



Workforce Innovation and Opportunity Act (WIOA) Administrative Policy #106

Subject: Contractor Close Out

Effective Date: June 1, 2017

This Administrative Policy establishes the procedures regarding the closeout of all contracts under *Workforce Innovation and Opportunity Act (WIOA)* program activities. This policy applies to subrecipients who have a subaward in the form of a contract, and is effective on the date of issuance.

In accordance with CFR § 200.343 – Close Out:

“The Federal awarding agency or pass-through entity will close-out the Federal award when it determines that all applicable administrative actions and all required work of the Federal award have been completed by the non-Federal entity. This section specifies the actions the non-Federal entity and Federal awarding agency or pass-through entity must take to complete this process at the end of the period of performance.”

The WIOA closeout period in the Capital Region refers to the 30-day period after the subgrant agreement (contract) has reached its term end date or its funding has been fully utilized. During this period, the subrecipient submits a closeout package to the CRWP, and the CRWP confirms that all applicable administrative actions and required work of the grant code or subgrant agreement have been completed by the subrecipient.

The close-out period is a critical piece in the cycle of a grant code or subgrant agreement. It is used by the subrecipient to liquidate remaining obligations and to prepare and transmit final fiscal and program documents.

Definitions

Accrued Expenditures – An obligation for a good or service that has been received within the report period, but has NOT been paid. Accrued expenditures must be paid prior to the submittal of the closeout package. Accrued expenditures must not be shown on a closeout report.

Contract – A legal instrument by which a subrecipient purchases property or services needed to carry out the project or program under a federal award. This term does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (Uniform Guidance Section 200.22).

Obligation – A formal contractual commitment for the amount of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a funding period that will require payment by the subrecipient during the current or future period (Uniform Guidance Section 200.71).

Period of performance – The time during which the subrecipient may incur new obligations to carry out the work authorized under the federal award. The pass-through entity must include start and end dates of the period of performance in the federal award (Uniform Guidance Section 200.77).

Close Out Procedures

In accordance with the requirements of Uniform Guidance Section 200.343, this policy addresses the proper steps a subrecipient must take in order to close out a grant code or subgrant agreement. Additionally, it provides the instructions and forms necessary to complete a closeout package. These forms are included in the closeout package and attached to this policy.

- Contractor's Release of Liabilities/Obligations/Claims/Demands
- Financial Record Retention and Access to Records Information
- Client/Participant Record Retention and Access to Records Information
- Detailed Statement of Cash Receipts for the period of review
- Final Statement of Expenditures Inclusive of Accruals
- Budget to Accounting Summary
- Accrued Expenditures Worksheet
- Assignment of Refunds, Rebates, and Credits
- Property Inventory Certification
- Property Inventory
- Tax Certification
- List of Customers Registered; Enrollees and Exiters for the Contract Period
- Copy of the Statement of Cooperation
- Copy of the Written Notice of Employment termination to each employee supported by WIOA funds under this contract. Must be dated and provided prior to the termination date
- Certification of Employee Hours Charged to WIOA
- DUNS: Subaward and Executive Compensation Data Form

Signature: _____



Brian K. Davis, Executive Director

Date: _____

5-25-17