

CITY OF LOS ANGELES
CALIFORNIA

LILLIAN KAWASAKI
INTERIM GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



RICHARD J. RIORDAN
MAYOR

DATE: AUG 3 2000

TO: All Workforce Development Contractors

FROM: Ann Giagni, Director
Workforce Development Division

SUBJECT: **DIRECTIVE 01- 13**
REVISED PROCEDURES FOR PROCESSING INSURANCE DOCUMENTATION

Effective July 1, 2000, the insurance processing function within the Community Development Department has been decentralized to the divisions. LaFaye Jones will continue to issue letters to contractors pertaining to the renewal or expiration of contractor insurance policies. Kazi Hamid is no longer the insurance coordinator for the department. Insurance documentation for WDD contractors should now be submitted to:

Kevin McNeely
Community Development Department
Workforce Development Division
Contracts Unit - 10th Floor
215 West 6th Street
Los Angeles, CA 90014

Insurance documentation should be submitted on **City issued forms**. These forms may be downloaded from the City's Website at www.cityofla.org (click on Departments, then Office of Administrative and Research Services, then Insurance Forms). Forms may also be obtained from the Contracts Unit by calling Kevin McNeely or Cora Soriano. Please note that the use of insurance forms issued by other entities may delay the processing of payments to your agency. Should you have any questions about this revised process, please contact Kevin McNeely at (213) 485-6746.

Thank you for your cooperation with this matter.

AG:KM:hs

All WDD Analysts