

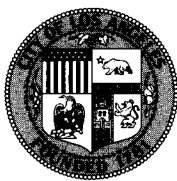
LILLIAN KAWASAKI
GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: January 29, 2002

To: All WDD Contractors

From: Ann Giagni, Director
Workforce Development Division

**SUBJECT: WIA Directive Number : 02-33
Cash Request and Expenditure Report**

The purpose of this Directive is to request all WDD Contractors to submit two (2) sets of cash request and expenditure report beginning with the January 2002 reports. The original should go to CDD's Financial Management Division and the second set should be submitted to Gouri Kothandapany of the Workforce Development Division at the 10th floor. Gouri's phone number is (213) 485-0619, fax number (213) 473-3749 and her E-mail address is GKothand@cdd.lacity.org.

As you know, California is one of the five States on Federal watch list for under expenditures of WIA funds. WDD is now closely tracking the expenditures of all contractors in line with the State's desire to expend the WIA funds as expeditiously as possible. This new procedure will allow WDD Program Monitors to immediately review the expenditure pattern of contractors and will enable them to discuss with their respective agencies the areas where they are lagging behind in expenditures.

Also, please be reminded of the contractual requirement of submitting your expenditure report and cash request on or before the 15th day of the month. Your compliance with this deadline will enable the City to report the correct amount of expenditures to the State.

If you have any questions, please call Fred Vocal of my staff at (213) 473-4951.

AG: FV

CC: Sue Cleere Flores
Mae Abeleda
Catherine Bondoc
WDD seniors
WDD Program Monitors

