

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 07-15, Revision B

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To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 14, 2017

Subject: Grant Close Out Process

Applicable Program: All

Revision History: Initial Release – 6/4/2015

This Revision B updates the forms attached and overall terminology for WIOA.

This Operational Directive (OD) contains required pre-planning coordination and requirements for the programmatic, fiscal and property close out of any grant project.

Programmatic Close Out Activities

Thirty (30) days prior to the ending of a grant-funded project, the FRWDB Program Manager will communicate the plan and process for sub-recipients to follow for the orderly closure of the project.

These activities will include final data entry, performance reporting, disposition of participant case files, moving participants who have not completed their program to another funding stream at the direction of the FRWDB Program Manager, etc.

A final programmatic review may be needed, as determined by the FRWDB Quality Systems Manager.

Fiscal Close Out Activities

Within thirty (30) days from the contract ending of a grant-funded project, all sub-recipients of services will submit a **final invoice**, even if they are zero invoices, in an effort to alert the FRWDB that all contract expenditures have been submitted. Any invoices received after thirty (30) days from the contract ending date, will risk not being reimbursed. In addition, a completed Service Provider Release of Liability form, showing actual funds expended, must be submitted within thirty (30) days from the contract ending of a grant-funded project, to their Contract Administrator. This amount should equal the amount of the Total Year-To-Date amount on the **final invoice** submitted.

Any contract or budget modifications will need to be submitted to the FRWDB Contracting Unit, thirty (30) days prior to the contract ending of a grant-funded project. Any modifications submitted after this date will risk their final invoices not being reimbursed due to lack of timeliness.

The FRWDB Quality Unit will schedule a Fiscal Close-out audit of each sub-recipient who received funding from the grant.

Property

Property includes but is not limited to desktop and laptop computers, computer peripherals, office equipment, computer software, furniture (including keys), and supplies include but are not limited to copy paper, pens, pencils, printer toner, WIOA training materials, and handheld devices (e. g. cell phones, personal planners, pagers etc.), purchased with funds from the grant project.

Sub-recipients will submit copies of their asset inventory log to the FRWDB General Services Unit for review and identification equipment procured for the grant project. All property (including consumables) are to be handled per the instructions of the General Services Manager. This could include transportation of the property to a central receiving location.

If the ending of a grant project results in a sub-recipient leaving a facility, all keys for that facility are to be returned to the General Services Manager on the last day at that facility.

Records Movement, Storage

All participant case files specific to the closed grant project are to be prepared for transport and storage as follows:

- “Banker Box” variety with the following dimensions: 12.5 inches wide by 15 inches long by 10 inches deep.
- All boxes are to be labeled using form GSA-001 on both ends (the short ends) and 1 label placed inside the box on top of the contents.
- All Participant Files are to be in Alphabetical Order. Each box label is to have the alphabetic range of the contents of the box in the Content Description field. A listing of the names of the case files in the box is to be placed on the top of the files inside the box.

Refer to OD 10-12, Closed Record Retention and Storage Process, for further information.

The General Services Manager will provide instructions for when the records are to be moved to a specific centralized receiving location.

Please contact the FRWDB Program Manager with any questions.

Forms: [GSA-001](#) – Storage Box Label Template
[CON-024](#) – Release of Liability form