

WIA SUMMARY OF EXPENDITURES
YOUTH

<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 From:</u>	_____		
<u>To:</u>	_____		
5. <u>Total Allotment</u>	\$ _____		
6. <u>Closeout Report (Y/N)</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>			
	<u>Cash Expenditures</u>	<u>Accrued Expenditures</u>	<u>Total Expenditures</u>
1. <u>Youth In School</u>	\$ _____	\$ _____	\$ _____
2. <u>Youth Out of School</u>	\$ _____	\$ _____	\$ _____
3. <u>TOTAL PROGRAM EXPENDITURES</u>	\$ _____	\$ _____	\$ _____
3a. <u>Youth Summer Employment Opportunities</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 expenditure information for Youth formula funds only (Grant Codes 301, 302, 303, and 304).

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 then become a "Z."

If you need to revise a line item that the "C" was previously entered on, you must again select the "C" for the 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

2. Rev. No.

3 Subgrant/ Contract No

4. Subgrant Term

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If the user has access to the JTA system these categories auto-fill based on 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 JTA 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, JTA system will default to an "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 section auto-fills 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 Section III, 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 section 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. The 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. Youth In School

Enter the total expenditure amount that was provided for in school youth activities.

2. Youth Out of School

Enter the total expenditure amount that was provided for out of school youth activities.
Note: At least 30 percent of youth formula funding must be spent on out of school activities.
The JTA system contains a "soft edit" on this percentage alerting users to the 30 percent requirement. Refer to Title 20 CFR 664.320.

3. Total Program Expenditures

Enter the total expenditures in the block provided. This amount must agree with the total expenditures entered in lines 1 and 2 in order to continue.

3A. Youth Summer Employment Opportunities

Enter the total amount of expenditures for Summer Employment Opportunities contained within the In School and Out of School total expenditures reported in line 3.

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 627.480(f).

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 program income earned at time of closeout.

SECTION VII. COMMENTS

Enter any comments in this section.

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SECTION VIII. CERTIFICATION

1. Name

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

2. Title

Enter the title of the authorized official.

3. Phone Number

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.