

Year-End Reporting and Close-Out Policy

Purpose: To establish guidelines on year-end reporting and closing out of grant awards at the end of each program year

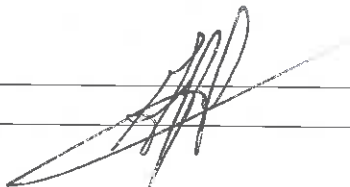
Policy: While WIOA funds are available to the local area from a two-year allocation cycle, WPWDB grant recipients and/or sub-recipients are not eligible to carry over funds from one program year to the next. All fund balances are recaptured by the WPWDB and become part of the new annual budget process.

The program year ends on June 30 on any given year. All grant recipients and/or sub-recipients must submit to the WPWDB no later than 30 days after year-end (or by July 31) a final expenditure report (acknowledging all expenses for the month).

This timeline will give WPWDB staff adequate time to close out the program year with the state. The state has to close out with DOL by September 30 of each year.

In extenuating circumstances, grant recipients and/or sub-recipients who fail to meet this timeline shall come before the WPWDB's Executive Committee to explain and to request approval for reimbursement. Prior to this occurring, the expenditure will be considered disallowed. WPWDB staff shall not have the authority to approve these extenuating circumstances regardless of the amount.

Approval Signature:



Revision Date: June, 2017