills.

7. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION
   Deputy City Attorney Christopher Lee announced that there were no actions to report.

8. NEXT MEETING: WEDNESDAY, APRIL 6, 2022 10:00 A.M.

9. ADJOURN: Chair Charles Woo adjourned the meeting at 10:40 a.m.

4.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Findings to Continue Teleconference Meetings of the Workforce Development Board (WDB) Pursuant to Assembly Bill (AB) 361**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 4 - AB361_Findings_Language

Findings to Continue Teleconference Meetings Pursuant to AB 361

> Determination in accordance with AB 361 Section 3(e)(3) that, while the state of emergency due to the Covid-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and/or state or local officials have imposed or recommended measures to promote social distancing, this board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

The motion or recommendation to be voted on would be:

> I move that the board determine in accordance with AB 361 Section 3(e)(3) that this board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

5.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Reallocation of Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Funding Between Existing Service Providers in Order to Maximize Service Delivery and Program Expenditures**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 5 - LA RISE PY 21-22 Reallocation of Funds

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

ERIC GARCETTI
MAYOR

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ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE : April 6, 2022

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF RECOMMENDATIONS FROM THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD) REGARDING THE REALLOCATION OF LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE (LA:RISE) FUNDING BETWEEN EXISTING SERVICE PROVIDERS IN ORDER TO MAXIMIZE SERVICE DELIVERY AND PROGRAM EXPENDITURES

WORKFORCE DEVELOPMENT BOARD (WDB) ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Workforce Development Board:

1. APPROVE the EWDD recommendations to reallocate funding between LA:RISE service providers; and

2. AUTHORIZE the EWDD to negotiate and execute amendments to agreements with LA:RISE service providers (using City General Fund monies), subject to City Attorney's review and approval as to form and legality. The service providers funding allocations are identified in Table 1 –3 of this report.

BACKGROUND

The Los Angeles Regional Initiative for Social Enterprise (LA:RISE) is a collaborative partnership that unites the City's Workforce Development System (WDS) with employment Social Enterprises (SEs) to move individuals with employment barriers into the competitive employment. LA:RISE provides job training, transitional jobs, paid work experiences, and other employment services to individuals with a history of homelessness or at risk of homelessness, including formerly incarcerated, former gang-involved, long-term unemployed and disconnected youth. The Participants are co-enrolled into the City's WorkSource Centers (WSCs) to leverage Workforce Innovation and Opportunity Act (WIOA) funds and work more efficiently.

DISCUSSION

Due to performance issues related to the COVID-19 pandemic, the EWDD is recommending to reallocate monies between service providers. These recommendations will allow the Department to better utilize existing resources and increase serves individuals experiencing homelessness. These recommendations are performance based and reflect recent discussions with existing service providers on ability to serve individuals. The contract period is July 1, 2021 through June 30, 2022.

Table 1– Recommended Allocation - City General Fund- LA:RISE 7.0

#	PY 21-22 CONTRACTORS	Type of Services	Original Funding Amount	Original Service Goal	Added or Decreased Funding	New Funding Amount	New Service Goal
1	Center for Living and Learning	Work Experience	$209,300	40	($22,500)	$186,800	35
2	GRID Alternatives	Work Experience	$108,000	24	$63,000	$171,000	38
3	Los Angeles LGBT Center	Work Experience	$185,050	35	($92,525)	$92,525	16
4	Managed Career Solutions	Work Experience	$90,000	18	$52,025	$142,025	28
	TOTAL				$115,025		

Table 2 – Recommended Allocation- City General Fund – CD 2 Pilot

#	PY 21-22 CONTRACTORS	Type of Services	Original Funding Amount	Original Service Goal	Added or decreased funding	New City Funding Amount	New Service Goal
1	Center for Living and Learning	Work Experience; Support Services	$90,000	20	$15,000 (support services)	$105,000	20
2	Chrysalis	Work Experience; Support Services	$216,000	48	($121,500)	$94,500	18
3	Friends Outside in Los Angeles County	Job Retention	$147,000	98	($73,500)	$73,500	49
4	Goodwill Industries of So Ca.	Work Experience; Support Services	$135,000	30	$180,000	$315,000	60
	TOTAL				$195,000		

