

Chapter 15

Agreement Closeouts

INTRODUCTION

Each recipient is responsible for developing and maintaining a system to comply with the closeout requirements specified at 29 CFR 97.50 and 29 CFR 95.71. The closeout requirements contained in the DOL regulations apply only to direct recipients of WtW funds. Subrecipients are indirectly affected, because recipients must establish a process to ensure their compliance with ETA's closeout requirements. This chapter clarifies the distinction between recipient and subrecipient closeout requirements, provides some suggestions for development of subrecipient closeout procedures, and includes the formats currently in use by ETA for closeouts. It contains the following sections:

- The Federal/Recipient Closeout Process
- The Grantee's Closeout Procedures
- Designing an Effective Closeout Process
- Summary
- Attachment 1 - Governmental Closeout Package
- Attachment 2 - Non-Governmental Closeout Package
- Attachment 3 - Financial Reconciliation Worksheet
- Attachment 4 - Closeout Forms

What the Regulations Require

The requirements for closeout of WtW grants are found at 29 CFR 97.50 and 95.71. They are substantially the same for governmental and non-governmental grantees and require that:

- # All obligations must be liquidated and final expenditure reports submitted within 90 days of the grant expiration date, unless the time frame is extended by DOL.
- # DOL must make prompt payment of any additional funds due the grantee.
- # The grantee must promptly refund any funds not expended.
- # Grantees must account for both real and personal property. [95.71]
- # Grantees must provide a list of federally-owned property. [97.50]
- # DOL reserves the right for further grant adjustments based on audit findings.

THE FEDERAL/RECIPIENT CLOSEOUT PROCESS

The requirements at 29 CFR 97.51 and 95.71 apply only to grants between ETA and recipients. They do not apply to the recipients' subgrants with subrecipients or subrecipients' agreements with other organizations. Recipients and subrecipients are responsible for developing the closeout procedures that they will use to close out their subgrants and agreements and adequately account for the financial activities related to the WtW grant. In developing closeout procedures, the grantee must comply with the terms and conditions of the grant award as well as with the regulations.

The requirement that States/recipients submit final financial reports within 90 days after the end of the three-year funding period *does not apply to subrecipients*. States/recipients must establish closeout procedures for their subrecipients with due dates set far enough in advance of their own federally-required deadline that they will be able to meet it.

The requirements for closeout flow down from the recipient to the subrecipient. Any delay in the timely and accurate submission of federally-required closeout documents may impact the grantee's ability to receive grants from DOL in the future. Therefore, grantees are cautioned to carefully review all closeout instructions and letters received from DOL.

DOL currently utilizes two separate closeout reporting packages, one for governmental grantees and one for non-governmental grantees. Both the closeout documents and instructions are discussed further in this chapter, with the instructions as Attachments 1 and 2 and the forms contained in Attachment 4.

In order to successfully complete the Federal closeout process, WtW recipients should adhere to the following:

- # Grantee financial staff must be familiar with the grant terms and conditions and financial reporting requirements.
- # In order to finalize the closeout process, the grant agreement must be updated through a modification, should there have been any changes in address, telephone numbers, signatory officials, etc.
- # If indirect costs have been claimed, the indirect cost rate authorized in the grant agreement must be a final rate. If the rate was provisional, the grantee is responsible for obtaining a final indirect cost rate from the appropriate cognizant agency.
- # All drawdowns must be made before the closeout documents are submitted. If refunds are due the DOL upon closeout, these are to be made electronically through the Payment Management System (PMS) in accordance with the grant drawdown procedures.

THE GRANTEE'S CLOSEOUT PROCEDURES

The objectives of a successful closeout process, whether it be of a recipient or subrecipient, should be:

- To ensure that WtW recipients/subrecipients can meet the Federal closeout requirements by the required due date
- To ensure that organizations receiving funds know ahead of time what actions are required for closeout and what conditions must exist at closeout
- To ensure that each organization receiving WtW funds can fulfill its closeout responsibilities to the organization that funded it
- To ensure that organizations receiving WtW funds understand that certain rights of awarding agencies continue beyond closeout
- To identify problems/issues that frequently arise subsequent to closeout, and to prescribe a way to handle them that minimizes the effort required to resolve them.

