



Department of Economic Opportunity (DEO) Grant Close-Out Summary

Grant close-outs must be completed in OSMIS for each award received by a Local Workforce Development Board (LWDB).

The deadline for close-outs is indicated on your latest Notice of Funds Available (NFA).

Requests for funds received after the deadline may not be honored due to utilization of un-drawn balances to maximize system wide revenues.

Specific Line Title Descriptions:

- A Regional Workforce Board Name.
- B NFA ID. (OSMIS generated number)
- B1 Notice of Funds Available (NFA) Title.
- C Notice of Funds Available Start Date.
- D Notice of Funds Available End Date.
- E Method Used to Account for Program Income.
- E1 Addition Method.
- E2 Deduction Method.
- F Program Income Received.
- G Program Income Expenditure Paid.
- H Program Income Due to DEO.
- I NFA Cash Advances Received. (View PHCA Report PDF Excel)
- J NFA Expenditures Paid.
- K Grant Refund Due to DEO.
- L Total Refund Due to DEO (Unused Grant refund and program income refund)
- M Cash Adjustment FROM and TO.
Temporary PHCA Report, Excel: Displays what all balances would be after adjustment is applied in OSMIS.
- N Final Award per NFA.
- O Award Adjustment. (De-obligate unused award at closeout)
- P NFA Closeout Status.

Signature/User ID and Date: The user's id will display as certification one approved by LWDB.

Delete NFA Close Out - Only a Financial Administrator can delete a pending closeout.

Accept NFA Close Out - LWDB user clicks this link to accept pending closeout.

Review of NFA Close Out Menu in OSMIS:

NFA Close Out Menu

Pending at RWB

FA Pending Review - RWB Approval

GM Pending - FA Review & RWB Approval

FA Approval - RWB & GM Approval

Closed - All Approved



**Department of Economic Opportunity (DEO)
Grant Close-out Summary**

A Regional Workforce Board Name: RWB03 - Chipola Regional Planning Dev. Board, Inc.
 B NFA ID #26666
 B1 Notice of Funds Available (NFA) Title: 2013 UC Program July-September
 C Notice of Funds Available Start Date: 7/1/2013
 D Notice of Funds Available End Date: 4/30/2014
 E Method Used to Account for Program Income:

E1 Addition Method 0
 E2 Deduction Method 0

F Program Income Received 0.00
 G Program Income Expenditures Paid 0.00

H Program Income Due to DEO 0.00

I NFA Cash Advances Received 15,787.00 View PHCA Report PDF Excel
 J NFA Expenditures Paid 15,787.00 View FRS Report PDF Excel

K Grant Refund Due to DEO 0.00
 L Total Refund Due to DEO 0.00

M

	NFA ID	Amount		
Cash Adjustment From	26666	0.00	Temporary PHCA Report	Excel
Cash Adjustment To	xxxxx	0.00	Temporary PHCA Report	Excel
Cash Adjustment To	xxxxx	0.00	Temporary PHCA Report	Excel
Cash Adjustment To	xxxxx	0.00	Temporary PHCA Report	Excel
Cash Adjustment To	xxxxx	0.00	Temporary PHCA Report	Excel
Cash Adjustment To	xxxxx	0.00	Temporary PHCA Report	Excel

(WTP Cash Adjustments stay within WTP NFA ID's only)

N Final Award per NFA 15,787.00
 O Award Adjustment 0.00
 P NFA Close Out Status Pending at RWB

Signature/User ID: Test OSMIS Date: 05/13/2014

Marked for CloseOut / Reject: TestOSMIS - Date: 2014-05-12 14:35:19

I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are allowable and correctly reported at the cost category level. As set forth under the award and related rules and regulations, are reconciled to our official accounting records, and have been liquidated.

Delete NFA Close Out

Accept NFA Close Out