

# CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS  
MAYOR


CAROLYN M. HULL  
GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** September 26, 2023

**TO:** All Californians for All Youth Workforce Development Grant Service Providers

**FROM:**   
Carolyn Hull (Sep 25, 2023 13:48 PDT)  
Carolyn Hull  
General Manager  
Economic and Workforce Development Department

**SUBJECT: FMD DIRECTIVE NO. 24-001  
FINANCIAL REPORTING REQUIREMENTS FOR THE CALIFORNIANS FOR  
ALL YOUTH WORKFORCE DEVELOPMENT GRANT**

## **EFFECTIVE DATE:**

This directive is effective on date of issue.

## **PURPOSE:**

The purpose of this directive is to provide financial reporting instructions for all City of Los Angeles (City) service providers for the Californians for All Youth Workforce Development Grant in order to comply with the financial reporting requirements of the grantor, the State of CA Office of the Governor California Volunteers.

## **BACKGROUND:**

EWDD has been working with the State of CA to request reimbursement for expenditures incurred through July 31, 2023. The requests are currently on hold pending submission of the following supporting documentation, as required by the State:

- **Participant Stipends** – participant stipend register or report showing names of participants, pay date, pay period, hourly rate, number of hours, amount paid, description of purpose of stipend, etc.;
- **Participant Wages and Fringe Benefits** – participant payroll register or report showing names of participants, pay date, pay period, hourly rate, number of hours, amount paid, description, fringe benefits paid, etc.; and

- **Wrap-Around Services or Supportive Services** – detailed breakdown of supportive services provided to participants.

Due to the number of service providers and participants involved, service providers will be required to upload the Cash Requests and Expenditure Reports and the required documentation into a Google drive. EWDD's Financial Management Division (FMD) will provide the direct links to the appropriate folders for each service provider. After FMD's review, EWDD will then provide access to the State for their review and approval.

It is critical that the expenditures reported for the period under review must match the supporting documentation provided. For example:

Program: **LA RISE Youth Academy**  
Service Provider Name: El Proyecto Del Barrio

*Folder #1: **From Inception to May 31, 2023 – Cumulative:***

The supporting documentation must match the total cumulative expenditures reported for the period 7/1/2022 to 5/31/2023.

*Folder #2: **From June 1, 2023 to July 31, 2023 – Current Period Only:***

The supporting documentation must match the total expenditures reported for the current period 6/1/2023 to 7/31/2023 only.

**Please note that the State will withhold payments for expenditures that do not match the supporting documentation provided.**

Please upload the required documentation listed above by **Thursday, October 5th**. However, be prepared to provide additional information and/or documentation if and when the State requires it during their review. Service providers must use this same Google drive for subsequent reporting periods.

FMD has also revised the Expenditure Report form to be used for this grant only starting with the report for the month of October 31, 2023. The revised spreadsheets may be downloaded from [here](#).

## **EWDD CONTACTS:**

If you have any questions regarding any section/topic of this directive, please contact the following:

Glenn Hino, [Glenn.Hino@lacity.org](mailto:Glenn.Hino@lacity.org)  
Kaium Miah, [Kaium.Miah@lacity.org](mailto:Kaium.Miah@lacity.org)

The TTY number is (213) 744-9395.