

WORKFORCE INVESTMENT ACT

Closeout

Plan

For Re-Designation

This Closeout Plan is Due By

MARCH 29, 2004

STATE OF OHIO
DEPARTMENT OF JOB AND FAMILY SERVICES
State Closeout Schedule

DISCLAIMER:

***COMPLETION OF THIS CLOSEOUT PLAN IS REQUIRED ONLY
BY THOSE DESIGNATING TO BECOME A CONVENTIONAL AREA***

Description of Activity	Dates
State to provide Technical Assistance to Sub-Areas Re-designating as Conventional Areas	09/03/04 through 06/30/04
State to Distribute Closeout Plans to the Workforce Investment Areas	02/25/04
Deadline for Workforce Investment Areas to Submit <u>Closeout Plans</u> to the State	3/29/04
State to Notify Workforce Investment Areas that the <u>Closeout Plans</u> have been Reviewed and Approved	05/07/04
State to Distribute <u>Closeout Package</u> to the Workforce Investment Areas for Completion	05/07/04
State to Distribute Grant Agreements to the Fiscal Agent for the New Workforce Investment Areas	05/07/04
Deadline for Workforce Investment Areas to Submit Grant Agreements to the State	06/01/04
State to Notify Workforce Investment Areas that Grant Agreements have been Reviewed and Approved	06/21/04
Deadline for Workforce Investment Areas to Submit <u>Closeout Packages</u> to the State	08/20/04
State to Notify Workforce Investment Areas that the <u>Closeout Packages</u> have been Reviewed and Approved (agreement is administratively closed out)	10/04/04
Administrative Changes Made to Grant Agreements and Allocation Documents	10/04/04 through 11/30/04

WORKFORCE INVESTMENT ACT RE-DESIGNATION CLOSEOUT PLAN CHECKLIST

Workforce Investment Area _____ Sub-area _____ County(ies) _____

Please ensure that the following documents/items are included when submitting the Closeout Plan.

Document			Submitted	Not Submitted	If not submitted, please explain
1.	Closeout Plan	Sections 1-7 (Pages 1-5)			
2.	Attachment A	WIA Contract Agreements			
3.	Attachment B	Current WIA Training Contracts (Extending Beyond June 30, 2004)			
4.	Attachment C	Closeout Activity Cost Worksheet (Estimated Outstanding Obligations Worksheet)			
5.	Attachments D1, D2, D3, and D4	WIA Property Inventory Agreement and Certification Charts			
6.	Attachment E	Records Location/Availability			
7.	Attachment F	Notice of Review/Consultation, and Responsibility (Authorized Signatures Required)			

Workforce Investment Act
Local Closeout Plan

It is the responsibility of the current Workforce Investment/Policy Area to provide the State and the new local area with a Closeout Plan. The Plan must set timelines to establish an effective closeout for WIA programs. The timelines established must be feasible and provide sufficient time to allow the State to comply with federal WIA requirements and provide a smooth transition to the new area.

The purpose of the Closeout Plan is to enable a Workforce Investment/Policy Area to ensure that all aspects of the transition (from one local organization/area to another) are considered. It will also make the State and the new area aware of the plans for disposition of property, records, cash position, liabilities, etc. at the time of transition.

The Closeout Plan must be completed when transitioning from an existing area and forming/joining a new area.

The Closeout Plan is due by March 29, 2004.

<u>General Information</u>	
FROM	Workforce Investment Area # _____ Sub-area # _____ Counties and/or Cities served _____ Name of Entity administering WIA program _____
TO	Workforce Investment Area # _____ Sub-area # _____ Counties and/or Cities to be served _____ Name of Entity to administer Workforce Investment Act _____

Section One: Closeout Timeline

1. Please provide an estimated timeline for completion of each procedure necessary for the closeout, including:

a) Date(s) when agreement(s) for the disposition of equipment, supplies, and/or real property will be signed and executed.

b) Date storage agreement(s) will be signed and executed.