DESIGNING AN EFFECTIVE CLOSEOUT PROCESS

Closeout documentation requirements should be kept to the minimum necessary to achieve effective closeouts and to prevent as many post-closeout problems as possible. This may be accomplished by establishing and disseminating a well-designed policy that clearly defines what conditions must exist for closeout, what the rights and responsibilities of the various parties are after closeout, how to handle unresolved issues remaining at closeout deadlines, and how to address issues/problems arising after closeout.

The following are some of the issues that should be addressed in any closeout policies and procedures developed for subgrantees:

- # The subgrantee should close and settle its contracts/subgrants and reconcile all financial activity related to the WtW grant prior to closing the agreement with its funding agency.
- # All refunds due the awarding agency must be made before the closeout or submitted with the closeout documents.
- # A closeout due date must be established for subgrantees that provides sufficient time for the funding organization to resolve issues in advance of it.
- # A decision must be made whether to close subgrants as subgrantees are ready or to use a single closeout date for all subgrantees for a specific year of funding.
- # Identification must be made of financial reports that are required for closeout. At a minimum there should be a "final" report in the format that is routinely required of the organization closing the agreement. The reports should be no more complicated than is necessary to verify that all financial requirements have been met.

- # How unclaimed/uncashed checks should be handled must be decided. State or local escheat legislation should be followed in addressing this issue. This will impact the Federal closeout process also.
- # How pending claims and late arriving invoices will be handled after closeout must be addressed. Grantees should minimize any late claims, as costs not incurred prior to the expiration of the grant may not be paid.
- # A decision must be made regarding how any refunds, rebates, or credits received after closeout will be handled. DOL requires that the funds be returned.
- # Reconciliation of grantor/grantee records must be addressed to ensure that expenditures are equal to or less than budget, and that cash received, appropriately adjusted, equals expenditures.
- # It must be determined how WtW-owned property is to be treated at the end of the agreement. Property disposition requirements are discussed in Chapter 14 of this TAG.
- # Closure of any special bank accounts required for the subagreement must be effected. This does not occur with direct grants.
- # Fidelity bonds, if they were required for the subagreement, must be canceled. This is not a requirement for direct grants.
- # Rights and responsibilities of the various parties after closeout has occurred must be determined, specifically those items addressed at 29 CFR 95 and 97; and any additional requirements established by the grantee or other funding organization, including:
 - The right to disallow costs and recover funds on the basis of a later audit or other review
 - The funded organization's responsibility to return any funds due as a result of later refunds, corrections, subrecipient audit disallowances, or other transactions
 - Record retention and requirements for public access to records
 - Property management requirements
 - Audit and audit resolution requirements
 - Notification of the subgrantee that closeout documentation is in order and that closeout has officially occurred.

SUMMARY

As with other subjects, care must be taken in interpretation of the Act and regulations to ensure that requirements of recipients are not indiscriminately applied to subrecipients, and that excess paperwork is not generated in the closeout process. Grantees must develop timetables and procedures that produce effective closeouts and meet the Federal final expenditure report submittal requirement of 90 days after the end of the three-year funding period.

CURRENT DOL CLOSEOUT PACKAGES

DOL currently uses two different closeout packages for WtW grants. One package is for governmental grantees and the other for non-governmental grantees. Each of the packages is described below, with the instructions included as Attachments 1 and 2 and the actual closeout forms as Attachment 4. In addition to the Federal forms, a sample reconciliation form has been included (Attachment 3). Use of this form is optional, but it provides a worksheet for reconciling the costs and cash receipts.

Governmental Grantees

The only forms required for the closeout of governmental grantees are the final financial report (WtW QFSR) and a property listing for equipment with a unit acquisition cost of \$5,000 or more to which DOL reserves the right to take title. The closeout instructions provide further guidance to grantees in finalizing their closeouts:

- # Closeout costs (administrative) may be charged to the grant during the 90-day closeout period. These costs may include costs related to staff reductions or office closings, staff costs to perform closeout activities, and audit costs.
- # Unliquidated obligations may be liquidated until final reports are submitted.
- # If indirect costs have been charged to the grant, a final indirect cost rate must be submitted.
- # Final drawdowns should be made so that final grant costs equal final grant revenues. If a refund must be made to DOL to achieve that equality, then this should be made through the PMS as well.
- # Instructions for the return of later adjustments or disallowances are provided.

A copy of these instructions is included as Attachment 1 to this chapter.

