



LOS ANGELES COUNTY
WIA ADULT AND DISLOCATED WORKER
DIRECTIVE

NUMBER D-DWA-06-004
D-YTH-06-004

SUBJECT **DEADLINE FOR SUBMITTING FY 2005-06
CONTRACT/SUBGRANT MODIFICATIONS**

DATE: **March 1, 2006**

EFFECTIVE DATE: **Immediately**

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TO: ALL WIA SERVICE PROVIDERS

The purpose of this Directive is to notify all WIA service providers that the last date to modify your agency's FY 2005-06 WIA contract is at the close of the third quarter, **MARCH 31, 2006**. Please submit your modification request to the same location that your monthly invoice is submitted. A request which is not received by 5:00 p.m., April 7, 2006, will not be considered.

If your agency wishes to submit a request for modification, please ensure that the following is included:

- 1) A written letter requesting changes, including justification for each change.
- 2) The appropriate contract exhibits affected by adjustments to cost categories including the modified Budget Summary, Line Item Budget Summary, Non-Personnel Schedule, Personnel Schedule or Consultant Schedule,

NOTE: A request that shifts costs to overhead from direct participant services (e.g., support services, participant wages, training, etc) will not be approved.

Submit your 2005-06 WIA contract modification request to:

Tina Hoang
Contract Management Division
County of Los Angeles
3175 West Sixth Street, Room _____
Los Angeles, CA 90020

Please allow two weeks from the date you submit your request for a response.

If you have any questions regarding this matter, please contact Tina Hoang at (213) 738-2641 by phone or thoang@co.la.ca.us by email. Please be advised that March 31, 2006 is a Friday and this office will be closed. Therefore all inquiries should be made prior to March 30, 2006.

Your cooperation regarding this matter is greatly appreciated.

Carol Domingo, Manager
Contract Management Division
CD:TH:MA:KN