

Instructions for Closing Corporation for National & Community Service (CNCS) Grants

Closeouts are a requirement for all grants awarded by CNCS. Closeout is the process by which the grantee completes all necessary financial, program, and administrative actions required under the grant. The provisions of [CFR § 200.343](#) govern the closeout of federal grant awards.

No later than ninety (90) days after the project period end date, the prime direct grantee is responsible for the submission of applicable closeout reports and the reconciliation of the award. CNCS will not issue any new funds to grantees that have outstanding closeout issues or un-submitted documents.

CNCS Grantees must submit the following documents to its CNCS Portfolio Manager:

1. **Final Federal Financial Report (FFR), (if applicable).** The Federal Financial Report **MUST** be submitted thru eGrants and is cumulative for the entire project period. The report must also reflect the required percentage of matching funds that you agreed to contribute under the terms of the grant. The final FFR may not include any unliquidated obligations. The report must be marked as final.
2. [Equipment Inventory, \(if applicable\)](#). This form catalogues items of equipment with a current fair market value of \$5,000 or more and purchased with federal grant funds or provides a statement that there are no such items. You may email this form to your Portfolio Manager **AFTER** the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration of items purchased with federal grant funds having a current per unit fair market value of \$5,000 or more or state that there are none.
3. [Inventory of Unused or Residual Supplies, \(if applicable\)](#). This form catalogues items purchased with federal grant funds that, in aggregate, exceed \$5,000 or provides a statement that such supplies (if any) do not exceed \$5,000. You may email this form to your Portfolio Manager **AFTER** the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration of Unused or Residual Supplies purchased with federal grant funds that, in aggregate, exceed \$5,000, state that there are none, or confirm that the total is below \$5,000.
4. [Subgrantee Certification \(if applicable\)](#). This form is used by CNCS Direct Grantees to certify the closeout of their applicable subgrantees. If applicable, you may email this form to your Portfolio Manager **AFTER** the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration that all applicable subawards are administratively closed.
5. [Fixed Award Certification \(if applicable\)](#). This form is used by CNCS Direct Fixed Award Grantees to certify that all funds drawn do not exceed the amount earned based on the number of members enrolled (EAP grants) and/or hours served by the members (non-EAP grants). If applicable, you may email this form to your Portfolio Manager **AFTER** the Authorized

Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration of the amount of funds drawn.

Please note: Fixed award grantees are not required to submit any closeout documents except the Subgrantee certification, if applicable, and the Fixed Award Certification.

Please check the reporting requirements in the Terms and Conditions for final program report requirements.

In addition, if you have drawn funds under the grant but not expended them, you must return the funds to the Department of Health and Human Services, following the guidance found at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>. Include the Payment Management System account number (PAN), the PMS document number, and the reason for the return with your payment and email alert to your Portfolio Manager once complete.

If your agency secured a copyright or patent on any material or device paid for with funds awarded under this grant, please provide CNCS with a written confirmation describing the specific nature of the copyright or patent obtained.

As a grantee of CNCS, you **MUST** make sure that the total federal expenditures recorded on the Final Federal Financial Report (SF 425) or Fixed Award Certification are accurate and match the amount reported to HHS as disbursed. The amount must also match the amount of funds drawn down from the HHS Payment Management System. All three amounts must reconcile to the penny. Without the reconciliation of these amounts, CNCS cannot close out this grant. Failure to submit the documentation requested or failure to assist in the reconciliation of submitted documents may adversely affect future funding.

After CNCS receives the required documents and you have made any appropriate financial adjustments and payments, CNCS will advise you in writing that the award is closed. Please note that the closeout of a grant does not affect: (1) the requirement to retain records pursuant to the grant conditions; (2) the requirements and rights for audit pursuant to the grant conditions; (3) the right of CNCS to disallow costs and recover funds on the basis of a single or other audit or other review; and (4) the obligation of the grantee to return any funds due to CNCS as a result of later refunds, corrections, cost disallowance or other actions.