Table 3– Recommended Allocation- City General Fund – CD 10 Pilot

#	PY 21-22 CONTRACTORS	Type of Services	Original Funding Amount	Original Service Goal	Added or Decreased Funding	New Funding Amount	New Service Goal
1	CRCD Enterprises	Work Experience	$67,500	15	($36,000)	$31,500	7
2	Goodwill Industries of So Ca. - Social Enterprise	Work Experience	$22,500	5	$18,000	$40,500	9
3	GRID Alternatives	Work Experience	$36,000	8	$36,000	$72,000	16
4	Los Angeles Conservation Corps	Work Experience	$40,500	9	($18,000)	$22,500	5
TOTAL					$54,000		

NEXT STEPS

Upon WDB's approval, the EWDD will execute amendments to existing agreements to reallocate funding between LA:RISE contractors.

CMH:GR:EM:cg

Workforce Development Board
City of Los Angeles

6.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Allocation of $400,000 in Workforce Innovation and Opportunity Act (WIOA) and General Fund Monies to the Coalition for Responsible Community Development (CRCD) to implement, in Partnership with the Amity Foundation, a Substance Abuse Counselor Training Program**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 6- CRCD Allocation

CAROLYN M. HULL
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA

ERIC GARCETTI
MAYOR

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: April 6, 2022

TO: Charlie Woo, Chair
Workforce Development Board

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF RECOMMENDATIONS FROM THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD) REGARDING THE ALLOCATION OF $400,000 IN WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) AND GENERAL FUND MONIES TO THE COALITION FOR RESPONSIBLE COMMUNITY DEVELOPMENT (CRCD) TO IMPLEMENT, IN PARTNERSHIP WITH THE AMITY FOUNDATION, A SUBSTANCE ABUSE COUNSELOR TRAINING PROGRAM

REQUESTED WORKFORCE DEVELOPMENT BOARD ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Workforce Development Board (WDB):

1. APPROVE EWDD's recommendations to allocate $400,000 in Workforce Innovation and Opportunity Act and City General Fund to Coalition for Responsible Community Development to implement the Substance Abuse Counselor Pathway training program;
2. AUTHORIZE the General Manager, EWDD, or designee, to negotiate and execute agreements and or amendments necessary to the Substance Abuse Counselor Program, in an amount not to exceed $400,000, subject to approval of the City Attorney as to form and legality;

BACKGROUND

In November 2021, EWDD presented the Annual Plan Carry-In Report which included updates to projected workforce development new revenues and prior-year savings. The Carry-In report included a recommendation to fund a new training program to support the training and certification of substance abuse disorder counselors. The *Substance Abuse Disorder Counselor Pathway* – program included $300,000 in WIOA and City General Fund monies to train 24-36 job seekers as Substance Abuse Disorder Counselors.

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.

The Behavioral Health field in California has a documented shortage of certified Substance Abuse Disorder (SUD) Counselors caused by several factors including the increased demand of substance abuse disorder services, increased licensing requirements; and similar to many health industries, a high staff turnover/burn-out rate. This pilot program will implement a cohort training model that brings together the disparate entities involved in the certification process and to provide a cohesive pathway for individuals. Over an 18-month period, individuals will be able to obtain the classroom and field experience necessary to meet the market demand. By developing a cohort model with the training entities and working with SUD employers to efficiently move individuals – especially those with "lived experience" – through the certification process the supply of certified counselors will be increased.

DISCUSSION

Since the WDB's approval of the Annual Plan Carry-In Report, the Employment Development Department (EDD) has funded a SUD Counselor training program led by the Amity Foundation, in partnership with CRCD, the current operator of the Vernon-Central / LATTC WorkSource Center. The EDD Equity and Special Populations Grant will support the planning and implementation of this critical training program through a $250,000 investment. In total, 36 to 48 participants will be trained starting April 11th. Separately, Council District 10 also introduced a motion to allocate an additional $100,000 in City General Fund monies to expand the Amity Foundation / CRCD partnership. The motion was approved by City Council on April 1, 2022.

The EWDD is therefore proposing to "piggy-back" on current efforts to launch the SUD program, including the EDD procurement through their Equity and Special Grants competitive application to select the CRCD. Aligning with current efforts will allow EWDD to expand the SUD Career Pathways in both in terms of the number of participants served and the program partnerships.

