

Instructions for Closing Corporation grants

CNCS grants usually are awarded for a 3 year Project Period, consisting of three yearly budget periods. CNCS direct grantees are responsible for meeting the submission deadlines for closeout. Closeout documents are due to your corporation Grants Officer no later than 90 days after the expiration of the Project Period.

The Corporation will not issue any new funds to grantees that have outstanding closeout issues or un-submitted documents.

There is no longer an across the board requirement for submitting a Final Progress Report. Learn and Serve America is the only program where a mandatory final report will be required.

CNCS Grantees must submit the following documents to your CNCS Grants Officer:

1. [Final Federal Financial Report: SF 425](#). The Final Federal Financial Report **MUST** be submitted thru eGrants and should be cumulative for the whole project period. The report must also reflect the required percentage of matching funds that you have agreed to contribute under the terms of the grant.
2. [Equipment Inventory](#). This form catalogues items purchased with Federal grant funds with a current per unit fair market value of \$5,000 or more, or a written statement that there are no such items. Grantees may mail, fax, or email this form to their Grants Officer. If the form is emailed, be sure to scan it **AFTER** the authorizing official has signed it.
3. [Inventory of Unused or Residual Supplies](#). This form catalogues supplies purchased with Federal grant funds which in the aggregate exceed \$5,000, or a written statement that such supplies (if any) do not exceed \$5,000. Grantees may mail, fax, or email this form to their Grants Officer. If the form is emailed, be sure to scan it **AFTER** the authorizing official has signed it.
4. [Subgrantee Certification \(if applicable\)](#). This form is used by CNCS Direct Grantees to certify the closeout of their applicable Sub-grantees. Grantees may mail, fax, or email this form to their Grants Officer. If the form is emailed, be sure to scan it **AFTER** the authorizing official has signed it. In place of the 3 forms, the authorized rep may send one email that addresses the certification for each issue, to the Grants Officer. The email must contain the same information that would be reflected on the forms.

Education Award grantees are NOT required to submit any documents except a Subgrantee Certification (if applicable).

In addition, if you have drawn funds under the grant but not expended them, you **must** return the funds by check made payable to the Department of Health and Human Services. Include the Payment Management System account and subaccount numbers on the check (these numbers can be found on page one of your PSC 272 Report). An accompanying letter should indicate that the check is a REFUND to be credited to CNCS

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(Please reflect your Grant No. on the accompanying letter and on the check itself). The letter should also specify the amount of any interest that is included in your refund check. The refund check should be sent to: Division of Payment Management, PO Box 6021, Rockville, MD, 20852. **Send a copy of the refund check and letter to the Corporation to your grants officer.**

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

As a grantee of the Corporation for National and Community Service, you MUST make sure that the total federal expenditures recorded on the Final Financial Status Report (SF 269) are accurate, match the amount reported to HHS on the Federal Cash Transaction Report (SF272), and match the amount of funds drawn down from the HHS Payment Management System to the penny. Without the reconciliation of these reports, the Corporation cannot close out this grant. Failure to submit the documentation requested in this letter or failure to assist in the reconciliation of submitted documents may adversely affect your future funding.

After the Corporation receives the required documents and you have made any appropriate financial adjustments and payments, we 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 the Corporation to disallow costs and recover funds on the basis of an A-133 or other audit or other review; and (4) the obligation of the grantee to return any funds due the Corporation as a result of later refunds, corrections, cost disallowance or other actions.