



## NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

### Workforce Development System Technical Advisory # 10-9

**TO:** Workforce Development Community

**DATE:** May 11, 2010

**SUBJECT:** Final closeout of Program Year 2007 Workforce Investment Act (WIA) funds issued to Local Areas after 6/30/09; Program Year 2008 WIA formula and statewide (SWA) funds issued for use during PY 2009; PY 2007, PY 2008 and PY 2009 Workforce Investment Grant Disability Program Navigator (WIG-DPN); PY 2008 and PY 2009 Vocational and Educational Services for Individuals with Disabilities-Disability Program Navigator (VESID-DPN) funds available through 6/30/10; and Workforce Innovation in Regional Economic Development (WIRED) funds issued for PY 2005, PY 2006, PY 2007 and PY 2008.

***Purpose:***

This Technical Advisory details the procedures the State of New York has established to close out the specific funds named above in a timely manner in accordance with federal requirements.

***Background:***

In order to comply with the appropriate Rules and Regulations regarding the period of availability for expenditure of funds, the State has established closeout procedures and timetables for Local Workforce Investment Areas (LWIAs).

***Action:***

1. General Closeout Requirements

All expenditures for grants being closed must be incurred by June 30, 2010.

Any revisions to expenditures for the period ended June 30, 2010 must be submitted by September 20, 2010.

LWIAs must submit a closeout package and a FINAL Accrued Expenditure Report (AER) by September 20, 2010. A final AER must

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be submitted for each funding source when the cash draw down is equal to the total accrued expenditures. This AER should indicate that it is final. Once the AER is reviewed by the Financial Oversight and Technical Assistance Unit (FOTA), any Notices of Obligational Authority (NOAs) needed to deobligate unexpended funds will be processed. The closeout package and Final reports may be submitted anytime after June 30, 2010, but no later than September 20, 2010. All unexpended funds reported in the closeout, submitted for the period ending June 30, 2010, will be deobligated.

Prior to completing the close out documents, LWIAs should be drawing down cash corresponding to cash disbursements as part of their regular weekly draw down procedure. All cash for these grants must be drawn by August 31, 2010, therefore, in rare instances it may be necessary to draw down cash before immediate need. If this does occur, the LWIA must make certain that it does not create an excess cash situation. If a cash adjustment is necessary after August 31, 2010, please contact your FOTA Representative for instructions.

## 2. Closeout Documents

For each Fiscal Year being closed out, two (2) documents must be completed (GM 176.7 and GM 176A). A third document, the LWIA Fund Reconciliation Sheet, is used when an allocation awarded from a fiscal year has not been fully expended, outstanding liabilities exist, and/or the LWIA has cash on hand or cash to be returned. These documents are described below.

### **LWIA Transmittal Document [GM176.7 (5-10)]**

This document should be used to transmit your closeout package and will serve as a document checklist. All programs included in your closeout package should be checked off on the transmittal document and the certification must be completed.

### **LWIA Assignment of Refunds, Rebates and Credits [GM 176A (5-10)]**

One form, for each program year being closed out, must be completed. An authorized signatory for the LWIA must sign this form.

The following programs are set to close as of June 30, 2010:

PY 2005

-WIRED 2/1/06-1/31/10

PY 2006

-WIRED 2/1/07-1/31/10

PY 2007

-WIRED 2/1/08-1/31/10

-WIG DPN 7/1/09-6/30/10

-Statewide Activities-ITA Pilot, Disability Program Navigator

PY 2008

- Formula Grants
- Statewide Activities- Disability Program Navigator (7/1/09-6/30/10)
- Statewide Activities-Adult Supplemental
- Statewide Activities- Performance Incentive
- Rapid Response-Waiver for Adult Services
- Rapid Response-Discretionary -Training
- Rapid Response-Discretionary –Operating costs
- Rapid Response-Discretionary –Supportive Services

-WIG DPN 7/1/09-6/30/10

-VESID DPN 7/1/09-6/30/10

-WIRED 2/1/08-6/30/10

PY 2009

- Statewide Activities – Performance Incentive
- VESID DPN7/1/09-6/30/10
- WIG DPN 7/1/09-6/30/10

### **Fund Reconciliation Form**

The LWIA Fund Reconciliation Form is used when an allocation awarded from a fiscal year has not been fully expended, outstanding liabilities exist, and/or the LWIA has cash on hand or cash to be returned. It is highly recommended that all closeout obligations be liquidated by August 31, 2010. If this is not possible, a Fund Reconciliation form must be submitted when the final obligation is liquidated, which can be no later than October 31, 2010.

#### ***Inquiries:***

Please direct all questions regarding this Technical Advisory to your FOTA Representative

#### ***Attachments:***

- A. GM176.7
- B. GM176A
- C. Fund Reconciliation Form