NEXT STEPS

Upon approval by the WDB, EWDD will execute an agreement with CRCD to implement the SUD Career Pathways Program.

CMH:GR:cg

7.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Recommendations from the Economic and Workforce Development Department (EWDD) Regarding the Acceptance and Allocation of Up to $150,000 from the Bureau of Street Lighting to the Los Angeles Economic Development Corporation (LAEDC), to Include Data on Digital Access Throughout the City of Los Angeles Within Its People, Industry and Jobs Report**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 7 - LAEDC Scope Amendment
- ITEM 7 - Attachment - LAEDC Proposal to BSL – Research & Reporting on the Impact of COVID-19 on the Digital Divide

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

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ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE : April 6, 2022

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF RECOMMENDATIONS FROM THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD) REGARDING THE ACCEPTANCE AND ALLOCATION OF UP TO $150,000 FROM THE BUREAU OF STREET LIGHTING TO THE LOS ANGELES ECONOMIC DEVELOPMENT CORPORATION (LAEDC), TO INCLUDE DATA ON DIGITAL ACCESS THROUGHOUT THE CITY OF LOS ANGELES WITHIN ITS PEOPLE, INDUSTRY AND JOBS REPORT

WORKFORCE DEVELOPMENT BOARD (WDB) ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Workforce Development Board:

1. AUTHORIZE the EWDD to accept $150,000 from the Bureau of Street Lighting to prepare a study on the impact of COVID-19 on the digital divide;
2. AUTHORIZE amend the existing contract with LAEDC to expand the scope of work by up to $150,000 to include BSL's request for research and reporting on the impact of COVID-19 on the Digital Divide, a key driver of economic and workforce disparities in Los Angeles.

BACKGROUND

The Los Angeles Economic Development Corporation (LAEDC) is an economic development organization in the Southern California region whose mission is to attract, retain and grow businesses and jobs in the regions of Los Angeles County. The LAEDC Institute for Applied Economics ("The Institute") specializes in objective and unbiased economic and public policy research in order to foster informed decision-making and guide strategic planning. In addition to commissioned research and analysis, the Institute conducts foundational research to ensure LAEDC's many programs for economic development are on target. The Institute focuses on economic impact studies, regional

industry and cluster analysis and issue studies, particularly in workforce development and labor market analysis.

The Institute is currently working on a report for EWDD regarding the impacts of COVID-19 on the workforce (WDB Year 22 Annual Plan). The Bureau of Street Lighting (BSL) has worked with the Institute to develop a scope for a similar report regarding the impact of COVID-19 on the digital divide. Amending EWDD's existing scope of work to include BSL's scope will leverage the existing resources LAEDC is allocating to EWDD's report and move up BSL's report completion timeline.

DISCUSSION

To better utilize the services provided by LAEDC and more efficiently generate the impact reports that the City needs, the EWDD is recommending to amend the existing LAEDC report scope of work to include BSL's requested scope of work from the LAEDC.

The scope of work for the report components BSL is requesting to be included into EWDD's existing scope of work is divided into 3 phases and described as follows:

PHASE 1: BREAKING DOWN THE DIGITAL DIVIDE
Phase 1 of this report explains the digital divide, breaking down the elements within the issue, in order to provide a framework with which to understand and address the issue. This phase begins with the creation of an expository exhibit which is then used as a framework to understand the data present to examine the digital divide.

PHASE 2: THE DIGITAL DIVIDE IN THE CITY OF LOS ANGELES
Phase 2 of this report focuses on mapping and analyzing the digital divide within the City of Los Angeles. This analysis also builds on Phase 1, starting with the mapping and analysis of publicly available data that will then be weighted and made into an index of digital distress by census tract. That index of digital distress will inform the identification of target areas across the city, as well as tracts within each city council district, that are experiencing the digital divide to a greater extent than other areas. Those target areas will then be overlayed with layers of streetlights and parcels and a buffer analysis will be performed to understand the optimal locations for installing Wi-Fi resources in underserved communities.

