DATE: April 4, 2017

TO: Vulnerable/Underrepresented Population (VUP) Program Contractors and WorkSource Center (WSC) Partners

FROM: Gerardo Ruvalcaba, Director Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 17-14
VULNERABLE/UNDERREPRESENTED POPULATION (VUP) PROGRAM BUDGET AND MIS REPORTING GUIDELINES

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to set forth the budget and MIS reporting guidelines for the Vulnerable/Underrepresented Population (VUP) Program with a contract term of January 1, 2017 through December 31, 2017.

BACKGROUND
In an attempt to address sections of the City's population who have been left out of the economic recovery, the Workforce Development Board (WDB), through a Taskforce on Underrepresented Populations held meetings which included various experts and Community-Based Organizations (CBO) to 1) review demographic data for the City and the System, 2) define the employment challenges of the City’s underrepresented populations, and 3) identify the shared distinguishing characteristics of the underrepresented populations that serve as obstacles to their accessing and utilizing the Workforce Development System (WDS). The taskforce developed a set of recommendations designed to enhance and expand the capacity of the WDS to better engage underserved populations.

As such, the WDB Executive Committee accepted the recommendations of the Taskforce and set-aside surplus Workforce Innovation and Opportunity Act (WIOA) funds to select community-based organizations to expand capacity of the WorkSource system, and to address the workforce development training and employment needs of the hardest to serve.
On June 10, 2016, the Economic & Workforce Development Department (EWDD) released a Request for Interest (RFI) for Underrepresented/Underserved Populations (now being referred to as the Vulnerable/Underrepresented Population Program) soliciting proposals from organizations or individuals interested in providing workforce development and career and support services to underrepresented/underserved populations in the City of Los Angeles.

During the November 2016 WDB Quarterly Meeting, seven (7) CBO’s were approved to receive WIOA funds to provide workforce development and career and support services employment services to focus on a total of eight (8) Vulnerable/Underrepresented Populations (formerly target population).

In February 2017, the WDB approved an eighth contractor (WINTER) to serve another vulnerable/underrepresented population, Single Parents.

 **BUDGET GUIDELINES**
The new budget guideline requires each agency to submit a budget with a minimum set-aside of 15 percent or $18,750 for Training and Support Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC’s), and should be reflected in the budget/expenditure plans.

 **REQUIRED ACTION**
A budget/expenditure plan will be required from all participating contractors for the VUP Program and contractors should immediately submit a revised budget reflecting:

- Admin cap is 4 percent.

 **MIS GUIDELINES**
All eligible Vulnerable/Underrepresented Population (VUP) Program participants are to be co-enrolled into the City’s WIOA Adult, Dislocated Worker or Youth Program. All data should be entered by WorkSource Center (WSC) or YouthSource Center staff into JobsLA.org using the designated VUP Local Grant Code 553. MIS has provided the following step-by-step instructions on how to properly report the Local Grant Code and activities into the system for the VUP Program:

1. Search for the individual. If the individual is already enrolled, open the primary individual. Go to WIOA Program page and click on the Edit Application Using Wizard icon (W) to access the WIA application. Go to "Start" page of the application and select the application type/group by using the available checkboxes: Adult, Dislocated Worker, or Youth Program. Complete all the required fields from the application. The last page is the "Eligibility and Grants" page. Go to "Non-WIOA Grants," select “Local Funded Grants” then select “Yes.” Scroll to the Grants Section and select “View Available Grants.” All the Local Grants will be available, click “Add” LAI553 Vulnerable/Underrepresented Population.” Scroll down and click “Next” so that the activity could be entered. Please be aware that the first activity that will be entered will be a WIOA activity. Once a WIOA activity is entered, you may add the assigned Vulnerable/Underrepresented Population activity.
2. From this point on, you will be able to select Local Grant when creating an activity. Go to "Create Activity," and under General Information click on "Customer Program Group," then select "98 Local Funded". Scroll down to "Enrollment Information," and click on the "Grant" drop down to select LAI553 Vulnerable/Underrepresented Population. Click on "Select Activity Code." The Activity Codes and Title box will be available, select the assigned activity for your target population. Enter an Actual Begin Date and Projected End Date (Activity must be closed using the same Begin Date). Complete the rest of the fields and select "Next" at the bottom of the page. Go to the "Closure Information" page so that the assigned activity could be closed as "Successful Completion" and closed out. Once completed, you will see the individual co-enrolled under one WIOA Program (Adult/DW/Youth) and Local Grant 553.

3. Activity Closure Information - Under "Last Activity Date" enter the same date as the begin date of the activity you selected. Under Completion Code, select "Successful Completion" and select "Finish."

Attached you will find screen shots with instructions for properly capturing participants into the VUP Program.

WDS CONTACT
Questions and/or concerns should be addressed to the assigned Program Manager, Sarai Molina, at Sarai.Molina@lacity.org or (213) 744-7162, TTY (213) 744-9395.

