



LOS ANGELES COUNTY

GOVERNOR'S 25% DISCRETIONARY DISLOCATED WORKER PROGRAM, PROJECT PHOENIX DIRECTIVE

NUMBER: D-DWA-04-008

**SUBJECT: FINAL CLOSEOUT REPORT
GRANT 539 FOR FISCAL YEAR 2002-2003
AND 2003-2004**

DATE: 4/6/04

EFFECTIVE DATE: Immediately

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****FOR YOUR IMMEDIATE ATTENTION**
REPLY MUST BE RECEIVED BY APRIL 15, 2004**

**TO: LOS ANGELES COUNTY WORKFORCE INVESTMENT BOARD,
GOVERNOR'S 25% DISCRETIONARY DISLOCATED WORKER
PROGRAM, PROJECT PHOENIX CONTRACTORS**

The purpose of this Directive is to notify all Los Angeles County WIA Project Phoenix contractors of the required procedures for fiscal years 2002-2003 and 2003-2004 program and financial closeout. The County of Los Angeles Community and Senior Services Department (CSS) is closing its accounting records for the Governor's 25% Discretionary Dislocated Worker Program, Project Phoenix, allocations made to your agency for the period of February 5, 2003 through March 31, 2004.

Closeout reports should reflect all **actual expenditures**. This represents all costs associated with the operation of the program for the period of performance of your agency's contract. **No additional requests or adjustments will be made after April 15, 2004. CLOSEOUT REPORTS RECEIVED AFTER APRIL 15, 2004 WILL NOT BE PAID, NO EXCEPTIONS WILL BE MADE. ALL CONTRACTOR CLOSEOUT REPORTS ARE DUE TO THE COUNTY BY 5:00 P.M. ON APRIL 15, 2004.**

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. Agency contract funds that have not been fully expended will not be carried over beyond the contract period. Therefore, it is imperative that you share this information with your subcontractors to ensure all proper billing is completed and accounted for within the specified timeframe. **Additionally, only services provided to Project Phoenix participants on or before March 31, 2004 will be reimbursed.**

This Directive requests your agency's final invoice and other documents required at the time of closeout. **Any non-expended or disallowed funds discovered during your agency's fiscal monitoring visit must be returned, with a copy of this Directive by April 30, 2004. Checks are to be made out to: County of Los Angeles.**

This Directive also requests that your agency follow the MIS Closeout instructions provided by the South Bay Workforce Investment Board (SBWIB) (copy enclosed). All MIS information must reflect activities (i.e., co-enrollments, completions and exits) on or prior to March 31, 2004, and must be submitted to SBWIB, no later than the close of business on **April 15, 2004**. Please refer to the "Co-Enrollment of Project Phoenix Participants", Directive D-DWA-04-002, issued on January 27, 2004, for procedures on those co-enrolled into the WIA Dislocated Worker Program, Grant 501.

The documents you are required to submit are as follows:

1) FINAL COST REPORTS - ATTACHMENT A AND B

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 April 30, 2004. Any checks are to be made out to: County of Los Angeles.

2) FINAL COVER SHEET - ATTACHMENT C

Check the appropriate box and sign attestation statement on the Final Closeout form, Attachment C, as necessary.

3) PROPERTY CERTIFICATION - ATTACHMENT D

Please provide a list of all equipment purchased to operate your Governor's 25% Discretionary Dislocated Worker Program, Project Phoenix. This list should include all useable property, regardless of its value. Please refer to the discussion of accountable and transferable property in the County's Contract Exhibit "A", Standard Terms and Conditions, for WIA Governor's Discretionary Dislocated Worker Program, Project Phoenix.

4) TAX CERTIFICATION - ATTACHMENT E

The contractor is required to certify that all federal, state and local taxes owed for individuals under its employ while operating the Project Phoenix program have been paid.

5) PARTICIPANT REPORT - ATTACHMENT F

Please provide the performance measures your agency accomplished (goal vs. actual).

