



LOS ANGELES COUNTY

WIA Adult and Dislocated Worker DIRECTIVE

NUMBER: D-DWA-02-004

**SUBJECT: FINAL - FINAL CLOSEOUT
REPORTING FOR FISCAL YEAR 2001-2002**

DATE: 07/31/02

EFFECTIVE DATE: Immediately

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****FOR YOUR IMMEDIATE ATTENTION**
REPLY MUST BE RECEIVED BY AUGUST 12, 2002**

TO: ALL LOS ANGELES COUNTY WIA SERVICE PROVIDERS

The purpose of this Directive is to notify contractors of the Final-Final Closeout procedures for the WIA Adult and Dislocated Worker Program for Fiscal Year 2001/2002.

This Final-Final Closeout Directive is requesting the **actual expenditure reports** as they pertain to the Final Closeout reports submitted as the accrued expenditures should now be actual expenses. In addition, the Final-Final closeout should recount actual cost expended by your agency for the period of July 1, 2001 through June 30, 2002. **Further, this Directive does not allow for any additional expenses above the original closeout documents submitted. Any cost overrides or deficits realized for operational and closeout activities must be paid by the contractor.**

As stated in Directive D-DWA-00-050, agencies were to submit all ACCRUALS through the term end of the contract period. Closeout reports received after July 8, 2002 were not to be paid, and if a Closeout Report was not received, the County closed its accounting records based on your agency's last report of expenditures. This Final-Final Closeout asks for actual expenditures based on the closeout documentation received. **Any non-expended funds must be returned with this document by August 12, 2002. Any checks should be made out to: County of Los Angeles.**

The documents you are required to submit are as follows:

1) Final-Final Cost Reports-Attachment A and B

Final-Final Cost Reports consist of two original copies of your actual **Final Request for Cash and Invoice. Any non-expended funds must be returned with this document by August 12, 2002. Any checks should be made out to: County of Los Angeles.**

2) Final-Final Cover Sheet-Attachment C

Check the appropriate box and sign attestation statement. Attachment of Final-Final Cost Reports as necessary.

You are requested to provide this office with these final closeout documents no later than **5:00 p.m. on Monday, August 12, 2002.**

The County will close its records based on the submission of an acceptable closeout package from your agency. Contractors are required to submit **two original copies of their final cost reports.** The closeout report package is included with this Directive, see Attachments A, B, and C.

Please submit your documents to the following address:

**County of Los Angeles
Community and Senior Services Department
WIA Employment and Training Programs
3303 Wilshire Boulevard, Suite 301
Los Angeles, CA 90010
Attn: Lorena Bautista**

If you have any questions regarding this Directive, please contact Lorena Bautista at (213) 738-3862 or email at lbautist@co.la.ca.us. Your cooperation in this matter would be greatly appreciated.

JOSIE MARQUEZ, Director
Employment and Training

Attachments

