

# CITY OF LOS ANGELES

CALIFORNIA

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**DATE:** June 29, 2006

**TO:** LA'S Workforce Development System

**FROM:** Manny Chavez, Director  
Workforce Development Division

**SUBJECT: WIA INFO BULLETIN No. 06-53  
REPORTING OF LEVERAGED RESOURCES, STAND-IN COSTS, AND  
MATCHING FUNDS**

## EFFECTIVE DATE

This bulletin is effective upon the date of issue.

## PURPOSE

This bulletin serves as a reminder to contractors of the obligation to report Stand-in costs, Matching Funds, and, for WorkSource contractors, training and support services provided with non-WIA funds (Leveraged Resources).

## BACKGROUND

As set forth in the Job Training Agreements and by Directive, contractors must report on a regular basis on the items listed above. Specifically the WorkSource Center and Youth Opportunity System Job Training Agreements for Program Year 2005-06 state the following:

§ 301 D. [the] Contractor shall identify, document, and account for uncharged WIA costs. Such stand-in costs shall be reported to the City on a quarterly basis.

§ 301 I. Match Requirements: Contractor shall document upon the invoice a required match of funds. Such obligation shall be at least 10% of funds awarded by City to Contractor under §301.

In addition, WIA Directives 05-08, 05-18, and 06-15 require WorkSource Center contractors submit the Schedule of Leveraged Resources Form on a monthly basis.

**OBSERVATIONS**

As of the expenditure reporting period ending April 30, 2006, seven Adult and four Youth agencies had reported stand-in costs, six Adult and seven Youth agencies had reported Non-Federal Matching Funds, and two Adult agencies were up-to-date with submission of Leveraged Resources Reports.

**REQUIRED ACTION**

All Contractors shall submit reports on Stand-in Costs and Matching Funds, and Adult Contractors shall also submit the Schedule of Leveraged Resources no later than the 15<sup>th</sup> of each month to the Department's Financial Management Division (FMD) as part of their regular monthly invoice report. In the event there are no expenditures to report, these zero dollar amounts must also be reported.

Leveraged Resources not reported by July 14, 2006 will not be considered for the annual performance evaluation. In addition the Department reserves the right to withhold the release of funds to contractors who fail to submit timely and accurate MIS and or Fiscal documents to the City as stated in Section 504 A of the Job Training Agreements.

**WDD CONTACT**

Questions or requests for additional information should be addressed to assigned program monitors. Agencies may schedule additional training on these procedures by contacting Stella Catanzarite at (213) 744-7190 or [Stella.Catanzarite@lacity.org](mailto:Stella.Catanzarite@lacity.org).

MC:JPO:TJ