



**Workforce Innovation and
Opportunity Act Policy
Employment System Administration and Policy**

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 5245
To: Washington WorkSource System
Effective Date: July 1, 2015
Subject: Grants or Contracts Closeout

1. Purpose:

To provide the requirements to closeout a grant or contract. The grant closeout is a critical piece in the cycle of a grant. Preparation for closeout should begin two months prior to the end date of the grant in order to accurately report expenses and make any necessary adjusting entries within the period of performance.

2. Background:

The Workforce Innovation and Opportunity Act (WIOA) funds, whether released in the form of grants or contracts, are awarded for a specific funding period. At the end of the contract or grant period, the grantee, subrecipient, or contractor must fully account for all WIOA expenditures.

3. Policy:

Formal closeout is required sixty calendar days, or as otherwise instructed, after the end of the grant, grant subgrant, or contract funding period, or when the funding is fully utilized, whichever comes first. A grant, subgrant, or contract closeout package will be provided by the Employment Security Department (ESD) at the end of the funding period or when the funding is fully utilized. The closeout package must indicate the date the closeout is due.

The final closeout must contain at a minimum:

- a. A final financial statement reflecting outlays for the fund stream or contract.
- b. A final accounting report reflecting expenditures and revenue of grant or contract
- c. A final accounting of any real property, personal property, or equipment acquired within the funding period with WIOA funds. The accounting of property will include an inventory or property list.

The fiscal agent, grantee, subrecipient or contractor will submit a financial closeout package on the forms provided by ESD. A closeout is required for each grant, grant subpart, or other funding award. LWDBs must also submit a quarterly report to ESD for the quarter the closeout was submitted.

Revisions to a closeout package may be requested within the time specified in the closeout package for any specific grant, grant subpart, or funding award. Such revisions will not alter the closeout due date. Instructions for submitting a Request for Revision are included in the closeout package.

Program income (including interest income), program expenditures paid for with program income, leveraged funds and stand-in costs, or other categories as set forth in federal report requirements must be included in the closeout package as specified in the instructions. Program income must be expended prior to closeout.

Any unspent funds must be returned at the completion of the final closeout activities to:

Employment Security Department
Attention: Central Budget Office
P.O. Box 9046
Olympia, WA 98507-9046

4. Definitions:

None.

5. References:

All fiscal policies and guidance letters published for WIOA are governed, as appropriate, under:

- [WIOA Title I Policy 5200 – Fiscal Definitions](#)
- [Public Law 113-128](#)
- [2 CFR 200 Subpart D 200.343-344](#)

- [One-Stop Comprehensive Financial Management Technical Assistance Guide \(TAG\) - July 2002](#)
- [Generally Accepted Accounting Principles \(GAAP\)](#)

6. Supersedes:

NA

7. Website:

http://www.wa.gov/esd/1stop/policies/wioa_title1.htm

8. Action:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachments:

None.

Direct Inquiries To:

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