

Richard L. Benbow
GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA




ANTONIO VILLARAIGOSA
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Date: June 15, 2007

To: LA's Workforce Development System

From: 
Mae Abeleda, Director
Financial Management Division

Subject: WIA Information Bulletin No. **07-32**
Fiscal Closeout for FY 06-07

Section 601B of your contract with the City of Los Angeles provides that final closeout reports must be submitted to the City within twenty-one (21) days following the termination of the contract. However, in order to meet the State of California Employment Development Department's deadline, please submit your final and complete closeout Cash Request (CR) and Expenditure Report (ER) for contract(s) ending June 30, 2007 to the Financial Management Division (FMD) **on or before July 16, 2007**. All expenditures reported must be allowable and must include both cash and accrued expenditures.

The closeout package must also include the attached closeout forms and a refund for any unearned grant. Please mail the complete package to the address below:

Financial Management Division
Attention: ***Your FMD Monitor's Name***
1200 West 7th Street, 4th Floor
Los Angeles, CA 90017

Please be reminded that as also specified in Section 601B of your contract, in the event that a final closeout package is not submitted, the City reserves the right to unilaterally close the contract based on the last CR and ER received.

If you have any questions, please contact your respective FMD monitor or Catherine Bondoc at (213) 744-7306 or at Catherine.Bondoc@lacity.org.

MA: cb

Attachments

**Workforce Investment Act (WIA)
Community Development Department
City of Los Angeles**

SUBRECIPIENT RELEASE

Pursuant to the terms of Contract No. _____ and in consideration of the
sum of _____ dollars/cents, \$ _____,
(Total accrued expenditures) *(Dollars/Cents)*

which has been, or is to be paid under the said Contract to:

(Subrecipient's Name and Address)

hereafter called the Subrecipient or to its assignees, if any, the Subrecipient upon
payment of the said sum by the Community Development Department, City of Los
Angeles, hereafter, called the City, does remit, release, and discharge the City, its
officers, agents and employees, of and from all liabilities, obligations, claims, and
demand whatsoever under or rising from the said Contract.

IN WITNESS WHEREOF, this release has been executed this _____ day of
_____, 200__.

Name of Authorized Representative

Signature

Title

**Workforce Investment Act (WIA)
Community Development Department
City of Los Angeles**

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Subrecipient Name: _____	
Street Address: _____	Contract No.: _____
City, State & Zip: _____, CA _____	

Pursuant to the terms of Contract No. _____, and in consideration of the reimbursement of costs and payment of fee, as provided in the said Contract and any assignment thereunder, the _____
(Subrecipient's Name)

(hereafter called the Subrecipient), does hereby:

- Assign, transfer, set over and release to the Community Development Department, City of Los Angeles (hereafter called the City), all right, title, and interest thereon, arising out of the performance of said Contract together with all the rights of action accrued or hereafter accrue thereunder.
- Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits, or other amounts (including any interest thereon), due or which may become due, and to forward promptly to the City checks (made payable to the City of Los Angeles), for all proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable costs when approved by the City, as stated in the said Contract and may be applied to reduce any amounts otherwise payable to the City of Los Angeles under the terms hereof.
- Agree to cooperate fully with the City of Los Angeles as to any claims or suit in connection with such refunds, rebates, credits, or other amounts due (including any interest thereon); to execute any protest, pleading, application, power of attorney, or other papers in connection therewith; and to permit the City to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

IN WITNESS WHEREOF, this assignment has been executed on this _____ day of _____, 200__.

Name of Authorized Representative

Signature

Title

Employer ID No. _____

CONTRACT CLOSEOUT TAX CERTIFICATION

In the performance of Contract No. _____, I certify that I have complied with the requirements of the law, and the Community Development Department, City of Los Angeles, 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 required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide," (Publication 15, Circular E).

IN WITNESS WHEREOF, this certification has been executed this _____ day of _____, 200__.

Subrecipient Name

Subrecipient Address

Name of Authorized Representative

Signature

Title