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Reference : Closeout Procedures for State-Level Contracts

FINAL GUIDANCE

Close-out of State-Level Contracts/Grants Within 60 Days of Ending Dates

OF INTEREST TO:

Workforce Florida, Inc., Regional Workforce Boards (RWBs), and all State-level Contractors

SUBJECT:

Close-out Procedures for State-level Contracts

PURPOSE:

To issue a directive regarding a new procedure established by the Workforce Florida Board concerning the closeout of State-level contracts.

BACKGROUND:

The Workforce Florida Board, on February 21, 2002, adopted a standard procedure for the closeout of State-level contracts/grants within 60-days after the expiration date of the specific contract/grant, unless otherwise specified in the contract or request-for-proposal. This procedure is necessary to ensure the timely closure of State-level contracts, and to enable the Agency for Workforce Innovation (AWI) to provide Workforce Florida, Inc. (WFI) with more accurate financial information.

PROCEDURE:

State-Level contracts/grants must be closed out within 60 days of the ending date for that contract/grant, unless otherwise specified by the contract or request-for-proposal. "Closeout" is defined as the submission of the final expenditure reports and invoices for payment. Funds cannot be drawn to pay any invoices or other billing statements for a particular State-level contract that are received after the 60-day closeout period, unless specifically authorized by WFI.

Authority:

Florida Statutes, Chapter 445

Supercession: None