

CITY OF LOS ANGELES

CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: **SEP 26 2001**

To: All Workforce Development Division (WDD)
Contract Service Providers: Welfare-to-Work, 1-Stop, Youth

From: Ann Giagni, Director
Workforce Development Division

Subject: **Contract Ending Dates**
Directive No. 02-16

This directive is issued to reinforce the importance of the recognition of contract end dates. All service providers are reminded to manage their contracts with the understanding that their contracts will end on the date stated in their contract, unless otherwise stated **in writing**. No **oral** or **implied** statement shall be construed as a contractual obligation that any contract will be awarded or amended. Likewise, there shall be **no assumption** of contract extension or retention of **contract savings** based on past practices.

Each contractor is expected to manage its program and contract activities and plan appropriately for participant/staff transition and contract/program closeouts based on its contract ending date. If you have any questions regarding this directive, please contact your program analyst or you may contact Linda Mims at (213) 473-0310 or by e-mail at lmims@cdd.lacity.org.

AG:JC:LCM