Non-Governmental Grantees

Non-governmental grantees must complete a different set of closeout forms. The package consists of:

- Grantee's submittal of closeout documents
- Financial Status Report (the WtW QFSR for WtW grantees)
- If necessary, a copy of the approved indirect cost rate
- Federal Cash Transactions Report
- Grantee's release
- Grantee's assignment of refunds, rebates, and credits
- Government property closeout inventory certification
- Grantee's closeout tax certification

- Subgrantee reconciliation worksheet (optional).

Each of these forms is described below. The instructions for non-governmental grantees are provided in Attachment 2 of this chapter and the forms are included in Attachment 4.

Grantee's Submittal of Closeout Documents. A cover sheet that lists all the documents is included in the closeout package. It may also be used by the grantee to track the adequacy/accuracy of the subgrantee's closeout submittal.

Financial Status Report (WtW QFSR). DOL has opted to use the WtW QFSR as the final report format. This report will be completed on the cash basis within the final closeout period. If indirect costs have been claimed, the remarks section must identify the amount of indirect costs charged to the grant and the formula used to arrive at the final costs charged.

Indirect Cost Rate. If indirect costs have been charged to the grant, a copy of the provisional or final rate must be included. If the grant is closed based on a provisional rate and the final rate is lower, the grantee is required to recalculate indirect costs and return all excess indirect costs within 45 days of the final rate approval letter.

Federal Cash Transactions Report (SF-272) – Attachment 3. The SF-272 provides a record of the cash receipts, disbursements, and cash receipts associated with program income and interest. For grantees utilizing the DHHS PMS, the SF-272E will provide this information.

Grantee's Release. The grantee certifies the release of the grantor agency from further monetary obligations under the grant. Certain specific identified claims such as unclaimed wages (subject to escheat laws), Worker's Compensation claims, or other outstanding claimants must be identified and the list attached to the grantee's release.

Grantee's Assignment of Refunds, Rebates, and Credits. The grantee waives claim to any refunds, rebates, or credits received after the grant has terminated and assures prompt remittance to the grantor agency.

Government Property Closeout Inventory Certification. This form provides an inventory of all property purchases where DOL reserves the right to take title, or a certification that no such property was acquired with grant funds.

Grantee's Closeout Tax Certification. This document provides assurances that the grantee/subgrantee has complied with all applicable tax requirements. A copy of the closeout instructions is included in this Chapter as Attachment 2, with the form located in Attachment 4.

Financial Reconciliation Worksheet (Optional). This form shows the breakout of the costs, cash, and program income contained on the WtW QFSR, Report of Federal Expenditures. The form may also provide an indication of problems that must be resolved with subgrantees if the expenditures do not agree with the awarding agency cost records. This form *is not* required of WtW grantees nor is it part of the current DOL packages. However, it may

be helpful to grantees in the closeout of subgrant agreements. The form and instructions for completion are Attachment 3 to this Chapter.

GOVERNMENTAL GRANTEE CLOSEOUT

GOVERNMENTAL GRANTEE CLOSEOUT INSTRUCTIONS

A. General Information

ETA grants require adherence to regulations at 29 CFR Part 95 and 29 CFR Part 97 that establish administrative requirements, including financial management standards and closeout requirements, for grants to State and local governments, federally-recognized Indian tribes, and nonprofit organizations. Regulations at 29 CFR 97.22 and 29 CFR 95.27 establish that the cost principles for determining costs applicable to grants, contracts, and other agreements with State and local governments, federally-recognized Indian tribes, and nonprofits be adhered to regarding ETA program grants. These requirements and principles should also be followed for closeout, with particular attention to avoid cost overruns or deficits. Grantees must cover all operational and closeout overruns or deficits.

B. Preparation of Financial Status Report - SF-269

For the purpose of closeout, the financial status report should reflect cumulative costs for the entire period of the grant and be submitted within 90 days after closeout. Final program performance reports must be submitted to the cognizant Federal representative/Project Officer within 90 days after grant expiration or termination as specified at 29 CFR 97.50(b) or 29 CFR 95.70.

C. Request for Extension

At the discretion of the Grant Officer (regional or national), an extension may be granted. All extension requests *must* be in writing and requested prior to the due date.