PHASE 3: THE IMPACT OF THE DIGITAL DIVIDE IN THE CITY OF LOS ANGELES
Phase 3 of this report estimates the economic impact of the digital divide in the City of Los Angeles, both qualitatively and quantitatively, through the development of narrative and creation of estimates. This phase begins with a discussion of the costs of the digital divide and it's compounding nature; how the effect of disconnection accumulates over one's lifetime through its impact on education, wage differentials, economic mobility, intergenerational poverty, and preparedness for the future of work where increased tech-intensity (such as the internet of things (IoT), machine learning, artificial intelligence (AI), and automation) will be more prevalent. We build upon this discussion with a regression analysis to identify correlation between disconnected households and key socio-economic characteristics such as poverty, race/ethnicity, age, income, and more. Next, the IAE will compare characteristics of connected and disconnected households in order to estimate the potential monetary cost of the digital divide; the economic impact of these costs will be calculated for the City of Los Angeles and Los Angeles County and will include estimates of employment (indirect and induced), labor income, contribution to

gross regional product (GRP), and total output (revenues) related to the disparity between connected and disconnected households. Lastly, the IAE will put forth a series of recommendations and/or policy options involving access (affordability, digital literacy, accommodation, etc.) and devices.

NEXT STEPS

Upon WDB's approval, the EWDD will execute amendments to existing LAEDC scope of work to include the additional scope BSL has requested.

CMH:GR:EM:cg
Attachment: LAEDC Proposal to BSL – Research and Reporting on the impact of COVID-19 on the Digital Divide



The Digital Divide in the City of Los Angeles

Prepared for:

The City of Los Angeles
Bureau of Streetlighting
Executive Director and General Manager
Miguel Sangalang
1149 S. Broadway, Suite 200
Los Angeles, CA 90015

November 2, 2021

About the LAEDC

As the Southern California region's premier economic development organization, the mission of the LAEDC is to attract, retain and grow businesses and jobs in the regions of Los Angeles County.

About LAEDC Institute for Applied Economics

The LAEDC Institute for Applied Economics specializes in objective and unbiased economic and public policy research in order to foster informed decision-making and guide strategic planning. In addition to commissioned research and analysis, the Institute conducts foundational research to ensure LAEDC's many programs for economic development are on target. The Institute focuses on economic impact studies, regional industry and cluster analysis and issue studies, particularly in workforce development and labor market analysis.

Any questions about this proposal should be directed to:

Shannon M. Sedgwick
Director, Institute for Applied Economics
(213) 236-4831
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THE DIGITAL DIVIDE IN THE CITY OF LOS ANGELES

The digital divide is a pernicious issue that afflicts many people and communities across the City of Los Angeles, with the Bureau of Street Lighting recently reporting that approximately 15% of all individuals in the City of Los Angeles live in households without a broadband subscription. It also disproportionately affects many different groups, including low-income households, older adults, those with less educational attainment, and those who identify as Black or Latino. While the connectivity has been gradually improving on aggregate, with the percentage of households without a broadband subscription falling from over 21% to 17% from 2017 to 2019, according to the Census Bureau American Community Survey 5-year estimates, the COVID-19 pandemic has laid bare the dire need to bridge the digital divide, so that everyone has access to crucial services, whether that be in order to attend online classes or to check in with their doctor via telehealth technology.

However, the digital divide is not just a matter of being connected or not, there are myriad reasons that households find themselves on the wrong side of the digital divide, from digital literacy to affordability to language barriers. These concepts have been expounded upon by many local, state, and national groups seeking to inform policymakers' decisions around the topic: LAEDC will leverage that work alongside additional research methods to bring new understanding towards applying that information to decisions being made on the ground in the City of Los Angeles by the Bureau of Street Lighting. A full understanding of the issues underpinning the digital divide and the data available to examine them, coupled with analysis and discussion as to how the information can bring forth positive change to the Los Angeles community, is necessary to create a comprehensive strategy for bridging the digital divide. This project seeks to provide the methodological framework to analyze the digital divide, understand how the digital divide is present throughout Los Angeles, estimate the impact that the digital divide has on the economy of the city, and provide actionable recommendations to address the digital divide in certain areas and with certain populations.

SCOPE OF WORK

PHASE 1: BREAKING DOWN THE DIGITAL DIVIDE

Phase 1 of this report explains the digital divide, breaking down the elements within the issue, in order to provide a framework with which to understand and address the issue. This phase begins with the creation of an expository exhibit which is then used as a framework to understand the data present to examine the digital divide.

