

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 13-11

DATE: June 13, 2012
TO: Maryland Workforce Investment Grant Recipients and Sub recipients
SUBJECT: Notification Policy for DWDAL Funds Recapture and Reallocation
REFERENCES: WIA Formula, NEG and Discretionary Grant Award Letters
DWDAL WIA Plan

**BACKGROUND
INFORMATION:**

DWDAL routinely reviews expenditure and obligation rates for all grant awards. If low expenditure and obligation rates indicate that funds will not be expended before the end of the grant award, DWDAL may exercise the option to recapture and reallocate funds.

The purpose of this WIFI is to address the notification process after the recapture and reallocation decision process is completed. The recapture and reallocation decision process remains unchanged.

Previous practice allowed for reallocation of funds only after the paperwork for the recapture (modification signature sheets, modification grant narrative) was processed. This practice resulted in a delayed reallocation of funds.

**ACTION TO
BE TAKEN:**

To minimize the time period between recapture and reallocation, and to maximize the effective use of resources, DWDAL institutes the following Recapture and Reallocation Notification Policy:

After DWDAL's decision to recapture funds, the Assistant Secretary will send a Recapture Notification to the affected WIA organization. This Recapture Notice is DWDAL's official notification that the recaptured funds are no longer available.

If this notification involves an open grant, the Recapture Notification will request the grant modification signature sheets and modification grant narrative for the recapture.

If this notification concerns a grant at closeout, the Recapture Notification will request the closeout package.

Since the Recapture Notification is the official notification that the recaptured funds are no longer available, DWDAL will start the Reallocation process when the Recapture Notification is mailed. The recaptured funds can be reallocated by DWDAL immediately, so that the organization(s) receiving additional funding can plan for or provide services without delay.

DWDAL will distribute this guidance to WIA Directors and WIA Fiscal Managers to ensure that they are aware of and comply with this policy.

CONTACT

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EFFECTIVE:

Immediately



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