D. Costs Charged to the Grant

Costs consistent with Federal cost principles incurred during the 90-day closeout period may be reflected on the final SF-269. After submission of the final reports, no further costs may be charged to the grant. Later disallowances and adjustments requirements are covered at 29 CFR 97.51, and collection of amounts due requirements are covered at 29 CFR 97.52. Adjustments for 29 CFR Part 95 are found at 29 CFR 95.72 and 95.73.

E. Considerations in Calculating Closeout Costs

1. Closeout costs should include only the administrative costs associated with the closeout of the grant or program. Necessary and reasonable costs for closeout of the grant/program may continue to be incurred until final reports are submitted.

2. To the extent allowed by the applicable cost principles, actual costs incurred for the closeout may include:

a. Costs related to staff reductions, such as unemployment insurance, severance pay, terminal leave, and miscellaneous costs related to health or life insurance coverage, job search training, and printing

b. Costs related to office closing such as penalties for lease terminations, service contract terminations, and transportation

c. Staff costs to perform closeout activities such as processing of invoices, adjustments of expenditures, reconciliations, property closeout, and preparation of final reports

d. Audit cost.

3. Resources on order (unliquidated obligations) may continue to be liquidated until final reports are submitted.

4. In many cases, grantees do not receive invoices from vendors until many months after goods or services are provided. Grantees should notify all vendors to submit final invoices so that the expenditures can be adjusted to actual disbursements within the 90 days allowed for closeout. If final costs cannot be recorded within the 90 days, the grantee should request a time extension in writing from the Grant Officer, as permitted at 29 CFR 97.50(b) or 29 CFR 95.70.

F. Cash Drawdowns vs. Expenditures

Cash is drawn down under the DHHS PMS and administered by ETA. Grantees should closely monitor their drawdowns to ensure that funds are not drawn in excess of total expenditures. Federal cash receipts are the same as total expenditures (outlays). ETA will adjust the PMS to the final allowable expenditure level after grantee submission of final reports.

G. Final Indirect Cost Rate

Where appropriate, if the grantee has charged indirect costs to the grant to be closed, an approved indirect cost rate must be submitted. The grantee is required to request indirect costs rates from its cognizant agency. It is requested that the grantee contact its cognizant agency within 90 days before the grant expires to ensure that an indirect cost rate is obtained as soon as possible to expedite the closeout of the grant.

H. Disposition of Real Property, Equipment, and Supplies

Real property, equipment, and supplies are covered at 29 CFR 97.31, 97.32, and 97.33 and 29 CFR 95.31, 95.32, 95.33, and 95.34. When real property, equipment, and supplies are no longer needed for the original purpose of the project or program or for other programs, the grantee or subgrantee must request disposition instructions from the awarding agency. The awarding agency will provide the grantee disposal alternatives.

I. Right to Transfer Title

ETA reserves the right to take or transfer title of any equipment acquired under the grant with a unit acquisition cost of \$5,000 or more that was procured with DOL funds. That right must be reserved in writing prior to grant termination, as specified at 29 CFR 97.32(g)(1) and 29 CFR 95.34.

J. Audits

Audits of grants will be carried out as part of the regular audit of the grantee organization. These audits are procured by the grantee in accordance with OMB Circular A-128. DOL has published regulations to implement OMB Circular A-128. These audits are usually conducted on an organization-wide basis rather than on a grant-by-grant basis. Thus, it is possible that such audits encompassing a particular grant or program may not be finalized until after grant or program closeout. If grant funds are to be utilized for audit costs and treated as a direct cost, the grantee must ensure that expenditures are accrued (liquidated) to pay for the portion of the audit prior to submission of final reports.

K. Retention and Access Requirements for Records

Federal requirements for the retention of records by the grantee are covered at 29 CFR 97.42 and 29 CFR 95.53. The record retention requirements continue after closeout of the grant.

L. Collection of Amounts Due

In accordance with 29 CFR 97.52 and 29 CFR 95.73, an organization is required to return to DOL any funds paid to a grantee in excess of the amount to which the grantee is entitled under the terms of the award, which constitutes a debt to the Federal government. If the amount due is not paid within a reasonable period, the Federal government may take action to reduce the debt.

