

CITY OF LOS ANGELES

CALIFORNIA

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

DATE: December 7, 2020

TO: LA:RISE Contractors

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

Carolyn Hull

**SUBJECT: WDS DIRECTIVE No. 21-10
CLOSE-OUT OF LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL
ENTERPRISE PY 20/21 COUNTY MEASURE H CONTRACTS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to affirm prior instructions to City of Los Angeles “Los Angeles Regional Initiative for Social Enterprise” (LA:RISE) 6.0 Program Year 20-21 Measure H contracted service providers to close their contracts effective November 30, 2020. The directive also sets forth fiscal close out instructions for those contracts.

BACKGROUND

The LA:RISE program is a multi-faceted intervention that provides transitional jobs and career services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness) through both Los Angeles City General Fund and Los Angeles County Measure H funding. In mid-October, EWDD was notified that no additional Measure H funds would be granted to the City beyond the initial \$1 million investment for the period of July 1 to October 31. Though a subsequent 60-day time-only extension was granted by the County, based on projected expenditures EWDD opted to close all contracts on November 30, 2020.

REQUIRED ACTION

Fiscal Close-out Instructions: This directive sets forth the deadline for the submission of the final financial closeout report and other required related schedules and supporting documentation for the period of July 1, 2020 through November 30, 2020 and supersedes the closeout deadline provided for in City contracts.

Fiscal Activities:

The last day to incur expenditures was November 30, 2020. Contractors are to submit their November invoice by December 11, 2020.

All contracted agencies are to submit a final and complete closeout Cash Request and Expenditure Report for on or before December 18, 2020.

The close-out package must include the following:

- Cover letter in official letterhead, signed by the Executive Director
- Cash Request & Expenditure Report (with Schedule of Personnel and attachments)
- Sub-recipient Release Form
- Sub-recipient's Assignment of Refunds, Rebates and Credits
- Contract Closeout Tax Certification
- Refund Check, if applicable

All cover letter, reports, supporting schedules, and forms require original signatures and must be signed by the preparer and the designated signatory authority.

The Final Closeout package must be sent to the address below:

Catherine Bondoc, Director
Financial Management Division
Economic and Workforce Development Department
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017

An electronic set in the native format (Excel or Word) must also be emailed to EWDDfinancial@lacity.org.

Please copy the LA:RISE Unit on your submissions to FMD: Program Administrator Elizabeth.Macias@lacity.org and Program Monitor Rigo.Ramirez@lacity.org

REPORTED EXPENDITURES TO DATE AND PERFORMANCE

Please be reminded that final expenditures must be supported by performance.

- For agencies that met/exceeded their 4-month enrollment plan and budget, you may proceed to close-out as soon as possible effective October 31.
- For agencies that met or were close to meeting their 4-month enrollment goal but have an unspent balance, you may incur costs up to November 30.
- For agencies that did not meet their 4-month enrollment goal and have low enrollments, you may not incur additional costs beyond October invoice unless approved by EWDD. LA:RISE partners were instructed on 10/15 to stop enrolling participants into the County Measure H program unless approved by EWDD.

BUDGET MODIFICATION REQUESTS

Service providers may submit a request for budget modification by no later than December 11, 2020. Please submit to the LA:RISE Unit.

MIS CALJOBS CLOSE-OUT INSTRUCTIONS

CalJOBS close out instructions will be provided in a separate policy directive.

DEADLINE FOR RESPONSE

Budget modification request	December 11	To LA:RISE Unit
November invoice /cash request	December 11	To FMD
Fiscal close-out submission	December 18	To FMD

WDS CONTACT

We thank you in advance for your cooperation. If you have any questions or require further information, please contact:

Fiscal Matters:Fred Vocal Fred.Vocal@lacity.orgRovie P. Ignacio Roveilene.Ignacio@lacity.org**LA:RISE Program:**

Elizabeth Macias

Elizabeth.Macias@lacity.org

(213) 238-1717, TTY 711

CMH:GR:CB:FV:EM:cg

Attachments:

1. Contract Close Out Forms
2. Schedule Expenditure Accruals Close Out Form
3. General Ledger vs. Expenditure Report Reconciliation Form