



# LOS ANGELES COUNTY

## WIA Adult and Dislocated Worker Programs

### DIRECTIVE

**NUMBER: LACOD-WIAD08-22**      **SUBJECT: National Emergency Grant -  
Firestorms 2007 – Invoice & Fiscal  
Report & Instructions**

**ISSUE DATE: March 13, 2008**

**EFFECTIVE DATE: December 4, 2007**

**TO: ALL WORKFORCE INVESTMENT ACT (WIA) NATIONAL EMERGENCY  
GRANT CONTRACTORS**

#### **PURPOSE**

This Directive provides information and guidance to County contractors on invoicing and fiscal reporting, under the provisions of the Firestorms 2007 WIA National Emergency Grant (NEG) and the policies and procedures of the Local Workforce Investment Area (LWIA). As part of a comprehensive workforce development strategy, the Los Angeles County LWIA provides emergency services under the NEG to public entities, employers and workers that have been affected by the declared disaster, as described within the Workforce Investment Act (WIA).

#### **BACKGROUND**

Wildfires burned throughout Southern California in October 2007. In Los Angeles County, a total of 104,186 acres burned. The burn areas include: the Canyon Fire and later the Corral Fire in the Malibu area, the Meadow Ridge Fire in Santa Clarita, the Buckweed Fire in the Agua Dulce/Canyon Country area near Mint Canyon Rd/Sierra Hwy; the Magic Fire in Stevenson Ranch and the Ranch Fire near Castaic in the Angeles National Forrest. Huge areas suffered damage, which included areas of population density and business density that have a material impact on the local Los Angeles County economy. The Governor declared a state of emergency. The Department of Labor facilitated a NEG in response to the disaster. The County of Los Angeles received funding to provide emergency services and to remediate the burn area.

#### **INVOICE AND FISCAL REPORTING REQUIREMENTS – NEG FIRESTORMS**

Contractors shall submit invoice and fiscal report, as specified in the contract. Attached are NEG Firestorms invoice and fiscal report and the instructions for completion.

## Scope:

This Directive supplements federal and State guidance and applies to County-funded service providers who are specifically contracted to provide NEG services and activities.

## Effective Date:

This Directive is effective on December 4, 2007.

## References:

- WIA Section 101(9) – *Definitions – Dislocated Worker*
- WIA Section 134(a)(2)(A) – *Statewide Rapid Response Activities*
- WIA Section 173 (d) National Emergency Grants [www.calworkforce.org](http://www.calworkforce.org)
- <http://www.doleta.gov/usworkforce/WIA/wialaw.txt>
- [http://www.doleta.gov/NEG/admin\\_req.cfm](http://www.doleta.gov/NEG/admin_req.cfm)
- NEG Award document and modifications
- General Comments and Conditions Relating to NEG Disaster Grants
- 20 CFR 671.110(e), 671.130©, 671.150, 671.170 – Allowable activities; what dislocated workers may be served under NEG
- TEGl 16-03
- NEG Application Procedures, dated April 27, 2004
- Southern California Fires NEG Overview from the State of California EDD (December 2007)

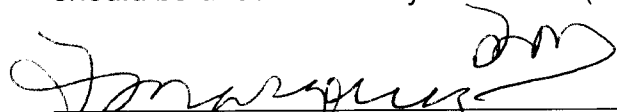
## ACTION

Los Angeles County WIA NEG contractors should ensure that the requirements described herein are communicated throughout the operations, management and governance structure of the contractor organization and its subcontractors and that this Directive is appropriately maintained until further notice.

All NEG contractors must ensure that their subcontractors submit to you invoicing and fiscal reports in line with this Directive and its forms.

## INQUIRIES

Inquiries regarding this Directive and the policies and procedures described herein should be directed to Judy Weddle at (213) 639-6093 or [jweddle@css.lacounty.gov](mailto:jweddle@css.lacounty.gov).



**Josie Marquez, Assistant Director  
Workforce and Community Services Branch**

**County of Los Angeles – Community and Senior Services  
Workforce Investment Act – National Emergency Grant – Firestorms  
Instructions - Invoice and Fiscal Report - 2007- 08**

Page 1 **INVOICE**

Identifying information: In the upper left section, enter information in the corresponding spaces:

- Contractor name: Contractor name
- Contractor address: Contractor address
- Program: NEG Firestorms
- Contract Number: NEG contract number for the current period (2007-08)
- Request period: Month for which services on report are being provided
- Request number: The first request, which encompasses several months, is number 1. Next month is number 2, and so on.