M. Refunds Due DOL

It is preferred that all grantees utilizing the DHHS PMS to draw down DOL funds return all refunds electronically utilizing that same system. They should return the refunds to the appropriate grant number, subaccount(s), and program or fiscal year. If assistance is needed to return refunds electronically to DOL through PMS, grantees should contact Mike Howe or Nicole Kelly on (301) 443-9198. Otherwise, they should return all refunds by cashier's or

certified check with a letter that include the grant number, program, program or fiscal year, and nature of the refund to:

U.S. Department of Labor
Employment and Training Administration
Closeout Group, Frances Perkins Building
200 Constitution Avenue NW, Room C-5325
Washington, DC 20210

N. Later Disallowances and Adjustments

The closeout of a grant does not affect the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions. As outlined at 29 CFR 97.50(c)(2) and 29 CFR 95.73, all such funds should be returned to DOL immediately electronically or by mail. It is *not* necessary to submit revised closeout documents with each instance. It is necessary, however, for a letter to accompany all refunds by mail that include the grant number, program or fiscal year, the source or nature of the refund, and any other pertinent information to assist in properly accounting for the refund.

NON-GOVERNMENTAL GRANTEE CLOSEOUT

NON-GOVERNMENTAL GRANTEE CLOSEOUT INSTRUCTIONS

1. Sub-Grant Contractor Closeout

You are responsible for the orderly and timely phaseout of your subcontractor(s) and the financial settlement of subcontractor claims. Subcontractors should be advised to prepare your claims of commercial invoices and submit them directly to you. Charges should be itemized in the same detail and manner required of you by the Contracting Officer since these subcontractor costs will be included in your final invoice and detailed statement of costs submitted to the government. In order to comply with time limitations imposed by the notification letter, it is suggested that you require all subcontractors to submit closeout data, any final reports which you may require, and the subcontractor's final claims within 45 days from the expiration date of the prime grant. (The term "subcontractor" includes sub-grant.)

2. Final Invoice (Voucher)

Prepare the final invoice(s)/voucher(s) and detailed statement(s) of costs in accordance with the invoicing instructions cited in the grant. In the event that the grant contains multi-components of projects, separate final invoice(s)/voucher(s) (and detailed statement(s) of costs) must be submitted. Furthermore, if the grant has more than one funding source, i.e., JTPA, TAT, etc., separate final invoice(s)/voucher(s) and detailed statement(s) of costs must be submitted for each funding source. Complete the Federal Cash Transactions Report (follow instructions on the back of the Form SF 272).

3. Grantee's Release (Form ETA 3-103)

a. The total shown on line 2, "Total Amounts Paid and Payable", must reflect the total allowable costs incurred through the expiration date of the grant. The amount shown must agree with the amount claimed on the final invoice(s)/voucher(s) and detailed statements(s) of costs. In the case of multi-projects or multi-funding requiring separate final invoice(s)/voucher(s), the amount shown on the release should be the *total* of all final invoice(s)/voucher(s).

b. In numbered paragraph 1, list each outstanding claimant by name, address, and amount due each. For unclaimed wages or outstanding checks canceled (Paragraph 7 of these instructions) list the total amount and refer to the attached list of possible claimants. If additional space is required, use the reverse side of the form.

c. The form must be signed by the individual authorized to sign and commit the organization to contractual actions. *If the grantee is not a corporation*, the individual's signature must be witnessed by two officers of the organization *other than* the individual who signed the

form. *If the grantee is a corporation*, the certification of the grantee's authorized representative shall be obtained.

4. Grantee's Assignments of Refunds, Rebates, and Credits (Form ETA 3-107)

- a. Enter the required information in the spaces provided.
- b. For proper signing, see paragraph 3c above.

5. Financial Status Report

Complete Financial Status Report SF-269. (Follow instructions on the back of the form.)

6. Property Certification

Complete Government Property Closeout Inventory Certification Form, if appropriate.

7. Unclaimed or Outstanding Checks

a. The laws in some States, called escheat laws, require that grantees deposit with the State any unclaimed wages due former employees (enrollees) and any unclaimed amounts due other creditors within certain periods of time from the date of payment of obligation. Therefore, you should ascertain whether or not such a law affects said unclaimed wages of amount due. If there is such a law, you should become familiar with its special requirements and the procedures for effecting the transfer of such funds to the proper State authorities.

b. In all other cases, DOL is entitled to recover from grantees unclaimed amounts where the prospective claimants have not been located and paid. Any unclaimed payroll checks or other checks that have been outstanding for a period of 60 days or longer after the expiration date of the grant will be canceled or a stop-payment order placed with the bank, as appropriate. The total amount of money from unclaimed payroll or other obligations shall be included in the certified or cashier's refund check with an accompanying statement showing the breakdown of these funds.