- c) Please provide anticipated cut-off date(s) for participant enrollment by category (Adult, Youth, Dislocated Worker, Rapid Response, and Statewide program participants).

Adult	Youth	Dislocated Worker	Rapid Response	Statewide	Total

- d) List of all pending lease agreements which will need to be terminated early by the current Workforce Investment Area. Include the total dollar amount of anticipated penalties which will be incurred by the local area.

- e) Closeout date(s) for the current Workforce Investment Area (this would be the last date of providing services to customers and last day in operation {excluding follow-up services}).

Section Two: Planned Transfer of Program Participants from the Current Area to the New Area

It is the intent of the State to ensure that registered participants receive uninterrupted services during the transition period.

1. Please summarize how WIA participants and customers will receive uninterrupted services during the transition period, including the method and system which will be used to track the participants.

2. Please provide the number of participants which will require WIA services beyond the transition period, by category (Adult, Youth, Dislocated Worker, Rapid Response, and Statewide program participants).

Adult	Youth	Dislocated Worker	Rapid Response	Statewide	Total

3. In Attachment A, list all vendor and/or institutional contract agreements and check whether each will be modified, terminated, and/or reissued to the new entity.
4. In Attachment B, list all participant training contracts which are expected to extend beyond the transition period to serve participants who are currently enrolled in WIA programs for the categories listed.

Section Three: Estimated Costs for Closeout Activities

- 1. Please provide estimated costs for outstanding obligations for all WIA closeout activities. Costs must be reported by category using Attachment C.

Section Four: Remaining WIA Funds

- 1. Using the table below, please report estimated remaining unobligated funds after closeout which will be available for transfer to the new WIA administrative entity.

Admin	Adult	Youth	Dislocated Worker	Rapid Response	Statewide	Total

Section Five: Equipment, Supplies, and Real Property Subject to Transfer or Disposition

Sections 29 CFR 97.32 and 97.33 of the WIA Regulations must be followed for the disposition of equipment and supplies.

- 1. In the Closeout Plan, Workforce Investment Areas must provide a current inventory of any equipment and/or supplies with an aggregate value of \$1,000 or greater in Attachments D1, D2, D3, and D4, including the following information:
 - a) item number
 - b) identification number
 - c) description
 - d) location of property
 - e) acquisition date
 - f) condition code
 - g) unit
 - h) quantity
 - i) WIA unit cost
 - j) Non-WIA unit cost
 - k) Total costs

In accordance with State policy, an aggregate fair market value of \$5,000 will be used when determining whether to dispose of (sell) of equipment and/or supplies as follows: **(If no equipment/supplies will be sold, option A, obtaining fair market value is not required).**

Option A) to be sold Option B) to be transferred

Proceeds generated from sold items (Option A) must be handled in accordance with WIA Regulations.

Timing of the disposal must be taken into consideration when establishing how the proceeds are to be used.

Equipment and Supplies Subject to Transfer

For equipment and/or supplies which will be transferred (Option B), the following must be provided in the Plan:

- a) name of entity receiving the equipment and/or supplies
- b) location of entity
- c) projected use of equipment and/or supplies
- d) federal program for which equipment and/or supplies will be utilized

2. Real Property

Real property is defined as/by Section 29 CFR 97.31 of the WIA Regulations must be followed for the disposition and transfer of real property.

In the Closeout Plan, Workforce Investment Areas must provide the following information related to each item of real property:

- a) description
- b) location
- c) purchase price
- d) current fair market value (from professional appraisal)
- e) title holder
- f) grant(s) funding purchase
- g) percentage of WIA funding of total purchase

The Closeout Plan must include the procedures for the disposition of each item of real property in accordance with the following:

- a) Sell the property and remit the proceeds to ETA after deducting any actual and reasonable selling and fix-up expenses;
- b) Sell the property and use the proceeds to acquire replacement property to be used for the WIA One-Stop operating center; or
- c) Retain title to the property and compensate ETA for the proportionate share of the current fair market value attributable to the WIA participation in the purchase of the property.