CSS Use Only: Leave blank the upper right section which is denoted for CSS staff.

Invoice/Budget: In the center section, enter the current totals for:

- A. **Current Budget:** Total amount of funding for the program year. This amount remains the same throughout the program year (barring reobligation).
- B. **Cash Received/Invoiced:** Sum of this month's invoice, E. Cash Requested, and payment you may have received from previous invoices
- C. **Cash Disbursed:** Sum of this month's invoice, E. Cash Requested, and B. Cash Received/Invoiced (Excel formula =f28+f22)
- D. **Cash Balance:** Negative number of E. Cash Requested (Excel formula =f22-f24)
- E. **Cash Requested:** Amount being requested for expenses accrued in this billing period
- F. **Available Balance:** A. Current Budget less C. Cash Disbursed. (Excel formula =f20-f24)

Accruals by Quarter

Report accrued expenses quarterly.

Signature

To be signed by preparer and authorized signer. Enter title and date.

Page 2 **FISCAL REPORT**

Recap of Costs:

Insert figures from first page, break down totals between administrative and program costs.

Expenditure Summary:

- The first column, current expenditures, is the total of the expenditures accrued during this month's billing period.
- The second column, cumulative expenditures, is the sum of the prior period's accrued expenditures and the current month's accrued expenditures.

**COUNTY OF LOS ANGELES-COMMUNITY AND SENIOR SERVICES  
 WORKFORCE INVESTMENT ACT - NATIONAL EMERGENCY GRANT - FIRESTORMS  
 INVOICE**

Contractor:		<b>CSS USE ONLY</b>			
Address:		CMD Review:	Date:	Approval:	Date:
City:	State:	Zip:	Fiscal Review:	Date:	Approval: Date:
Program:	Contract No.:	Amount Paid:	Encumbrance No.:		
Request Period:	Request No.:	Note:			

		<b>TOTALS</b>
<b>A</b>	Current Budget	
<b>B</b>	Cash Received/Invoiced	
<b>C</b>	Cash Disbursed <b>B+E</b>	\$0
<b>D</b>	Cash Balance <b>B-C</b>	\$0
<b>E</b>	Cash Requested	
<b>F</b>	Available Balance <b>A-C</b>	\$0

**ACCRUALS**

QT 1-2007	QT 2 Jan-Mar 2008	QT 3 Apr-Jun 2008	QT 4 Jul-Sep 2008	QT 5 Oct-Dec 2008	Closeout

I certify that the information in this statement is correct to the best of my knowledge and the expenditures reflected herein are made in accordance with conditions of the subcontract. I also certify that all required payroll tax and income tax monies have been withheld from wages of persons employed by this organization to this date, and such funds have been held in a reserve fund or transmitted to local, state or federal officials as required by appropriate laws. 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.

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY OF LOS ANGELES-COMMUNITY AND SENIOR SERVICES  
 WORKFORCE INVESTMENT ACT - NATIONAL EMERGENCY GRANT  
 FIRESTORMS  
 FISCAL REPORT**

<b>RECAP OF COSTS</b>			
	<b>Administration Cost (3%)</b>	<b>Program Cost</b>	<b>Total</b>
<b>A. Current Budget</b>			\$0
<b>B. Cash Received</b>			\$0
<b>C. Cash Disbursed</b>			\$0
<b>F. Cash Balance</b>			\$0

**EXPENDITURE SUMMARY**

<b>Cost category</b>	<b>Current Expenditure</b>	<b>Cumulative Expenditure</b>
<b>PERSONNEL COSTS</b>		
Salary		
Fringe benefits		
<b>NON-PERSONNEL COSTS</b>		
Staff travel		
Communications		
Facilities (rent, util, maint)		
Supplies		
Equipment		
Participant wages		
Participant fringe benefits		
Supportive Services		
Indirect costs		
WIA Core/Intensive		
Consultant services		
Other		
Other		
Other		
Other		
Other		
<b>TOTAL</b>		