



Closing Out Your AmeriCorps Grant



Corporation for
NATIONAL &
COMMUNITY
SERVICE 



Financial and Grants Management Institute
November 17 - 19, 2009



Session Objectives

- Understand the closeout process
- Learn about closeout requirements
- Understand the roles & responsibilities during the closeout process

Overview of the Closeout Process



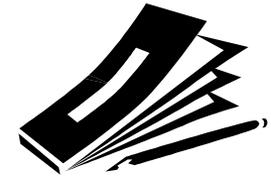
**Grantee
Responsibility**

- Complete grant close out within 90 days of the end of the project period
- Seek a no-cost extension from your grant office for activities that will extend beyond the project period end dates

Grantee Responsibilities

Complete the following steps:

1. Pay outstanding obligations,
2. Close out sub-grants, if applicable
3. Submit close out documents
4. Enter final FFR in eGrants
5. Return un-obligated funds
6. Ensure SF-425 (FFR) and PSC-272 are equal
7. Determine whether there are existing programmatic or administrative issues to be resolved





CNCS Role

CNCS takes the following steps:

1. Verifies completion of program & financial requirements by grantee
2. De-obligates unexpended funds
3. Accounts for equipment & supplies, if applicable
4. Reconciles account balances between HHS/PMS and e-Grants

Finalize it all!!!

Coordinate due dates between the subgrantees, prime grantee, and CNCS

- Submit prime grantee reports to CNCS
 - Equipment Inventory Form (or email certification statement)
 - Unused or Residual Supplies Form (or email certification statement)
 - Subgrant Closeout certification form (or email certification statement)
 - Final Prime Grantee FFR
- Due date is 90 days after the grant cycle ends

E-mail Certification



To: My Favorite Grants Officer

From: Your Favorite Executive Director

Subject: Closeout Certification for Grant 07ABCST001

MFGO,

This email certifies that the Close-me-fast Commission has no residual Supplies or Equipment purchased with grant funds, with a value of \$5,000 or more. We also certify that all sub-awards have been closed successfully.

Thank you,

YFED

Preparing Final FFR (SF-425)



**FFR:
Final & Cumulative**

- ❑ Covers entire project period (usually three years)
- ❑ Accounts for total funds awarded
- ❑ Verifies that FFR figures are supported by accounting system and documentation
- ❑ Ensure amount you have drawn from HHS equals amount disbursed on 272 and expended on FFR(425)

Preparing Final FFR (SF-425)

Check accuracy of:

- Grant number
- Project period start & end dates
- Authorized Federal funds
- Match percentage



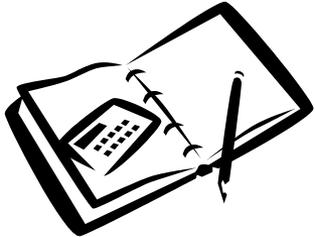
Grantee FFR Information



Equipment & Residual Supply Inventory Forms

- ❑ Required for individual equipment with *current market value* of \$5,000 or more that is purchased with CNCS funds
- ❑ Mark “Not Applicable” or “NA” if no such equipment
- ❑ Both forms must be completed and filed even if they report “0”

Subgrantee Certification



✓ Required for grantees with subgrants

- Procedures for sub-grant closeout same as for grantee's closeout
- One certification to be filed covering all subgrants
- Mark “Not Applicable” or “NA” if no subgrantees



Reconciling the Grant

- ❑ Be sure to include all grant amendments
- ❑ Reconcile FFR expenditures and SF-272 drawdowns; funds expended are equal to funds disbursed and advanced
- ❑ If these reports do not reflect the same expenditure amounts; the CNCS cannot close your grant until you make the necessary adjustments

HHS/Payment Management System Report

Date: XXXXXXXXXXXXXXX

ACCT	*PIN*	*EIN*	*****Organization Name*****	
1T74X	1T47	1234567890X1	ABC State Commission	
AGY*	*GRANT*	*AUTHORIZED*	*DISBURSED*	*CHG-ADV*
U	97SPFXX004	269,486	269,486	269,486

