



## LOS ANGELES COUNTY WELFARE TO WORK BULLETIN

NUMBER: W99-08	SUBJECT: Alterations of Facilities	
DATE: 02/25/99	EFFECTIVE DATE: December 1, 1998	PAGE 1 of 1

TO: ALL WELFARE-TO-WORK SERVICE PROVIDERS

The purpose of this bulletin is to provide guidance and information regarding Lease Hold Improvements. Using OMB Circular A-87 as reference, "Special arrangements and alterations costs incurred specifically for a Federal award are allowable with the prior approval of the Federal awarding agency."

**All alterations costs incurred and charged specifically to the Welfare-to-Work program must be submitted for prior approval by Los Angeles County regardless of the amount of costs incurred.**

Please refer to the appropriate OMBs and CFRs (i.e., OMB A-21, A-87, A-102, A-110, A-122, A-133, 20 CFR Part 645, 29 CFR Part 97, 29 CFR Part 95, 41 CFR Part 31, 45 CFR Part 74 or 48 CFR Chap.1-31) for further clarification (e.g., procurement process). These OMB Circulars and CFRs can be accessed over the internet.

Please submit all requests to:

Community and Senior Services Department  
3175 West Sixth Street, Box 15  
Los Angeles, CA 90020-1708  
Attn: Ms. Maggie Mireles, Special Projects Unit, Room #100

If you have any questions, please contact Ms. Maggie Mireles at (213) 738-2198.

A handwritten signature in black ink, appearing to read "Kenneth Kessler", written over a horizontal line.

Kenneth Kessler, Director  
Employment and Training