DATE: July 31, 2018

TO: All Vulnerable/ Underrepresented Populations Program Contractors

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 19-02
PY 2018-19 VULNERABLE/ UNDERREPRESENTED POPULATIONS
INITIATIVE REQUEST FOR CONTRACT RENEWAL

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this information bulletin is to provide the Vulnerable/ Underrepresent Populations (VUP) program contractors with a Request for Contract Renewal (RFCR) package for the 1st Quarter of Program Year (PY) 2018-19. 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.

BACKGROUND
On July 03, 2018, the Workforce Development Board (WDB) Executive Committee provided authority for the EWDD to use $250,000 in the WDB Innovation Account for the continuation of the VUP program.

ACTION REQUIRED
As a result of the WDB's approval, the EWDD is requesting existing VUP service providers to provide a response for the acceptance or declination of a contract renewal within five (5) business days. Your response is due by 5:00 p.m. on Tuesday, August 7, 2018.

Terms and conditions for the acceptance of new funding are outlined in the attached VUP offer sheet. Prior-year funds from PY 2017-18 contracts will not be carried-over, as previous contract funds and services were closed-out as of June 30, 2018.

Documents and information to be submitted in response to this RFCR include the following:

- Returning a signed VUP offer sheet which details funding and contract goals; and
- Submission of a proposed budget and narrative for July 1, 2018 to September 30, 2018.

This WOA 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.
Contract execution is contingent upon the contractor submitting all corporate and contract-related documents including all applicable insurances, on or before the indicated submission deadline.

Questions or requests regarding the RFCR or the RFCR process should be emailed to Donny.Brooks@lacity.org with “RFCR Question” indicated in the subject line.

GR:DB:cg
Attachment 1: VUP Offer Sheet
Attachment 2: Budget Forms
   a) Budget Summary
   b) Budget Detail
   c) Schedule of Personnel Costs
   d) Spending Plan Worksheet
Attachment 3: Narrative Worksheet for Proposed Budget