DATE: June 2, 2016

TO: LA's Workforce Development System

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

SUBJECT: WDS DIRECTIVE NO. 16-14
FISCAL CLOSE OUT INSTRUCTIONS: “A NEW DIRECTION FOR THE WORKFORCE” DISLOCATED WORKER 25% ADDITIONAL ASSISTANCE CONTRACTS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to set forth fiscal close out instructions for the City of Los Angeles “A New Direction for the Workforce” Dislocated Worker 25% Additional Assistance contracts set to expire June 30, 2016.

BACKGROUND
The State of California Employment Development Department (EDD) awarded the City of Los Angeles $3,000,000 in funding from the Workforce Investment Act (WIA) Dislocated Worker 25% Additional Assistance Discretionary Fund. These funds were to provide re-training and re-employment services to dislocated workers impacted by mass layoffs under the initiative “A New Direction for the Workforce.”

REQUIRED ACTION
Fiscal Activities:
The last day to incur expenditures is June 30, 2016.

All contracted agencies are to submit a final and complete closeout Cash Request and Expenditure Report on or before July 15, 2016.
The close-out package must include the following:

- Cover letter in official letterhead, signed by the Executive Director
- Cash Request & Expenditure Report (with Schedule of Personnel and attachments)
- Sub-recipient Release Form (attached)
- Sub-recipient’s Assignment of Refunds, Rebates and Credits (attached)
- Contract Closeout Tax Certification (attached)
- Refund Check, if applicable

All cover letter, reports, supporting schedules, and forms require original signatures and must be signed by the preparer and the designated signatory authority.

Two (2) sets with original signatures must be sent to the address below:

Catherine Bondoc, Director
Financial Management Division
Economic Workforce Development Department
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017

An electronic set in the native format (Excel or Word) must also be emailed to EWDDfinancial@lacity.org and to your assigned program analyst.

Program Activities/ MIS:
Agencies are to ensure that all data entries/service activity codes are up to date and current in the JobsLA/CalJobs system through June 30, 2016.

Client Roster: Agencies are to complete and e-mail a final client roster by July 15, 2016 to their assigned program analyst and to Special Grants Manager, Elizabeth Macias (Elizabeth.Macias@lacity.org). Please provide all data requested in the attached Final Client Roster template.

**DEADLINE FOR RESPONSE**
The deadline for submission is on or before July 15, 2016.

**WDS CONTACT**
If you have any questions or require further information, please contact:

**Fiscal Matters:**
Fred Vocal 213.744.7209
Fred.vocal@lacity.org

**MIS Matters:**
Emoli Mendez 213.744.7167
Emoli.Mendez@lacity.org

**Special Grants Manager:**
Elizabeth Macias 213.744.7196
Elizabeth.Macias@lacity.org

TTY 213.744.9395

**JHP:**
FV:EM

**Attachments:**
Fiscal Close-out Forms
Final Client Roster Template
Economic and Workforce Development Department  
City of Los Angeles  

SUBRECIPIENT RELEASE  

Pursuant to the terms of Contract No. ___________ and in consideration of the sum of ______________________________ dollars/cents, $______  
(Total accrued expenditures)  
(Dollars/Cents)  

which has been, or is to be paid under the said Contract to:  


(Subrecipient's Name and Address)  

hereafter called the Subrecipient or to its assignees, if any, the Subrecipient upon payment of the said sum by the Economic and Workforce Development Department, City of Los Angeles, hereafter, called the City, does remit, release, and discharge the City, its officers, agents and employees, of and from all liabilities, obligations, claims, and demand whatsoever under or rising from the said Contract.  

IN WITNESS WHEREOF, this release has been executed this ___________ day of ______________________, 2016.  

Name of Authorized Representative  

Signature  

Title
Economic and Workforce Development Department  
City of Los Angeles.

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Subrecipient Name: ________________________________________________

Street Address: _______________________________________________  
Contract No.: ________

City, State & Zip: _________________________________________________, CA _______

Pursuant to the terms of Contract No. _____________, and in consideration of the reimbursement of costs  
and payment of fee, as provided in the said agreement and any assignment thereunder, the

_____________________________________________  
(Subrecipient’s Name)

(hereafter called the Subrecipient), does hereby:

X Assign, transfer, set over and release to the Economic and Workforce Development Department, City  
of Los Angeles (hereafter called the City), all right, title, and interest thereon, arising out of the  
performance of said Contract together with all the rights of action accrued or hereafter accrue  
thereunder.

X Agree to take whatever action may be necessary to effect prompt collection of all such refunds,  
rebates, credits, or other amounts (including any interest thereon), due or which may become due,  
and to forward promptly to the City checks (made payable to the City of Los Angeles), for all  
proceeds so collected. The reasonable cost of any such action to effect collection shall constitute  
allowable costs when approved by the City, as stated in the said Contract and may be applied to  
reduce any amounts otherwise payable to the City of Los Angeles under the terms thereof.

X Agree to cooperate fully with the City of Los Angeles as to any claims or suit in connection with such  
refunds, rebates, credits, or other amounts due (including any interest thereon); to execute any  
protest, pleading, application, power of attorney, or other papers in connection therewith; and to  
permit the City to represent it at any hearing, trial or other proceeding arising out of such claim or  
suit.

IN WITNESS WHEREOF, this assignment has been executed on this ________ day of  
________________________, 2016.

________________________________________________________________________

Name of Authorized Representative

________________________________________________________________________

Signature

________________________________________________________________________

Title
Employer ID No. ________________

CONTRACT CLOSEOUT TAX CERTIFICATION

In the performance of Contract No. ____________, I certify that I have complied with the requirements of the law, and the Economic and Workforce Development Department, City of Los Angeles, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and reporting of Federal, State and local taxes and the provision of W-2 forms to employees/enrollees who are not now my employees. For present employees/enrollees, formerly employed under the award, W-2 forms will be furnished as specified in Circular E of the Employers’ Tax Guide.

IN WITNESS WHEREOF, this assignment has been executed this ____________ day of ________________, 2016.

Subrecipient Name

________________________________________

Subrecipient Address

________________________________________

Name of Authorized Representative

________________________________________

Signature

________________________________________

Title

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