DATE: February 17, 2016

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 16-07
(Supersedes WDS Directive No. 15-15)
“MOVING FORWARD” 25% DISLOCATED WORKER ADDITIONAL
ASSISTANCE REVISED BUDGET AND TERM GUIDELINES

EFFECTIVE DATE
This directive is effective upon date of issue and replaces the budget guidelines contained in WDS Directive No. 15-15.

PURPOSE
The purpose of this directive is to set forth the revised budget guidelines and revised contract term for the City of Los Angeles “Moving Forward” 25% Dislocated Worker Additional Assistance contracts. The contract term has been extended to September 30, 2016.

The new guidelines require agencies to budget and spend a minimum of 25 percent on Training Services, maintain the minimum five percent on Support Services and the maximum four percent on Administrative Costs. Agencies may transfer unused training funds to Cost Category #1000, Personnel Costs, to provide additional case management and job placement services, or to Cost Category #2100, Participant-Related Costs, for additional Supportive Services.

REQUIRED ACTION
Revised budgets should be submitted immediately to reflect the changes in Personnel Costs, Participant Related Costs, and Spending Plan.

WDS CONTACT
Questions and/or concerns should be addressed to your assigned budget/program analyst, or you may contact Robert Reed at Robert.Reed@lacity.org or (213) 744-7184, TTY (213) 744-9395.

JHP:RR