c. When unclaimed funds are returned to DOL, a list of all possible claimants of these funds shall be prepared and attached to the grantee's release (Form ETA 3-103). The list will include the following pertinent data:

(1) Claimant's name, last known address, amount of money due, and Social Security Number (where appropriate) for each individual to whom checks for wages (or other outstanding checks) were due

(2) For employee (enrollee) checks, the pay period during which the money was earned, including the number of hours, hourly rate of pay, and dates worked

(3) Check number, date of issuance, and amount of each uncashed check

(4) Name, address, and telephone number of any person who may be contacted in connection with any claim that may arise. Normally, this would be the individual who has control of the grantee's financial records.

8. Refunds Due DOL

a. Electronic Refunds

It is preferred that grantees who draw down DOL funds through the DHHS PMS return all refunds electronically to DHHS PMS. Return the refunds to the appropriate grant number, subaccount(s), and program or fiscal year. If assistance is needed to return refunds to DOL through PMS, please contact Mike Howe or Nicole Kelly on (301) 443-9198;

b. Refunds by cashier's or certified check should be mailed with a letter that includes the grant number, program, program or fiscal year, and nature of the refund to:

U.S. Department of Labor
Employment and Training Administration
Division of Accounting, Closeout Group, Room C-5325
200 Constitution Avenue, NW
Washington, DC 20210

c. Other sources of refunds which may be due DOL include refunds that result from overpayment of Worker's Compensation and other insurance policies that were obtained under the grant. In addition to refunds due to cancellation of policies, since the costs of most Worker's Compensation policies with commercial companies are based on estimated payroll figures, a payroll audit by the insuring company at time of closeout may result in a substantial refund on the policy.

d. The amount of interest that may have accrued or been earned as a result of any funds advanced to you under the grant must also be included in the refund check and properly identified in the breakdown statement accompanying the check.

9. Grant Closeout Tax Certification Statement (Form ETA 3-108)

Sign and submit the certification that you and your subcontractors, if any, have complied with the requirements of the law and the ETA and DOL regarding obtaining required employer identification and account numbers and Federal, State, and local taxes.

10. Grantee Submittal of Closeout Documents (Form ETA 3-105)

Use this form as a checklist to be sure that all actions necessary have been taken and as a transmittal cover sheet to return all executed forms to the closeout unit.

a. Indirect Costs

Grantees claiming indirect costs must provide a copy of the negotiated approved provisional and/or final rates furnished by the cognizant agency for each fiscal year of the grant. In addition, in the remarks column of the Financial Status Report, the grantee must identify the amount of indirect cost charged and the formula used to arrive at the total indirect cost charged to the grant.

Example.

Fiscal Year	Approved Final Rate (%)	Base (\$)	Final Indirect Cost Charged (\$)
1995	19	120,000	22,800
1996	20	110,000	22,000
1997	23	130,000	29,900
1998	21	105,000	22,050
			Total 96,750

POST CLOSEOUT INSTRUCTIONS

1. The requirements with regard to returning to the DOL all refunds:

In accordance with 29 CFR 97.50, your organization is required to return to DOL any balance of unobligated (unencumbered) cash advanced that is not authorized to be retained for use on other grants. In accordance with 29 CFR 97.51, the closeout of a grant does not affect the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions. All funds that are not returned constitute a debt to the Federal government, and DOL may accrue interest on the principal at the current rate of interest of the U.S. Treasury. All such funds should be returned electronically to DOL. It is not necessary to submit revised closeout documents with each refund. It is necessary, however, that each refund include grant number, program year, the source or nature of the refund, and any other pertinent information relating to the refund that will assist the DOL in properly accounting for the refunds.

2. The requirements with regard to the negotiated final indirect cost rates:

If a grant is closed based on approved provisional indirect cost rates, and negotiated final indirect cost rates are lower than approved provisional rates, your organization is required to recalculate indirect costs and return all excess indirect costs to the DOL within 45 days of the day of the letter transmitting the final rates. Your final rates may have come from DOL or another cognizant agency. The return of excess indirect costs is to be accompanied by revised closeout documents.

