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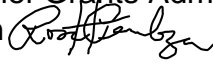
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DATE: October 11, 2022

TO: All Economic Development Division Subrecipients

FROM: Rosa H. Penaloza, Assistant Chief Grants Administrator
Economic Development Division 

**SUBJECT: INFORMATION BULLETIN NO. 23-02
PY 2022-2023 UPDATE TO CASH REQUEST PACKET REQUIREMENTS**

EFFECTIVE DATE

This bulletin is effective on date of issue.

PURPOSE

The purpose of this Information Bulletin is to provide current Economic Development Division (EDD) Subrecipients with updates and clarification on the cash request packet requirements effective immediately. This bulletin sets out the components of a complete cash request packet and identifies documents that must be submitted for cash requests to be processed and paid.

Cash requests are due on or before the 15th day of each month. Subrecipients are required to use the current cash request templates provided by their program monitors. BusinessSource Centers (LABSC) must submit cash requests packets electronically to labusinesssourceadmin@lacity.org and other programs to nyssa.buck@lacity.org for review.

To be eligible for payment, expenditures must be made in compliance with the terms in the contract, and the provisions of 2 CFR Part 200. The required documentation are listed in the checklist below. Cash request submissions to the EWDD must include all required forms. Missing forms or incomplete information will deem the cash request incomplete and will not be processed.

Questions regarding this bulletin should be emailed to labusinesssourceadmin@lacity.org for BSCs and nyssa.buck@lacity.org for other programs.

Checklist of Required Documents for the Cash Request packet

- I. Signed Cash Request*
 - a. Cash Request form
 - b. Expenditure Report
 - c. Schedule of Personnel Costs

- II. General Ledger
 - a. Detailed list of expenses classified by cost categories including debits and credits
 - b. Year-to-date expenditure totals

- III. Cash Request Supporting Documentation
 - a. Salaries - payroll register
 - b. Fringe Benefits – provider invoices
 - c. Other Costs (i.e., rent, supplies, utilities, etc.) – invoices
 - d. Participant Costs – invoices
 - e. Subcontractor Costs** – subcontractor invoice with breakdown of hours by client and/or name of webinars
 - f. Furniture and Equipment*** – Invoices

* Applicable only to LABSC, Subrecipients must prepare two (2) cash requests, one (1) for Micro-enterprise and one (1) for Small Business activity.

**Approval for use of Subcontractors requires pre-approval from EWDD. Subrecipients must submit a procurement summary and/or procurement documentation and, if EWDD approves the request, a signed agreement. Invoices will be reviewed against the agreement.

***Furniture and equipment must be pre-approved in writing by EWDD. Submit request with three quotes per item type (screenshots are allowable). Costs that have not been pre-approved will be disallowed.

Cash requests approved by EDD are submitted to the Financial Management Division (FMD) for further processing. A memo is included with all FMD submissions and a copy is provided to the Subrecipient. Please refer to the memo for notes on any disallowed costs and contact your program monitor with any questions.