HHS/Payment Management System Report

Date: XXXXXXXXXXXXX

ACCT	*PIN*	*EIN*	*****Organization Name*****	
1T74X	1T47	1234567890X1	ABC State Commission	
AGY*	*GRANT*	*AUTHORIZED*	*DISBURSED*	*CHG-ADV*
U	97SPFXX004	269,486	264,486	269,486

Grantee needs to refund the \$5,000 difference between disbursements and drawdowns. CNCS deobligates the amount; this reduces the "Authorized" and "CHG-ADV" columns to \$264,486.



Handling Local Match Deficiency

- Award is reduced by proportion of match that is below the required level
- Refund amount = difference between original and reduced award when match deficiency exists
- Submit written request for waiver, including reasons for failure to meet match

Match Deficiency Example

Required Match		Actual Match	
Required Match Percentage	50%	Actual Match Percentage	45%
Corporation Funds Expended	\$ 300,000	Match Amount	\$ 250,000
Corporation Share of Grant based on Actual Match	<u>250,000</u>	Total Grant based on 50% Match	\$ 500,000
Amount to be refunded to Corporation	<u><u>\$ 50,000</u></u>		

Refunding Unobligated Funds

- Review all obligations to ensure that sufficient funds have been drawn to cover the obligations
- Return unobligated grant funds at end of project period
- Accompany refund check with a letter stating that the money reflects a refund
- Send refund checks directly to:

HHS
Division of Payment Management
PO Box 6021
Rockville, MD 20852





Refunding Unobligated Funds

- Include the following information in the refund letter:
 - PMS account and subaccount numbers
 - CNCS grant number to be credited
 - Amount of interest included (if any)

- Send a copy of the refund letter & check your to grant officer along with the close out documents



Deobligating Funds

- ❑ CNCS will deobligate any authorized grant funds not drawn down at the end of the project period, or end of the budget year (depending on program)
- ❑ Deobligation reduces the amount of authorized funds to equal the amounts disbursed and drawn down
- ❑ Grantees do not have access to deobligated funds.

Notification of Closeout

- Grantee receives a written notice when grant is officially closed

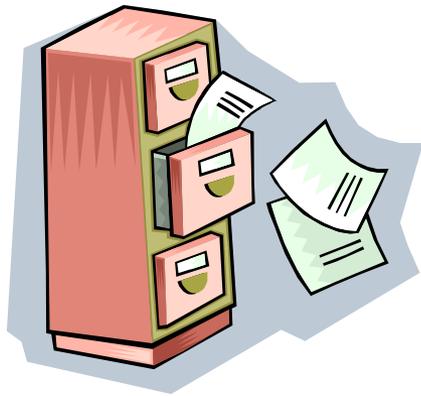




Subsequent Audit

- ❑ CNCS retains right to conduct a subsequent audit or other review of a grant—close out does not change this right
- ❑ An audit started before the expiration of the 3 year record retention period may extend the retention period

Retaining Records



- ❑ Retain all records for 3 years from submission of the final FFR* or 3 years after the completion of an audit
*or closeout documents for Ed Award Programs
- ❑ Requirement is included in CNCS regulations
- ❑ Your state retention guidelines may be longer...Check before you toss!



No Cost Extensions

- ❑ May be needed to complete programmatic requirements e.g. evaluation
- ❑ File written request 30 days before end of grant award period; provide explanation
- ❑ Adds time only- no increase in funds
- ❑ Intent is programmatic, not fiscal



Other Notes & Reminders

- Some sponsors use a fiscal agent
 - Does NOT diminish grantee fiduciary responsibility
 - Agency director and authorized representatives bear responsibility
 - DOES require additional coordination: who signs closeout documents, on going communication



Questions?

Open

Wrap Up

Evaluation