WtW
FINANCIAL RECONCILIATION WORKSHEET

- Line 1 **Cash Received.** Enter total amount of funds received.
- Line 2 **Reportable Expenditures.** Enter total expended funds, by cost category, for line items as negotiated in the agreement. Add the cost categories and enter the sum in the “Total” column.
- Line 2A In the “Other” column, enter the total amount expended on participants meeting the eligibility criteria specified in 645.212.
- Line 2B In the “Other” column, enter the total amount expended on participants meeting the eligibility criteria specified in 645.213
- Line 3 **Cash on Hand.** Subtract Line 2 from Line 1. If Line 1 is greater than Line 2, the balance in the “Total” column must be returned when submitting this report. If Line 1 is less than Line 2, a request for final payment should accompany the closeout package.
- Line 4 **Program Income.** Enter total funds received from program income.
- Line 5 **Program Income Expenditures.** Enter total funds expended against funds received (reported on Line 4), by cost category, for eligible grant costs. Add the cost categories and enter the sum in the “Total” column.
- Line 6 **Balance of Program Income.** Subtract Line 5 from Line 4. If Line 4 is greater than Line 5, the balance in the “Total” column must be returned with the agreement closeout unless the grantor agency allows it to be retained for further operation of a negotiated agreement.
- Line 7 **Matching Funds.** Enter total funds expended as matching costs.
- Line 7A In the “Other” column, enter the total matching funds that are cash contributions.
- Line 7B In the “Other” column, enter the total matching funds that are in-kind contributions.
- Line 8 **Eligible Stand-In Costs.** Enter total funds expended, by cost category, for funds that could be used as stand-in costs. These costs must be eligible expenditures for the negotiated grant agreement. Add the cost categories and enter the sum in the “Total” column.

- Line 9 **Obligational Authority.** Enter total budget negotiated in the agreement by cost category. Add the cost categories and enter the sum in the “Total” column.
- Line 10 **Unused Obligation Authority.** Subtract Line 2 from Line 9. Add the three cost categories and enter the sum in the “Total” column.
- Line 11 **% of Obligational Authority Expended.** Divide Line 2 by Line 9, and enter percentage, by cost category and for total.

Financial Reconciliation Worksheet

Type of Cost	Administration	Program Activities	Other	Total
1. Cash Received				
2. Reportable Expenditures				
A. 70%				
B. 30%				
3. Cash on Hand (Line 1 less Line 2)				
4. Program Income Earned				
5. Program Income Expended				
6. Balance of Program Income (Line 4 less Line 5)				
7. Matching Funds				
A. Cash Contributions				
B. In-Kind				
8. Eligible Stand-In Costs				
9. Obligational Authority				
10. Unused Obligation Authority (Line 9 less Line 2)				
11. % of Obligational Authority Expended (Line 2 divided by Line 9)				

Note: Information in checkered areas is not required.

DOL CLOSEOUT FORMS

As referenced above, attached are copies of the closeout forms currently in use for both governmental and non-governmental grantees. The actual forms can be obtained from your Grant Officer.

***** NOTICE TO WtW WEBSITE CUSTOMERS *******

DUE TO TECHNICAL CONSTRAINTS, WE ARE NOT ABLE TO OFFER THE REFERENCED CLOSEOUT FORMS ON THE WEB-BASED VERSION OF THE TAG. THEY APPEAR IN THE HARD COPY VERSION OF THE TAG.

FOR REFERENCE, THE CLOSEOUT FORMS ARE:

Grantee's Submittal of Closeout Documents, ETA Form 3-105(R-Feb. 1996)

WtW Formula Grant Cumulative Quarterly Financial Status Report, ETA Form 9068 (R-Nov.1998)

WtW Competitive Grant Cumulative Quarterly Financial Status Report, ETA Form 9068-1 (R-Nov. 1998)

Federal Cash Transactions Report, Standard Form 272, (2-96)

Federal Cash Transactions Report Continuation, Standard Form 272A (2-96)

Instructions for completing Federal Cash Transactions Report (Standard Form 272)

Instructions for Preparing Page 2 of the Federal Cash Transactions Report (Standard Form 272-A)

Grantee's Release, ETA 3-103 (R-Feb 1996)

Grantee's Assignment of Refunds, Rebates and Credits, ETA 3-107 (R-Feb 1996)

Government Property Close-Out Inventory Certification

Grantee's Closeout Tax Certification, ETAZ-108 (R-Feb1996)