

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: March 14, 2002

To: All WorkSource Center and Youth Opportunities Executive Directors and Fiscal Officers

From: Ann Giagni, Director
Workforce Development Division *Ann Giagni*

SUBJECT: **WIA DIRECTIVE NO. 02-44**
(Revised JTPA Directive #99-25)
REPORTING PY 2001-02 WIA EXPENDITURES AND PROJECTIONS

DUE: March 29, 2002

As you know, WIA expenditures throughout the state and country are being looked at very closely. It is important for us to be able to project the expenditures through the rest of this fiscal year. To do this, we are reviving an earlier directive (JTPA 99-25), which linked the accuracy of your expenditure projections with your potential to receive additional funds. One criterion for how we allocate any additional funds next year will be your demonstrated ability to project accurately your PY 01-02 year-end expenditures within 5 percent (plus or minus) of actual expenditures. While it is not our desire to add an additional paperwork burden to your documentation requirements, when using this method in the past, your expenditure projections were closer to actual expenditures than at any other time.

Please provide the following information on the attached Excel form (please contact Iris Thiergood at ithiergo@cdd.lacity.org if you would like an electronic version of the document):

- Actual expenditures by funding stream through February 28, 2002
- Accrued expenditures by funding stream through February 28, 2002
- Monthly projection of expenditures by funding stream from March 1, 2002 through June 30, 2002
- Projected underexpenditures by funding stream through June 30, 2002
- Last month for which your organization submitted an invoice
- List of all equipment that requires approval by your WDD analyst before procurement

Please use the attached worksheet to provide the requested information and fax or E-mail it to the attention of Fred Vocal at (213) 485-8151 or fvocal@cdd.lacity.org by March 29, 2002. Failure to submit a completed form on time will negatively affect your PY 02-03 funding. If you have any questions regarding this matter, please contact your assigned contract analyst or Fred Vocal at (213) 473-4951.

AG:MC:JO

Attachment

h:\mailbox\julie\myfiles\planning\expnproj.doc

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Due March 29, 2002

Fax to Fred Vocal at (213) 485-8151

WIA PY 01-02 Expenditures and Projections by Funding Stream

Contractor: _____
Program: _____
Contract #: _____

	Actual Expenditures									
	Adult		Dislocated Worker		Youth		Welfare-to-Work			
	Admin.	Program	Admin.	Program	Admin.	Program	Admin.	Program		
PY 01-02 contract amount										
Actual invoiced through 2/28/02										
Expenses: Accrued through 2/28/02										

	Projected Expenditures									
	Adult		Dislocated Worker		Youth		Welfare-to-Work			
	Admin.	Program	Admin.	Program	Admin.	Program	Admin.	Program		
PY 01-02 contract amount										
March										
April										
May										
June										
Total Projected Expenses:										
Projected Underexpenditures										

Last invoice submitted to the Financial Management Division is for the month of: _____

On a separate sheet, please provide your equipment listing and your basis for arriving at your projected expenditure and savings figures.

Completed By: _____ Title: _____ Date: _____