




Governor's Office of
WORKFORCE TRAINING & DEVELOPMENT

GENERAL INFORMATION MEMORANDUM (GIM) NO. 16-06

DATE: August 8, 2006
TO: WIA Subgrantees
FROM: Len Malry, Executive Director 
THRU: Orlando Romero, ASD Director
BY: OWTD Fiscal Unit
SUBJECT: PY04/FY05 WIA Grant Close-Out Procedures

In accordance with the requirements set forth in NMAC 11.2.11, OWTD Financial Management Guide, WIA subgrantees must submit a final Close-Out package to OWTD no later 60 days after the grant expiration date. Because the PY04/FY05 WIA awards to Local Areas expired on June 30, 2006, the attached Close-Out Packages are due to OWTD by Aug. 31.

The Close-Out Package covers PY04/FY05 WIA funds awarded under the PY04/FY05 grant agreements, as modified, for the period July 1, 2004 through June 30, 2006. Cash received under the award must be reconciled with total expenditures for each funding stream and tie to allocation amounts by funding stream, including administration, authorized by the most recent grant modification for the PY04/FY05 grant.

All PY04/FY05 grant accruals must be liquidated by August 31, 2006. If a Local Area has not fully expended its grant award, the unexpended balance should be reported on the Funds Reconciliation Worksheet and the June 30, 2006 Final Financial Status Report.

Two (2) completed closeout packages, including one with original signatures, should be sent to:

Office of Workforce Training & Development
Fiscal Unit
1596 Pacheco Street, Suite 201
Santa Fe, New Mexico 87505

Questions regarding the closeout package should be directed to OWTD Fiscal Unit at (505) 827-6827.