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215 W. 6TH STREET  
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Date:

**APR 27 2001**

To: All WIA One-Stop Lead and Satellite Agencies

From:  Ann Giagni, Director  
Workforce Development Division

Subject: **WIA DIRECTIVE NO. 01-53**  
**EDD RENT PAYMENTS FOR SPACE OCCUPIED AT ONE-STOP**  
**CENTERS**

The purpose of this directive is to clarify issues raised by One-Stop agencies regarding the payments by EDD for the use of space at the One-Stop Centers.

Rent payments by EDD for space used at One-Stop Centers should be remitted to the City by preparing a check in favor of the Community Development Department. The rent costs of the One-Stop Centers are being paid by WIA funds and therefore, any payment received from EDD for space use is considered program income. Therefore, One-Stop Centers receiving rent payments from EDD shall immediately notify CDD of such payments, and remit the entire amount to the City.

If you have any questions regarding this matter, please contact Amelia Marucut at (213-473-6669).

SCF:AG:JC:LA:AM

cc: Financial Management Division  
Audit Section