Section Six: Record Retention

Section 29 CFR 97.42 of the WIA Regulations will be followed for the retention of records.

With the Closeout Plan, please provide information on provisions made to ensure compliance with the three-year record requirement (complete Attachment E).

The following information will need to be considered in relation to completing the *closeout package* (due August 20, 2004).

- a) Physical location of storage facility
- b) A complete master inventory list of all records, including the total number of storage boxes. The contents of each box must be submitted with the final closeout report.
- c) Records retention/maintenance agreement with a contract person for inquiries and access to all records

Closeout Plan

- d) Identification procedures for maintenance of any records beyond the period that is required by WIA allowable costs, to include the location of records and responsible parties.
- e) Please complete and include Attachment D, the Records Location Worksheet.

Section Seven: Liability

If the Workforce Investment Area is being reorganized/reconfigured, an agreement should be executed between the Local Elected Officials of the current area and the newly formed area prior to dissolution which clearly spells out the future responsibilities and liabilities.

The following must be submitted with this section:

- a) Notice of Review/Consultation, and Responsibility (Attachment F)
- b) Any additional information and/or contract agreements between the current and new entity which may be necessary to ensure the continued compliance with the Act, Regulations, and WIA policies.

WIA CLOSEOUT ACTIVITY COST WORKSHEET
Estimated Outstanding Obligations at Closeout

Category	Estimated Closeout Costs						
	Admin	Adult	Youth	Dislocated Worker	Rapid Response	Statewide	Total
Rental Space							
Lease of Equipment							
Unfunded Staff Leave							
Occupancy Costs							
Unemployment Insurance							
Records Storage							
Salaries and Fringes							
Storage Costs							
Severance Pay							
Accrued Leave							
Audit Costs							
Operating Costs (RMS)							
Miscellaneous Costs							
Other:							
Total Estimated Closeout Costs							

PROPERTY INVENTORY AGREEMENT
(WIA-Acquired or JTPA Transferred Property Only)

Workforce Investment Area _____ Sub-area _____ County(ies) _____

Please check the appropriate box regarding what will occur with property and/or equipment. Proceed with completing the Inventory Certification Chart (Attachment D4). Instructions and codes are included within Attachments D2 and D3.

A. Agreement Without Property (Do NOT Complete Attachment D4)

I hereby certify that no government property was furnished or acquired by the terms and conditions of the grant agreement. No further action is required regarding property certification.

B. A New Agreement has been Approved (Complete Attachment D4, Sections B and C)

I hereby certify that the attached inventory listing is complete and that the property will be transferred to the indicated WIA entity(ies).

C. A New Agreement has NOT been Approved (Complete Attachment D4, Sections B, C, and D)

I hereby certify that the attached inventory listing is complete and that the property will be returned to the Awarding entity within ninety (90) days of the release date of this agreement.

D. Agreement With Property (Complete Attachment D4, Sections B and C)

I hereby certify that the attached inventory listing is complete and that it correctly describes all items of materials and equipment furnished to the Awardee for use in the performance of the grant agreement. The Awarding entity has been or will be reimbursed by the Awardee for all materials and/or equipment which as of this date have not been consumed in the performance of these agreements. It is our intent to purchase the property from the Awarding entity.

PROPERTY INVENTORY AGREEMENT
(WIA-Acquired or JTPA Transferred Property Only)

Instructions:

Check appropriate box to indicate funds negotiated were to be used for the acquisition of property:

Item A If no WIA funds were used for the acquisition of property, or property was not transferred from JTPA, no further information is required.

Item B If WIA or JTPA funds were used for the acquisition of property, enter the following information in section (B) of the Final Property Inventory:

Item #: 1, 2, 3,etc.

