

Appendix A.3 - Guidance on Closing-Out Your CNCS Grant

From the Field Financial Management Center (FFMC)

In order to close-out a CNCS Grant, CNCS requires the following four items. 1. A final FFR (Federal Financial Report) with CNCS, 2. Cash Transaction Report with PMS (Payment Management System), 3. Inventory Report (if required), 4. Final PPR with CNCS. These documents should be completed and returned to CNCS no later than 90 days after the grant expiration date.

1. A final Federal Financial Report (FFR) in the CNCS electronic grants system. This must show that the required match was met and the Total Federal Share of expenditures must match the total drawdowns from PMS. If the final PMS drawdown has not been completed, please wait to file the CNCS FFR, until the final amount has been confirmed. If there are leftover CNCS funds, these should be indicated on the FFR (unobligated balance of federal funds) and will be de-obligated during the close-out process. Please note there cannot be any “un-liquidated obligations” listed on a final FFR. Please contact your CNCS Grants Officer if you have questions about this report.
2. A Federal Cash Transaction Report must be submitted in the Payment Management System (PMS). This can only be done during the open periods for filing (January, April, July, and October). Please ensure the final drawdown of CNCS funds from PMS is completed as soon as possible.
 - a. Example: Your grant ends March 31, the final drawdown in PMS should be done before June 30, so it can be accounted for during the July open reporting period that covers April, May and June. If the final drawdown is not completed until July, those funds cannot be reported until October. This will make the close-out late and could result in a hold being placed on your current grant funds.

In order to close-out the grant, the amount drawn from PMS must match the amount disbursed (on the cash transaction report) in PMS, to the penny. If \$365,002.65 was drawn down, then \$365,002.65 must be disbursed and \$365,002.65 must be the Total Federal Share of Expenditures reported on the CNCS FFR. For assistance with PMS, please contact the help desk at 1-877-614-5533 or PMSSupport@psc.gov.

3. In the event that you have more than \$5,000 in supplies left over from the grant, you must notify your grants officer.
4. A final Program Progress Report (PPR) must also be submitted, please contact your CNCS Program Officer if you have questions about this report.