DELIVERABLE: *A draft of Phase 1 will be provided to the client for their review. The total cost to complete Phase 1 as outlined below is **$34,440** and is estimated to take approximately **five (5) weeks** to complete the two (2) Tasks. Expected delivery date: **TBD based on contract execution** (will take into consideration multiple national holidays).*

Task 1: Define the Digital Divide

IAE will define the elements of the digital divide, explain the supply-side and the demand-side issues

present within each element, and provide an expository exhibit which details the relationships between the different elements of the digital divide. This definition of the digital divide and the breakdown of the issues present within each element will serve as a methodological framework to underpin the examination of the digital divide in the City of Los Angeles.

Elements that will be featured include but are not limited to broadband infrastructure, broadband access (and subthemes such as affordability, digital literacy, and customer service accommodations), and devices.

The cost to complete Phase 1, Task 1 is $9,240 and is estimated to take approximately two and a half (2.5) weeks to complete.

Task 2: Identify Gaps in Publicly Available Data

IAE will create a data dictionary, compiling sources of publicly available data that are relevant to the digital divide and detailing their uses as they pertain to certain elements. In addition to describing the geography of the data and the variables presented within that data, each dataset will be assessed regarding its shortcomings and its ability to inform decisions around each element.

Once the data dictionary is complete and datasets are linked to certain elements, IAE will assess the document alongside the expository exhibit to ascertain the presence of any gaps in available data that stymie the ability to make data-informed decisions around the digital divide. Furthermore, IAE will present recommendations on how to go about filling those data gaps for the City of Los Angeles.

The cost to complete Phase 1, Task 2 is $25,200 and is estimated to take approximately two and a half (2.5) weeks to complete. This task builds upon research conducted in Phase 1, Task 1 outlined in the scope above.

PHASE 2: THE DIGITAL DIVIDE IN THE CITY OF LOS ANGELES

Phase 2 of this report focuses on mapping and analyzing the digital divide within the City of Los Angeles. This analysis also builds on Phase 1, starting with the mapping and analysis of publicly available data that will then be weighted and made into an index of digital distress by census tract. That index of digital distress will inform the identification of target areas across the city, as well as tracts within each city council district, that are experiencing the digital divide to a greater extent than other areas. Those target areas will then be overlayed with layers of streetlights and parcels and a buffer analysis will be performed to understand the optimal locations for installing Wi-Fi resources in underserved communities.

DELIVERABLE: *A draft of Phase 2 will be provided to the client for their review. The total cost to complete Phase 2 as outlined below is **$59,640.** It is estimated to take approximately **seven (7) weeks** to complete the two (2) Tasks. Expected delivery date: **TBD based on contract execution**.*

Task 1: Identify the Digitally Distressed Areas in the City of Los Angeles

Task 1-A: IAE will build an index of digital distress which weights several different datasets to produce a number that denotes the magnitude of the digital divide in each census tract in the City of Los Angeles. Digital divide target areas will be created where several census tracts with a high digital distress score are contiguous. In addition to looking across the city for the target areas, there will also be an analysis by city council district, in order to understand the areas within each council district that need intervention regarding the digital divide.

Task 1-B: Furthermore, once the target areas are identified, IAE will present the relevant demographic information about the residents of the area, including but not limited to race/ethnicity, educational attainment, language spoken at home, number of children in the household, school enrollment, and others, to give context to the target areas.

The cost to complete Phase 2, Task 1 is $35,280 and is estimated to take approximately four (4) weeks to complete. This task builds upon research conducted in Phase 1, Task 2 outlined in the scope above.

Task 2: Recommend Locations for Wi-Fi Resources

IAE will leverage the target areas, alongside layers of streetlight locations and census block population data to understand where collocating streetlights and Wi-Fi resources will have the greatest impact. Within the target areas, potential locations for Wi-Fi resources will be evaluated on their proximity to underserved populations and the density of that population. Based on an estimated range of the Wi-Fi, a buffer analysis will be performed to understand the potential number of households that could benefit from the installation of the infrastructure on a given streetlight.

The cost to complete Phase 2, Task 2 is $24,360 and is estimated to take approximately three (3) weeks to complete. This task builds upon research conducted in Phase 2, Task 1 outlined in the scope above.