Identification #: Enter an identification number such as the stock number, manufacturer's serial number, property tag number, or other identifying number

Description: Describe the property, e.g. Dell PC 486

Location: Enter the location of the property

Date of Acquisition: Date on which the entity assumed responsibility for the property

Condition Code: Enter the condition code (see "Condition Codes") that corresponds to the condition of the property

Unit: Enter the unit, e.g. "ea" for each, "dz" for dozen, "st" for set, etc.

Quantity: Enter the number of units acquired

WIA, JTPA Unit Cost/

Non-JTPA Unit Cost: Enter WIA, JTPA, and non-WIA share of the acquisition costs of each item. The sum of the three should be reflected in Total Cost

Total Cost: Total Cost must be equal to the total cost of the property

Item C If the property is being transferred to the new WIA entity, complete section (C) of Final Property Inventory indicating the WIA entity.

Item D If the property is not being transferred to the WIA entity, the property listed on the Final Property Inventory must be returned to the Awarding entity. Indicate by checking in section (D) of the Final Property Inventory.

CONDITION CODES
To use in Certification Chart

1.	Unused-Good	Unused property that is usable without repairs and is identical or interchangeable with new items from normal supply sources.
2.	Unused-Fair	Unused property that is usable without repairs but is deteriorated or damaged to the extent that the utility is somewhat impaired.
3.	Unused-Poor	Unused property that is usable without repairs but is considerably deteriorated or damaged. Enough utility remains to classify the property as better than salvage.
4.	Used-Good	Used property that is usable without repairs and most of its useful life remains.
5.	Used-Fair	Used property that is usable without repairs but somewhat worn or deteriorated and may soon require repairs.
6.	Used-Poor	Used property that may be used without repairs but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7.	Repairs required-Good	Required repairs are minor -should not exceed 15 percent of original acquisition cost.
8.	Repairs required-Poor	Required repairs are considerable and are estimated to range from 16 to 40 percent of original acquisition cost.
9.	Repairs required-Poor	Required repairs are major because property is badly damaged, worn, or deteriorated and are estimated to range from 41 to 65 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content.

Workforce Investment Area _____ Sub-area _____ County(ies) _____

WIA/Administrative Entity Address:

WIA RECORDS LOCATION/AVAILABILITY

WIA financial, property, and programmatic records are stored at or transferred to the following physical location:

Stored

Transferred

The contact person for access to stored records is:

Name: _____

Title: _____

Address: _____

Phone: _____

The contact person for access to transferred records is:

LOCAL ELECTED OFFICIAL(S) NOTICE OF REVIEW/CONSULTATION AND RESPONSIBILITY

Instructions: This certification must be notarized*, journalized, or by resolution and signed by the Local Elected Official or Authorized Designee of the unit(s) of government which comprise the Workforce Investment Area of Sub-Area(s). Workforce Investment Areas or Sub-Areas established as a consortium require the signatures of the Local Elected Officials from each unit of government.

I/We, the undersigned do hereby acknowledge that the Local Unit(s) of Government is/are required to review and/or be consulted regarding the contents of the Closeout Plan regarding the WIA program which is currently conducted in Workforce Investment Area #, Sub-Area #:

I certify that, I or my designee have reviewed and/or been consulted on the information contained within this Closeout Plan (including attachments), for the appropriation years indicated. It is my understanding that the information contained within the Plan accurately reflects the position of the WIA program, and the Plan appears feasible and complete.

- The actual Closeout Plan (pages 1-5)
Contract Agreements
Current Training Contracts (extending beyond June 30, 2004)
Estimated Outstanding Obligations
Final Property Inventory
Records Location and Availability

*If Notarized option is selected, this form should be copied to allow for individual signatures in the presence of a notary.

Table with 3 columns: Local Elected Official or Authorized Designee, Title, Date. Contains four rows for signatures.

Notary Certification and Signature

Subscribed and sworn to, before me this day of, 20

My commission expires: County of:

Signature of notary:

Closeout Plan