DATE: September 6, 2017

TO: All Economic and Workforce Development Subrecipients

FROM: Catherine Bondoc, Director
Financial Management Division

SUBJECT: FMD Information Bulletin FMDIB: 18-001
Annual Fiscal Training

PURPOSE:
The purpose of this bulletin is to invite you to the annual fiscal training for EWDD subrecipients to be hosted by the Financial Management Division (FMD). We have scheduled the following separate sessions for subrecipients based funding sources/grant programs:

- **September 13th**: WIOA Youth Formula

- **September 14th**:
  - WIOA Adult and Dislocated Worker Formulas,
  - WIOA Rapid Response, and
  - Other WIOA Discretionary Grants - American Apparel, Hyatt Regency Century Plaza Hotel Dislocated Worker, WIOA Regional Plan Development and Training Coordination, Mayor’s Vulnerable/Underrepresented Population, etc.

- **September 20th**:
  - Career Opportunities in Retail,
  - LA City General Fund – Cash for College, Hire LA, Summer Youth Employment Program (SYEP), LA RISE, and Day Laborer,
  - LA County - Youth Jobs Program, Measure H, and Probation,
  - LA Performance Partnership Pilot (LA P3),
  - LA RISE – WIF, and
  - Other Private Sources for Summer Youth Program

- **September 21st**: BusinessSource Centers and all other CDBG-funded programs.
Each session will be from 9:00 a.m. to 4:00 p.m. and will be held at:

1200 West Seventh Street (Garland Building), 6th Floor
Economic and Workforce Development Department
Main Conference Room

The tentative topics are as follows:

- Financial Reporting Requirements
- Selected Items of Allowable Costs
- Fiscal Review and Single Audit
- Indirect Costs:
  - Indirect Cost Rate Approval Process
  - 10% De Minimis Rate
  - Administrative and Program Cost Components (if applicable)

Please RSVP by September 8th for the September 13th/14th sessions and by September 15th for the September 20th/21st sessions by clicking the link below:


Due to the size of the room, we will have to limit the number of attendees to two people per organization. If you have more than two attendees, we will let you know before the training if we will be able to accommodate them. Since this will mostly be a refresher course, we highly recommend that new fiscal staff attend the training. Subrecipients with multiple funding sources will only need to attend one session or you may send different staff to each session.

We will make every effort to complete and send the handouts prior to the sessions for downloading. Please print them or bring your portable devices. FMD will no longer be providing hand-outs. We will provide electrical power strips and/or set up charging stations.

Auxiliary aids and services are available upon request for persons with disabilities. To request a reasonable accommodation, please contact Elizabeth Villacreses at (213) 744-9389, no later than five days before the training day.

Parking is available at the parking structure behind the Garland Center at $30/day. There are also parking meters and parking lots within walking distance to the building. Please allow extra time for security check-in so we can start promptly at 9:00 am.

If you have any questions and/or suggestions, please contact me at (213) 744-7294 or Fred Vocal at (213) 744-7209.

Thank you.