PHASE 3: THE IMPACT OF THE DIGITAL DIVIDE IN THE CITY OF LOS ANGELES

Phase 3 of this report estimates the economic impact of the digital divide in the City of Los Angeles, both qualitatively and quantitatively, through the development of narrative and creation of estimates. This phase begins with a discussion of the costs of the digital divide and it's compounding nature; how the effect of disconnection accumulates over one's lifetime through its impact on education, wage differentials, economic mobility, intergenerational poverty, and preparedness for the future of work where increased tech-intensity (such as the internet of things (IoT), machine learning, artificial intelligence (AI), and automation) will be more prevalent. We build upon this discussion with a regression analysis to identify correlation between disconnected households and key socio-economic characteristics such as poverty, race/ethnicity, age, income, and more. Next, the IAE will compare characteristics of connected and disconnected households in order to estimate the potential monetary cost of the digital divide; the economic impact of these costs will be calculated for the City of Los Angeles and Los Angeles County and will include estimates of employment (indirect and induced), labor income, contribution to gross regional product (GRP), and total output (revenues) related to the disparity between connected and disconnected households. Lastly, the IAE will put forth a series of recommendations and/or policy options involving access (affordability, digital literacy, accommodation,

etc.) and devices.

DELIVERABLE: *A draft of Phase 3 will be provided to the client for their review. The total cost to complete Phase 3 as outlined below is* ***$58,590****. It is estimated to take approximately* ***six and a half (6.5) weeks*** *to complete all three (3) Tasks. Expected delivery date:* ***TBD based on contract execution****.*

Task 1: The Cost of the Digital Divide and its Compounding Nature

Task 1-A: IAE will develop a narrative discussing the social and economic costs of the digital divide and how it accumulates over one's lifetime (impact on education, employment and wages, poverty, access issues – e.g., telehealth, etc.). The COVID-19 pandemic has only increased the severity of the pre-existing challenges and inequalities related to the digital divide. We will discuss the impact we have observed in education once instruction moved online, including student logins, lack of devices, dropout rates, and decreased post-secondary enrollment. We will discuss the disproportionate impact of the pandemic on jobs that were unable to performed remotely as they required close proximity (in-person) to patrons and customers, including many service occupations in arts, entertainment and recreation industries, personal services, nonessential retail, and hospitality industries. We will discuss how the ability for a small business to sell online during mandated closures and capacity restrictions impacted sales and receipts.

Where possible, through narrative and developed estimates, IAE will identify ongoing and cumulative costs of the digital divide such as lifetime wage differentials, economic mobility, cycle of poverty/intergenerational poverty, and being left behind in the future of work (more tech-intensive and requiring computer skills, etc.).

Task 1-B: We will build upon our analysis of our disconnected target areas from Phase 2 with a discussion (and relevant available data) on how disconnection impacts employment opportunities in target areas. IAE will identify and occupational composition (by major occupation group) of workers residing in these areas and then compare the top five detailed occupations of residents with the top five detailed STEM (science, technology, engineering, and math) occupations with the largest employment in/near these target areas. To the extent possible, IAE will identify the industry composition, identify the number of small businesses (as determined by employees and/or revenues), and the distribution of businesses by the number of employees in the in these target areas to understand what jobs are available in these target areas and who they are looking to employ.

The cost to complete Phase 3, Task 1 is $13,020 and is estimated to take approximately two (2) weeks to complete. This task builds upon research conducted in Phase 2, Task 2 outlined in the scope above.

Task 2: How the Digital Divide is Related to Key Socioeconomic Factors

The IAE will test select socioeconomic factors to find the strongest correlation between disconnected households and the percentage of each selected factor to reveal potential structural inequalities across the city as a whole and within each city council district. This will provide a picture of how race/ethnicity and other socioeconomic factors play a role in the digital divide. Using a linear regression, we will test for correlations for concentrations of socioeconomic factors, including but not limited to race/ethnicity, age, education, poverty, low-income earners, and housing (rent burden/crowding-are there enough bedrooms for the size of a household), etcetera, by cross-referencing census data with disconnected households for the City of LA or each city council district to establish which correlations are the strongest.

