

CITY OF LOS ANGELES

CALIFORNIA

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RICHARD J. RIORDAN
MAYOR

Date: December 26, 2000

To: All City of Los Angeles One Stop, Youth Opportunities System and Welfare to Work Contractors

From: Ann Giagni, Director
Workforce Development Division

Subject: **WIA DIRECTIVE NO. 01-35**
PY 00-01 SIX MONTH PERFORMANCE EVALUATION

The purpose of this Directive is to advise you that the Workforce Development Division will be analyzing contractor performance for the period of July 1, 2000 - December 31, 2000 to assess both individual contractor performance and performance of the system overall. Contractor performance will be based on participant data on file with the Division's Management Information Systems (MIS) section and on expenditure data on file with the Financial Management Division (FMD).

Timely Submission of Performance and Expenditure Data

In order to ensure that the evaluation report accurately reflects contractor performance and expenditures, through December 31, 2000, it is requested that all participant data be reported to the MIS Section by no later than 5:00 p.m. on January 12, 2001. The Division guarantees that all data reported, as of that date, will be entered into the MIS database and included in the performance evaluation report. This does not, of course, include problem documents which cannot be entered into the system.

In addition, all contractor expenditure reports must be submitted to FMD by no later than 5:00 p.m. on January 10, 2001. This is in accordance with the terms and conditions of your City contract.

For informational purposes, it is also requested that you provide us with the number of job seekers, by month, who have used the resources of your facility for the period of July 1, 2000 - December 31, 2000. This information must be submitted to your assigned program analyst, with a cover letter, by January 12, 2001.



Preliminary Performance Report

In order to keep the Workforce Investment Board (WIB) informed of contractor performance, a preliminary performance report, listing individual contractor performance, will be presented to the WIB Committees in January. This report will be based on unreconciled data on file with MIS and FMD. While this report will not be considered a formal evaluation, it may be considered a "progress report" which will generate WIB discussion regarding contractor performance. It is therefore recommended that all Executive Directors ensure all performance data is submitted and also attend the appropriate Committee meetings prepared to discuss their individual performance.

If you have any questions regarding this directive, please contact your assigned Workforce Development Division analyst.

AG:MC;jl

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