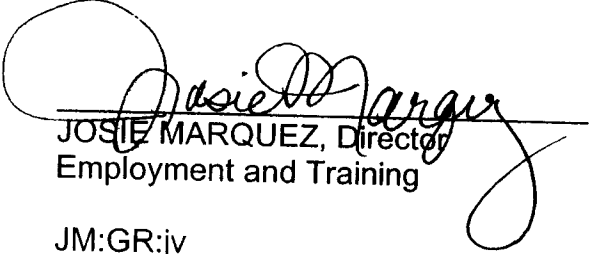
Contractors are required to submit **two original copies of their final cost reports.** The closeout report package is included with this Directive (see Attachments A, B, C, D, E and F). The County will close its records based on the submission of an acceptable closeout package from your agency. **In the event you do not submit the required documents, the County will close its accounting records based on your agency's last report of expenditures.**

Please submit your documents to the following address:

**County of Los Angeles
Community and Senior Services
WIA Employment & Training Programs
3175 West Sixth Street, Box 6
Los Angeles, CA 90020
Attention: Geraldo Rodriguez**

If you have any questions regarding this Directive, please contact Grace Sanchez or Jenifer Valdez at (213) 738-2656, or email at gsanchez@css.co.la.ca.us or jmvaldez@css.co.la.ca.us, respectively. Your cooperation in this matter is greatly appreciated.

Please forward a copy of this Directive to all staff involved with your fiscal activities and your subcontractors.


JOSIE MARQUEZ, Director
Employment and Training

JM:GR:jv

Attachments (6)

**COUNTY OF LOS ANGELES – COMMUNITY AND SENIOR SERVICES
WORKFORCE INVESTMENT ACT – PROJECT PHOENIX
FINAL CLOSEOUT
PROGRAM YEAR 2003-2004**

CONTRACT#: _____

Agency Name: _____

As part of the Governor's Discretionary Dislocated Worker Program, Project Phoenix, Directive D-DWA-04-008, our agency submitted a Final Closeout report.

- The Final Closeout report submitted for WIA Governor's Discretionary Dislocated Worker Program, Project Phoenix, contained all actual expenditures and is **Final**; a check is enclosed, if required.

I, as the authorized representative for this agency, by submitting this document, attest to the truth and authenticity of the claims made and support documents represented.

Authorized Signature: _____ Date: _____

Name (Print): _____ Title: _____

**FINAL PROPERTY INVENTORY CERTIFICATION
(WIA Project Phoenix Program Acquired Property Only)**

Subrecipient: _____

Contract #: _____ Today's Date: _____

A. A Contract Without Property

- I hereby certify that no WIA property was furnished or acquired by the terms and conditions of this Contract.

B. A Contract With Property

- I hereby certify that the below inventory listing is complete, and that it correctly describes all items of materials and equipment furnished or purchased under the terms and conditions of this award. (Attach additional pages if needed.)

Item	ID# (e.g., stock no., serial no., property tag no., etc.)	Location (Only if different from the "Request for Cash".)	Acquisition Date	Acquisition Cost	Condition	Current Value

C. A New Contract Has Been Approved

- The above or attached listing of property will be retained for the period as specified in Contract # _____.

D. A New Contract Has Not Been Approved

- The above or attached listing property will be returned within ninety (90) days of the release date of this Contract.

Signature of Authorized Official:

Name: _____ Title: _____

Employment ID No. _____

**WIA Project Phoenix Program
Contract Closeout Tax Certification Form**

In the performance of agreement number _____, I certify I have complied with requirements of the law, and the State WID Administration, State of California, 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 _____, 20_____.

Name of Contractor

Authorized Representative (Signature)

Title

Address

**COUNTY OF LOS ANGELES – COMMUNITY AND SENIOR SERVICES
 WORKFORCE INVESTMENT ACT - PROJECT PHOENIX
FINAL PARTICIPANT REPORT
 PERIOD: FEBRUARY 5, 2003 - MARCH 31, 2004**

Agency:	
Address:	

CONTRACT NUMBER	FUNDING SOURCE
	25 % Governor's Discretionary Funds - Project Phoenix

Performance Measures		
	GOAL	ACTUAL
Enrollment		
Intensive		
Training		
Follow Up		
Unsubsidized employment - Entry		
Unsubsidized employment - 6 months retention		

COMMENTS: (Please explain underperformance, challenges, and steps for improvement here.)

Prepared by: _____ Date: _____

Date: _____ Email: _____ Phone: _____

Authorized Signature: _____ Date: _____