GR:RR:SM
Attachment: Screen shots VUP
This page will help you gather WIOA information on the selected Individual. Please fill in the required fields and then click the Next button to proceed through each step.

Identifying Information

Username/Login Name: 
User ID: 
State ID: 
User Account Create Date: 1/13/2017 12:17:34 PM
WIA Converted Application ID: Not applicable

Application/Registration Information

*Application Date: [mm/dd/yyyy] Today
Incumbent Worker Eligibility: 
Adult Eligibility: 
Dialocated Worker Eligibility: 
Youth Eligibility: 

Select a program

Select the application type/group by using the available checkboxes.
Eligibility Matrix - This table displays the WIOA formula program eligibility in green for the applicant. From the Action column, staff can select an Inactive status by program. Applicant will only be enrolled in one program.
Select Local Funded Grant 553 – Vulnerable/Underepresented Population

View Available Grants

Select from the list of available grants.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant ID</th>
<th>Grant Name</th>
<th>ETA/Local Grant Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funded Grant</td>
<td>510</td>
<td>Non-WIOA P3 Program</td>
<td>LAI511</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>524</td>
<td>Re-Entry</td>
<td>LAI100</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>531</td>
<td>Sector-Construction</td>
<td>LAI200</td>
<td>Add</td>
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<tr>
<td>Local Funded Grant</td>
<td>540</td>
<td>Sector-Manufacturing</td>
<td>LAI201</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>541</td>
<td>Sector-Hospitality</td>
<td>LAI202</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>542</td>
<td>Sector-Security</td>
<td>LAI203</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>543</td>
<td>Sector - HealthCare</td>
<td>LAI204</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>544</td>
<td>Sector - Logistics</td>
<td>LAI205</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>545</td>
<td>Sector - Green Solar</td>
<td>LAI206</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>546</td>
<td>Sector - Financial Services</td>
<td>LAI207</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>547</td>
<td>LAI Sector Bio Manufacturing</td>
<td>LAI208</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>550</td>
<td>LAI Sector - Chem. Technicians</td>
<td>LAI209</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>553</td>
<td>Vulnerable/Underepresented Populations</td>
<td>LAI553</td>
<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>554</td>
<td>LA Central Library Portal</td>
<td>LAI306</td>
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Grants

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant ID</th>
<th>Grant Name</th>
<th>ETA/Local Grant Code</th>
<th>Date Added</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Local Funded Grant</td>
<td>553</td>
<td>Vulnerable/Underepresented Populations</td>
<td>LAI553</td>
<td>03/06/2017</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Local Funded Grant Information

Current Case Manager: [Name]
Comments:

Select Next to add Activity
**Activity Page**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Service Provider</th>
<th>Enrollment Cost</th>
<th>Financial Aid</th>
<th>Enrollment Standard</th>
<th>Enroll Programming</th>
<th>Closure Information</th>
</tr>
</thead>
</table>

**Participant User Name:** LA0BA978952  
**Participant State:** CA  
**Last Name:** Amaral  
**First Name:** Joe  
**Social Security Number:** 9322  
**Address:** 925 N. Normandie Ave  
**Los Angeles, CA 90029**

**Application Summary:** Program/704  
**Application Date:** 1/24/2016  
**Cardwell Eligibility Date:** 1/24/2016  
**Participation Date:** 12/01/2016

- **Customer Program Group:** None Selected  
- **LIWA Region:** SB - Dislocated Worker - Individualized Services/Training  
- **Office Location:**  
- **Agency Code:**  
- **Agency Code:**  

**Grant:**  
**WOSA Title II Partner Program:**  
**Activity Code:**

- **Projected Begin Date:**  
- **Actual Begin Date:**  
- **Projected End Date:**  
- **Any classes attended through Distance Learning:** Yes  
- **Participant will be required to complete the WOSA II work plan:** Yes

- **Select LAI 553**
- **Select the Assigned Activity**
  - **Open and Close activity on the same date**
  - **Make sure to select the Assigned Activity**
# Vulnerable/Underrepresented Population Program

Vulnerable/Underrepresented Population (VUP) Program **Local Grant Code** - 553

**Project Term:** January 1, 2017 through December 31, 2017

<table>
<thead>
<tr>
<th>TARGETED POPULATION</th>
<th>ASSIGNED ACTIVITY CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ex-Offender</td>
<td>106</td>
</tr>
<tr>
<td>2. Linguistically Isolated</td>
<td>107</td>
</tr>
<tr>
<td>3. Men of Color</td>
<td>108</td>
</tr>
<tr>
<td>4. Older Worker</td>
<td>123</td>
</tr>
<tr>
<td>5. Transgender &amp; Gender Non-Conforming</td>
<td>110</td>
</tr>
<tr>
<td>6. Homeless Youth (UCLA-LGBT)</td>
<td>112</td>
</tr>
<tr>
<td>7. South LA Residents</td>
<td>114</td>
</tr>
<tr>
<td>8. Winter</td>
<td>115</td>
</tr>
</tbody>
</table>