The cost to complete Phase 3 Task 2 is $36,540 and is estimated to take approximately three and a half (3.5) weeks to complete. This task builds upon research conducted in Phase 2, Task 1 outlined in the scope above.

Task 3: The Economic Benefits of Closing the Divide

The IAE will generate comparable profiles of connected and disconnected households in the City of Los Angeles. Household income differentials will be the basis of an economic impact analysis of the potential value of achieving parity between connected and disconnected households. The economic activity to be estimated will include output, contribution to the GRP, employment and labor income, and will include direct, indirect, and induced activity, estimated using the models developed for the City of Los Angeles and Los Angeles County.

The cost to complete Phase 3, Task 3 is $9,030 and is estimated to take approximately one (1) week to complete. This task builds upon research conducted in Phase 2, Task 1 outlined in the scope above.

FINAL REPORT DELIVERY AND FOLLOW-UP

A final report of IAE's findings will be compiled into a concise yet complete document delivered electronically to the LA City Bureau of Street Lighting by the agreed due dates. The project manager or a designated alternate will be made available to present the findings of this study to the Bureau. A total of two presentations will be considered within the agreed-upon scope of work and therefore covered under the project costs.

Professional design of the report may be added to the scope of this project but will add an additional 4 weeks (for electronic only) and will result in an additional cost beyond what is quoted in this proposal.

DATA REQUIREMENTS:

Discussions with and data from the Bureau of Street Lighting will be essential to Phase 2, Task 3, as the analysis will require an understanding of the potential speed and reach of Wi-Fi resources, as well as data on streetlight locations. A list of initial questions and requested data will be provided after the scope of work has been finalized with all parties.

SCHEDULE OF PROJECT COSTS:

Complete Project Cap: The total cost for the complete report for ***all three Phases*** is **$152,670.**

- An invoice in the amount of $ 15,000 will be rendered upon the execution of the contract.
- An invoice in the amount of $19,440 will be rendered upon the delivery of the draft report of Phase 1.
- An invoice in the amount of $59,640 will be rendered upon the delivery of the draft report of Phase 2.
- An invoice in the amount of $58,590 will be rendered upon the delivery of the draft report of Phase 3.

PROJECT TIMELINE:

The estimated project timeline for the research, analysis, and production of the final report of the Digital Divide in the City of Los Angeles study is as follows:

- An initial draft of Phase 1 of the report has an expected delivery of five weeks, date TBD (est. **January 7, 2022)**
- An initial draft of Phase 2 of the report has an expected delivery of seven weeks, date TBD (est. **February 25, 2022)**
- An initial draft of Phase 3 of the report has an expected delivery of six and a half weeks, date TBD (est. **April 15, 2022)**
- A comprehensive report containing all three Phases can be assembled upon the client's request, with an expected delivery of 2 weeks, date TBD (est. **May 2, 2021)**.

8.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Authority for the General Manager of the Economic and Workforce Development Department (EWDD) to Obtain Professional/Consultant Services to Assist in the Preparation of Proposals in Response to the YouthSource Center Procurement.**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available

Workforce Development Board
City of Los Angeles

9.

DATE: April 6, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Public Hearing to Obtain Input on the Development of the Year 23/Program Year (PY) 2022-23 (July 1, 2022 - June 30, 2023) Workforce Development Board (WDB) Annual Plan**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 9 - AP_23_Timeline 04.05.22

Year 23 WDB Annual Plan Draft Calendar for PY 2022-23

Task No.	Task	Estimated Date of Completion
1.	Plan Development	January through March (as meetings are scheduled)
2.	**Release of Draft Annual Plan** 30-day public comment period starts	April 11
3.	Draft plan to City Council Economic Development Committee	April 11
4.	Presentation of Draft Plan to WDB Committees (Policy & Oversight and Training & Supportive Services, Business Services, Youth)	April/May (as meetings are scheduled)
5.	30-day Public Comment Period ends	May 10
6.	Approval of Plan by WDB Executive Committee	May 18
7.	Transmit WDB Approved Annual Plan to the Council Committee(s) / Mayor	May 25
8.	Council Committees Approval	June 28
9.	City Council and Mayor Approval	June 30
10.	Contract Execution	July 1
11.	Program Start-Up	July 1, 2022

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