

THE WORKFORCE BOARD OF NORTHERN COOK COUNTY

LOCAL AREA WIA Policy 2006 – Contract Close-out Policy

TO: ALL WIA CONTRACTORS

FROM: _____
Jennifer Stasch
Director of Administration

SUBJECT: Contract Close-out Policy

DATE: June 2, 2006 (Updated October 31, 2006)

Purpose: The purpose of this letter is to update and clarify the policy for Contract Close-out related to activities and services conducted with WIA and other funds under the Workforce Board of Northern Cook County (Workforce Board) contracts.

References: 20 CFR 667.200
29 CFR 95.42
29 CFR 97.36
WIA Legislation and Rules and Regulations
Department of Commerce and Economic Opportunity

Background: The Workforce Board of Northern Cook County is releasing Contract Close-out policy in order to ensure accountability and timely payment requests that align with the Contractor's Agreement with the Workforce Board, DOL and DCEO policy, and other applicable rules and regulations.

Policy

Statement: The Contractor is responsible for the orderly and timely closeout and financial settlement of claims under agreements with the Workforce Board of Northern Cook County. Contractors will comply with all Workforce Board requirements and other processes and procedures in place for contract close-out.

Workforce Board Contract Close-out Policy

- A. A completed Subcontractor Close-Out Package is due within forty five (45) calendar days following the end date of the subcontract agreement.
- B. The Subcontractor's Submittal of Close-Out Documents form should be used as a cover sheet for the close-out package and the forms should be completed as listed.
- C. An original authorized signature is required on the Subcontractor's Submittal of Close-Out Documents form.

- D. A complete closeout package including all forms must be submitted by the date specified in the cover letter from The Workforce Board of Northern Cook County.
- E. A complete Contractor Closeout package consists of:
- Close-Out Documents form with a signed subcontract Close-Out Certification Statement
 - subcontractor Reconciliation Statement
 - subcontractor Final Expenditure Summary
 - subcontractor Release
 - subcontractor Refund Check Breakout
 - subcontractor's Assignment of Refunds and Credits
- F. Two original copies of the complete closeout package must be submitted to the following address:
- The Workforce Board of Northern Cook County
2604 E. Dempster, Suite 502
Park Ridge, IL 60068
Attn: Contract Closeout
- G. No additional payments will be made to the Subcontractor under the subcontract agreement following the submission of the completed Close-Out Package.
- H. Records must be retained for three (3) years after the final expenditure report for that funding period. Records for non-expendable property must be retained for a period of three (3) years after final disposition of the property.
- I. The Workforce Board may extend the deadline for submission of the closeout documents for a period specified by the Board. Decisions will be made on a case-by-case basis. Written requests must provide documented evidence of the necessity for the extension and must be submitted no later than 60 days after the initiation of the closeout period. Only under extreme or extraordinary circumstances will additional extensions be considered. Requests for extension of the closeout period and any supporting documentation must be submitted in writing to the Workforce Board.

Action

Required: This information should be disseminated to all Contractor staff in a decision-making capacity.

Inquiries: Questions regarding any aspect of this policy should be directed to the Workforce Board's Director of Administration.

Effective

Date: Immediately