



## CWP Policy/Procedure Transmittal

**Policy and Procedures Transmittal Number:** 19-02

**Effective Date:** July 1, 2019

**To:** CWP Staff and Subrecipient Staff  
**From:** Julie Watson, Compliance & Accountability Administrator  
**Issue Date:** September 13, 2019  
**Subject:** Subrecipient Contract Deobligation Policy and Procedures

A handwritten signature in blue ink, appearing to read 'Julie Watson', is positioned to the right of the 'From:' field.

With this transmittal, CWP is issuing updates to its Contract Deobligation policy and procedures. The purpose of the updates to the policy is to provide for better management of contracted funds.

Subrecipients take notice, the new provisions of the attached Contract Deobligation policy require the submission of the CWP Contract Expenditure Plan, using the template posted to Forms section of the Policy Manual, beginning with the quarter ending September 30, 2019. In addition to being attached to this transmittal, the updated Contract Deobligation policy and required report template may be found at <https://capitalworkforce.org/policies/>.

Questions regarding this updated policy and the expenditure plan should be addressed to me at [jwatson@capitalworkforce.org](mailto:jwatson@capitalworkforce.org).

These procedures are effective with the first quarter of this fiscal year, July 1, 2019 through September 30, 2019.

Please retain these procedures for your reference.