Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Contract Closeout Policy
	Date July 1, 2016

Reviewed: 10/9/26	Next Review Date: 10/9/31

Region VI Guidance Letter 9-15

To: All Workforce West Virginia system stakeholders
All WorkForce West Virginia Centers
All Local Training Providers

From: Region VI Workforce Development Board

Subject: Contract Closeout policy

1. **Purpose:** To establish policy on the requirements and procedures for closing contracts awarded through the Request For Proposal (RFP) process in Region VI.

2. **References:** Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3. **Background:** The Region VI Workforce Development Board (WDB), being a subrecipient of DOL federal funds under the Workforce Innovation and Opportunity Act of 2014 (WIOA), is responsible for developing closeout procedures that will be used to close out contracts, which will adequately account for the financial activities related to the WIOA funds awarded under those contracts.

4. **Policy:** The Region VI Workforce Development Board has established the following procedures for closing out contracts:

30 days prior to the annual effective end date of a contract, a letter and closeout package will be sent to the contractor. The letter will establish the due dates and specific directions to the contractor for submitting the closeout package.

The contract package may include some or all of the following forms, dependent upon the scope of the individual contract:

Cover Sheet - This form will list all the documents included in the closeout package.

Enrollment, Placement, and Exit - This form shows the number of participants served during the contract period.

Final detailed Statement of Costs - The contractor will show a reconciliation of expenditures to cash payments received, and either show a refund due to the WDB or a request for funds to cover contract expenses. A copy of the final approved budget for the contract period must be submitted with this form showing final costs for each line item in the budget.

Government Property Inventory Schedule- The contractor will complete this form showing what equipment was purchased with contract funds, the physical location of the equipment, description of the equipment, and the condition of the equipment at contract closeout.

Closeout Inventory Certification – The contractor will certify equipment purchases as described in the prior form (Inventory Schedule) and describe the disposition of the property. Equipment will be disposed of according to the WDB equipment purchase policy, which is incorporated into all contracts.

List of Possible Claimants for Unclaimed, Stop Payments, or Cancelled Checks - The contractor will list all checks which may possibly be a liability to the costs of the contract.

Breakdown Statement of Refund Check – The contractor will show the amount of a refund check to the WDB, if any, and the line items in the budget from which the refunded amount is being taken.

Subrecipients Assignment of Refunds, Rebates, and Credits – The contractor waives claim to any refunds, rebates, or credits received after the annual effective end date of the contract and assures prompt remittance to the WDB.

Subrecipients Release - The contractor certifies the release of the WDB from further monetary obligations under the contract. Certain specifically identified claims such as unclaimed wages (subject to escheat laws), Worker's Compensation claims, or other outstanding claims must be identified and the list attached to the contractor's release.

The contractor will have until 30 days after the annual effective end date of the contract to submit the contract closeout package to the WDB office.

Upon receipt of the closeout package from the contractor, WDB staff and the WDB Fiscal Officer will examine the same for accuracy and completeness. If approved, a letter will be sent to the contractor stating the closeout package has

been approved, with the provisions as follows included in the letter to the contractor:
The acceptance of the closeout does not affect:
1) The right of the United States Department of Labor and/or WORKFORCE West Virginia and/or the Region VI Workforce Development Board to disallow costs and recover funds on the basis of a later audit or other review; or
2) The contractor's obligation to return any funds due to the Region VI Workforce Investment Board, Inc. as a result of later refunds, corrections, or other transactions; or
3) The contractor's responsibilities for retention and access requirements, real property and equipment management, and audit requirements as specified in the *Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

If the closeout is not approved, a letter of non-approval will be sent to the contractor within 10 days of receipt of the closeout package in the WDB office. The letter will detail what additional and or revised documentation will be needed in order for the closeout to be approved, and will give the contractor an additional 15 days to re-submit the required documentation.

5. Expiration Date: This policy shall be in effect until revised or cancelled by the Region VI Workforce Development Board.