



**DEPARTMENT OF  
WORKFORCE INVESTMENT**

**David Mirrione**  
*Director*

1205 West 18<sup>th</sup> Street  
Merced, CA 95340  
(209) 724-2000  
(209) 725-3592 Fax  
[www.worknetmerced.com](http://www.worknetmerced.com)

Equal Opportunity Employer

**Policy  
For**

**Closeout**

**Policy:** Subrecipients must closeout grant codes or subgrant agreements within 60 calendar days of the term end date or when the funding has been fully utilized, whichever comes first. Formula funds (including Rapid Response and Layoff Aversion) do not need to be closed out until 60 calendar days after the term end date.

Occasionally, a specific grant code must be closed out when other grant codes within the subgrant agreement are still open. In these instances, the subrecipient would close out the specific grant code and wait to close out the remaining grant codes until it is appropriate to do so (i.e., the funding is fully utilized or the term end date is reached).

Preparation for closeout of a grant code or subgrant agreement should begin three months prior to its closeout period. In order to accurately report expenses and make any necessary adjusting entries within the period of performance, subrecipients should complete the steps below during the suggested timeframes.

Three months prior to closeout

- Update cash disbursement and expenditure reports in the CalJOBSSM system as necessary.
- Fully expend program income.

One month prior to closeout

- Identify all unliquidated obligations and work toward finalizing the cost, since no unliquidated obligations can be shown on a closeout report.
- Gather the necessary closeout documents as described in this directive.
- Inform staff that the grant code or subgrant agreement is closing and no staff time can be charged after it is closed out.
- Notify any subrecipients or contractors that all final expenditures or invoices must be submitted by a specific date, and that failure to do so will result in non-payment for goods or services rendered.

During the closeout period

- Do not allow costs of any kind against the agreement.
- Draw down cash to cover all expenses. All cash must be drawn to meet the expenditures incurred when a closeout package is submitted.
- Pay all accrued expenses prior to submitting the closeout package. Closeout packages will not be processed until all accrued expenditures are paid.
- Prepare and enter closeout expenditure reports into the CalJOBS system.
- Complete, sign and mail all necessary closeout forms to the following address:

Attn: WIOA Closeout Desk  
Financial Management Unit, MIC 69  
Central Office Workforce Services Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

Complete and e-mail the End of Project Report to your Project Manager or Regional Advisor, if applicable.

• Return any unexpended cash to the state at the address below. All returned funds must be documented with the name of the subrecipient, Year of Appropriation (YOA), subgrant agreement number, funding stream, grant code and any other identifying information to allow the funds to be returned to the appropriate account.

Attn: Cash Control Unit

Fiscal Programs Division, MIC 70

Employment Development Department

P.O. Box 826217

Sacramento, CA 94230-6217

A WIOA Closeout Summary of Expenditures Report can only be completed if the grant code is fully expended. Follow the procedures below to file Closeout Summary of Expenditures reports in CalJOBS:

1. From the CalJOBS home screen, under the “Services for Subgrantee Staff” navigation menu, select “My Expenditures.”
2. Enter the appropriate subgrant number and grant code.
3. Find the report period end date that a closeout report is being filed for and select “Revise.” If a closeout report is being filed at the same time as the monthly or quarterly expenditure report, select “Create.”
4. Select “Yes” to indicate a closeout report.
5. Enter the appropriate expenditure information in the appropriate areas.\*
6. Complete the “Certified By” and “Contact” information section.
7. Once you have completed the report, select “Save.”
8. Select “View” under the “Action” column. Scroll to the bottom of the report and select “Print.” Print one copy of the WIOA Summary of Expenditures report.
9. Sign and date the WIOA Summary of Expenditures report.
10. Submit along with the completed closeout package to the address provided within 60 days of the term end date of the grant code or subgrant agreement.

There may be a time when it is necessary to revise a Closeout Summary of Expenditures Report. If a subrecipient has filed a Closeout Summary of Expenditures Report, but it has not been approved by the EDD, follow the procedures below to revise your Closeout Summary of Expenditures Report in CalJOBS.

1. From the CalJOBS home screen, under the “Services for Subgrantee Staff” navigation menu, select “My Expenditures.”
2. Enter the appropriate subgrant number and grant code.
3. Find the Closeout Expenditure Report that was previously filed and select “View.”
4. Select “Reset Closeout.”

If a Closeout Summary of Expenditures Report needs to be revised, but it has already been approved by EDD, the subrecipient will need to call or email a Financial Management Unit (FMU) analyst to have the approval removed so that they may revise their Closeout Summary of Expenditures Report.

Once the Closeout Summary of Expenditures Report is revised, the subrecipient will need to submit a new closeout package to EDD to reflect any changes.

If the subrecipient is unable to fully expend all funds at the term end date, those funds must be de-obligated. The subrecipient must complete, sign, and mail a Closeout Status of Cash form, attachment 4 of this directive, to the following address:

Attn: WIOA Closeout Desk

Financial Management Unit, MIC 69  
Central Office Workforce Services Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

The FMU analyst will use the Closeout Status of Cash as documentation to process the deobligation. Once the de-obligation is complete, the subrecipient will prepare and enter closeout expenditure reports into the CalJOBS system and complete, sign, and mail all necessary closeout documents to the address listed above.

Subrecipients that will not receive additional WIOA funds from the state must follow the disposition guidelines in Workforce Services Directive WSD14-13, Property – Prior Approval, Purchasing, Inventory, and Disposal, and submit the Property Closeout Inventory Certification form with their closeout package.

When the resolution process (such as the Initial and Final Determination process) results in a determination by the state that identifies the disallowance of expenditures for WIOA funds not expended in accordance with WIOA, a debt is established. The state is expected to collect that debt. Disallowed costs from WIOA funds must be repaid from non-federal cash as a lump sum or as installments within 90 calendar days after demand (Uniform Guidance Section 200.345). Stand-in costs may be also used to offset disallowed costs.

Disallowed costs, as well as refunds or credits that are received after the funding period ends, must be returned to the Employment Development Department. The package must contain a check for the returned funds along with information as to the WIOA funding stream (adult, dislocated worker, or youth), grant code, YOA and be sent to the following address:

Attention: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

A second package with copies of the returned funds check, along with information as to the WIOA funding stream (adult, dislocated worker, or youth), grant code, and YOA must be sent to the following address:

Attention: WIOA Closeout Desk  
Financial Management Unit, MIC 69  
Central Office Workforce Services Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

Subrecipients must retain all records of each WIOA allocation for a period of three years from the date of their last expenditure report submitted to the COWSD. If any litigation, claim, or audit is started before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken (Uniform Guidance Section 200.333).

**Responsible Official:** Deputy Director

**Reviewed Date:** March 14, 2019

**Revised Date:** March 11, 2019