

WIA SUMMARY OF EXPENDITURES
25% Rapid Response

<u>Subgrantee Code:</u> _____	<u>Report Type:</u> _____		
<u>Grant Code:</u> _____	<u>Title I/Project Name:</u> _____		
<u>Grant Term:</u> _____	<u>Report Period:</u> _____		
<u>I. SUBGRANT INFORMATION</u>			
1. <u>Year of Appropriation</u>	_____		
2. <u>Report Revision Number</u>	_____		
3. <u>Subgrant/Contract Number</u>	_____		
4. <u>Subgrant Term</u> From: _____	_____		
_____ To: _____	_____		
5. <u>Total Allotment</u>	\$ _____		
6. <u>Closeout Report (N/C)</u>	_____		
<u>II. TOTAL EXPENDITURES (Admin + Program)</u>	\$ _____		
<u>III. ADMINISTRATIVE EXPENDITURES</u>			
1. <u>Administrative Cash Expenditures</u>	\$ _____		
2. <u>Administrative Accrued Expenditures</u>	\$ _____		
3. <u>TOTAL ADMINISTRATIVE EXPENDITURES</u>	\$ _____		
<u>IV. OTHER REPORTABLE ITEMS (ADMIN)</u>			
1. <u>Non-Fed Supp (Stand-in)</u>	\$ _____		
2. <u>Unliquidated Obligations</u>	\$ _____		
3. <u>Program Income Earned</u>	\$ _____		
4. <u>Program Income Expended</u>	\$ _____		
<u>V. CUMULATIVE EXPENDITURES (PROGRAM)</u>			
1. <u>Program Cash Expenditures</u>	\$ _____		
2. <u>Program Accrued Expenditures</u>	\$ _____		
3. <u>TOTAL 25% RAPID RESPONSE PROGRAM EXPENDITURES</u>	\$ _____		
<u>VI. OTHER REPORTABLE ITEMS (PROGRAM)</u>			
1. <u>Non-Fed Supp (Stand-in)</u>	\$ _____		
2. <u>Unliquidated Obligations</u>	\$ _____		
3. <u>Program Income Earned</u>	\$ _____		
4. <u>Program Income Expended</u>	\$ _____		
<u>VII. MISCELLANEOUS ITEMS (Admin and/or Program)</u>			
1. <u>Cash Match</u>	\$ _____		
2. <u>In-Kind Contributions</u>	\$ _____		
3. <u>Leveraged Resources</u>	\$ _____		
<u>VIII. COMMENTS</u>			
<u>IX. CERTIFICATION</u>			
1. <u>Name</u>	2. <u>Title</u>	3. <u>Phone Number</u>	
_____	_____	_____	
4. <u>Contact Name</u>	5. <u>Contact Title</u>	6. <u>Phone Number</u>	7. <u>Date Submitted</u>
_____	_____	_____	_____

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Line Item Instructions

Use the following line item instructions to report closeout expenditure information for Workforce Investment Act (WIA) funding for 25 Percent rapid response activities (Grant Codes 526, 540, and 541).

TO ENTER EXPENDITURE DATA INTO THE JOB TRAINING AUTOMATION (JTA) SYSTEM, START WITH THE "EXPD" SCREEN (ENTER WIA SUMMARY OF EXPENDITURES). ENTITIES WITHOUT JTA ACCESS WOULD USE THE MS WORD VERSION OF THE FORM. (The automated JTA entries, such as "autofill" and "default", do not apply to the MS Word document.) THE FORM IS TO BE COMPLETED BASED ON THE FOLLOWING LINE ITEM INSTRUCTIONS.

ON THE EXPD SCREEN ENTER THE FOLLOWING:

Item
Line Item Instructions

1. Subgrantee Code

Enter the Local Workforce Investment Area (LWIA)/Subgrantee three-letter alpha code assigned by the Workforce Services Division.

2. Grant Code

Enter the JTA three-digit grant code assigned to the funding source.

3. YOA

Enter the Year of Appropriation (YOA) assigned to the funding source.

