



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

Workforce Development Bureau

3447 Atlantic Avenue • LONG BEACH, CALIFORNIA 90807 • (562) 570-3650 • FAX (562) 570-3657 • TTY (562) 570-4629

POLICY MEMORANDUM: 25

DATE: September 20, 2006

TO: CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU STAFF
ONE-STOP RECIPIENTS
ONE-STOP PARTNERS
WIA SUBRECIPIENTS

FROM: BRYAN S. ROGERS, WORKFORCE DEVELOPMENT BUREAU MANAGER

SUBJECT: SUBCONTRACTOR CONTRACT CLOSE-OUT

This memorandum provides direction for complying with contract "Close-out" procedures for subcontractors, notably, those providing services to In- and Out-of-school youth. Per section VI. Record Keeping and Reporting Requirements of your contracted Statements of Work, the following applies:

B. Final Project Summary Report

Contractors are required to submit the **Final Billing** and **Final Project Summary** report to the City within thirty (30) days of completion of contract. At minimum, and as applicable to contractors, the Report shall address the following outcomes:

1. Brief description of programs and services offered
2. Number of enrollments
3. Total hours of paid activities for each participant
4. Number of positive outcomes
5. Performance outcomes met in each category
6. List of training sites utilized
7. Recommendations for future programs
8. Total funds awarded and expended

For contracts ending September 30, 2006, final billing invoices are due to the City by October 10, 2006.

Additionally, all Job Training Automation (JTA) MIS paperwork related to exits and other activities through September 30 should be submitted to the City's Program Support Unit as soon as possible, though no later than October 10.

If you have any questions, please do not hesitate to call Rick Gonzalez at (562) 570-4716.