

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
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MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: October 29, 2021

TO: NDWG TET Contractors

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 22-06
CLOSE-OUT OF 2018 TRADE & ECONOMIC TRANSITION (TET)
NATIONAL DISLOCATED WORKER GRANT (NDWG) CONTRACTS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to provide instructions to City of Los Angeles 2018 Trade & Economic Transition National Dislocated Worker Grant contracted service providers to close their contracts effective September 30, 2021. The directive also sets forth fiscal close out instructions for those contracts.

BACKGROUND

The Economic and Workforce Development Department (EWDD) was awarded \$1 million from the California Employment Development Department's (EDD) TET NDWG to address ongoing or emerging workforce and economic challenges.

The project was originally designed to provide career pathways for 200 dislocated workers from the Retail sector into the increasing employment opportunities of the Transportation sector in Los Angeles. However, Los Angeles' workforce experienced a steep increase in multiple sector layoffs due to the COVID-19 pandemic. In order to assist the dislocated workers and the increasing number of vacancies during the region's efforts to achieve economic recovery, the TET NDWG program expanded its sectors of focus and prioritized the delivery of support services, along with occupational training, to ensure a successful economic and workforce recovery.

REQUIRED ACTION

Fiscal Close-out Instructions: This directive sets forth the deadline for the submission of the final financial closeout report and other required related schedules and supporting documentation for the period of October 1, 2018 through September 30, 2021.

Fiscal Activities:

The last day to incur expenditures was September 30, 2021. Service providers must submit their September 2021 invoice by November 5, 2021.

All contracted agencies are to submit a final and complete closeout Cash Request and Expenditure Report for on or before Friday, November 12, 2021.

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)
- General Ledger (GL) & Reconciliation with ER
- Schedule of Accruals
- Sub-recipient Release Form
- Sub-recipient's Assignment of Refunds, Rebates and Credits
- Contract Closeout Tax Certification
- Refund Check, if applicable

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

The Final Closeout package must be sent to the address below: Catherine Bondoc/Rose Tang Financial Management Division.

Economic and 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.

Please copy the Program Administrator at Chang.Kim@lacity.org on your submissions to FMD.

REPORTED EXPENDITURES TO DATE AND PERFORMANCE

Please be reminded that final expenditures must be supported by performance.

For agencies that did not meet their contract enrollment goal and have low enrollments may be subject to submission of refund based on administrative review and determination by EWDD.

BUDGET MODIFICATION REQUESTS

Service providers may submit a request for budget modification by no later than Friday, November 5, 2021. Please submit the budget modification to your EWDD program monitor.

MIS CALJOBS CLOSE-OUT INSTRUCTIONS

All activities reported under the TET grant must be closed out by September 30, 2021. Contractors should ensure that all participant files are complete with comprehensive case notes, supportive documents, and that the financials are complete and up to date.

If any TET NDWG program participants are co-enrolled with WIOA, the WIOA activities can remain open and staff will not be required to create a closure until all services are completed. Any individual MIS inquiries can be made to the program administrator.

DEADLINE FOR RESPONSE

BUDGET	DATE	TO
Budget modification request	November 5, 2021	EWDD Program Monitor
September invoice /cash request	November 5, 2021	FMD
Fiscal close-out submission	November 12, 2021	FMD

WDS CONTACT

We thank you in advance for your cooperation. If you have any questions or require further information, please contact:

Fiscal Matters:

Rovie P. Ignacio

Roveilene.Ignacio@lacity.org**TET NDWG Program:**

Chang Kim

Chang.Kim@lacity.org

CMH:GR:CB:DB:RI:CK:cg

- Attachments:
1. WIOA Subrecipient's Assignment of Refunds, Rebates and Credits
 2. WIOA Property Closeout Inventory Certification Form
 3. WIOA Closeout Tax Certification
 4. WIOA Subrecipient Release
 5. Schedule of Expenditure Accruals