4. Report Period End

For quarterly reports enter 3/xx, 6/xx, 9/xx, and 12/xx.

For monthly reports enter 1/xx, 2/xx, 4/xx, 5/xx, 7/xx, 8/xx, 10/xx and 11/xx.

5. Closeout Report N/C

Enter a "C" if filing a closeout report.

If you have previously entered a "C" and are changing back to an "N," the previous entry will become a "Z."

If you need to revise a line item that the "C" was previously entered on, you must select the "C" again for that same report period; make the revision, then re-file the closeout.

6. Rev Number

The revision number will come up automatically.

SECTION I. SUBGRANT INFORMATION

1. Year of Appropriation

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2. Rev. No.

3. Subgrant/ Contract No

4. Subgrant Term

If the user has access to the JTA system these categories auto-fill based on the entries made on the EXPD screen. If user does not have access to JTA, entries must be manually entered on the form.

5. Total Allotment

If the user has access to the JTA system this category auto-fills based on the allotment granted for each program fund stream. If user does not have access to JTA, entries must be manually entered on the form.

6. Closeout Report N/C

If the user has access to the JTA system this category auto-fills based on the entry to the EXPD screen. If no entries are made, the JTA system defaults to "N." If user does not have access to JTA, entries must be manually entered on the form.

SECTION II. TOTAL EXPENDITURES (Administrative and Program) this area will auto-fill based on the entries to Section III and V. If the user does not have access to JTA, entries must be manually made on the form.

SECTION III. ADMINISTRATIVE EXPENDITURES

1. Administrative Cash Expenditures

Enter the amount of administrative cash expenditures for the grant code.

Note: cash expenditures do not necessarily equal amount of cash drawn.

Note: when filing a closeout the expenditures must equal the amount of cash drawn.

2. Administrative Accrued Expenditures

If a closeout is being filed, the amount shown on this line must be zero.

3. Total Administrative Expenditures

This line will auto-fill based on the entries to lines 1 and 2.

SECTION IV. OTHER REPORTABLE ITEMS (ADMIN)

1. Non-Fed Supp (Stand-In)

Enter the total amount of Non-Federal Support (if applicable).

Refer to Title 20 CFR 667.300(c)(2).

2. Unliquidated Obligations

If a closeout is being filed, the amount shown on this line must be zero.

3 Program Income Earned

Enter the amount of program income earned.

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4. Program Income Expended

Enter the amount of program income expended. This amount must be equal to the program income earned at time of closeout.

SECTION V. CUMULATIVE EXPENDITURES (PROGRAM) Enter the amount of cumulative expenditures for the selected grant code.

1. Program Cash Expenditures

Enter the amount of program cash expenditures.

2. Program Accrued Expenditures

If a closeout is being filed, the amount shown on this line must be zero.

3. Total Program Expenditures

This line will auto-fill based on entries to lines 1 and 2.

SECTION VI. OTHER REPORTABLE ITEMS (PROGRAM)

1. Non-Fed Supp (Stand-In)

Enter the total amount of Non-Federal Support (if applicable).
Refer to Title 20 CFR 667.300(c)(2).

2. Unliquidated Obligations

If a closeout is being filed, the amount shown on this line must be zero.

3. Program Income Earned

Enter the amount of program income earned.

4. Program Income Expended

Enter the amount of program income expended. This amount must be equal to the program income earned at time of closeout.

SECTION VII. COMMENTS

Enter any comments in this section.

SECTION VIII. CERTIFICATION

1. Name

Enter the name of the authorized official who will be approving the forms. A signature is required on Fourth Quarter and closeout reports only.

2. Title

Enter the title of the authorized official.

3. Phone Number

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Enter the phone number of the authorized official.

4. Contact Person

Enter the name of the contact person to be reached in the event any questions should arise. The contact person will, in most cases, be the individual who prepares the report.

5. Contact Title

Enter the contact person's title.

6. Contact Phone

Enter the contact person's phone number.

7. Date Submitted

Date submitted defaults to the actual date data is being entered.