



## NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

### Workforce Development System Technical Advisory # 10- 21

**TO:** Workforce Development Community

**DATE:** September 17, 2010

**SUBJECT:** Final Closeout of the Work Incentive Grant (WIG) Disability Program Navigator (DPN) funding through the period 8/31/10.

**For those local areas that ended the DPN program on 6/30/10, all expenditures must be incurred by 6/30/10 and you should adhere to the closeout schedule included in TA 10-9 dated May 12, 2010.**

Note: Additional funds will be issued to those areas continuing the DPN program after 8/31/10. This will be a match program where LWIAs agree to support 75% of the cost of the DPN.

**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 August 31, 2010.

Any revisions to expenditures for the period ended August 31, 2010 must be submitted by November 22, 2010.

**LWIAs must submit a closeout package and a FINAL AER by November 22, 2010.** Local Workforce Investment Areas may begin submitting closeout packages and final reports anytime after August 31, 2010. A final AER must be submitted for each funding source

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when the cash draw down is equal to the total accrued expenditures. This AER should indicate that it is final by checking the 'final' box associated with each funding stream. Once the AER is reviewed by Financial Oversight and Technical Assistance (FOTA), any Notices of Obligational Authority (NOAs) needed to deobligate unexpended funds will be processed. All unexpended funds reported in the closeout, submitted for the period ending August 31, 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 October 29, 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 October 29, 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, 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. The 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 WIG DPN program (7/1/09-8/31/10) closed as of August 31, 2010.

### **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 obligations be liquidated

by October 29, 2010. If this is not possible, a Fund Reconciliation form must be submitted when the final obligation is liquidated.

**Inquiries:**

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

***Attachments:***

**A. GM176.7**

**B. GM176A**

**C. Fund Reconciliation Form**