



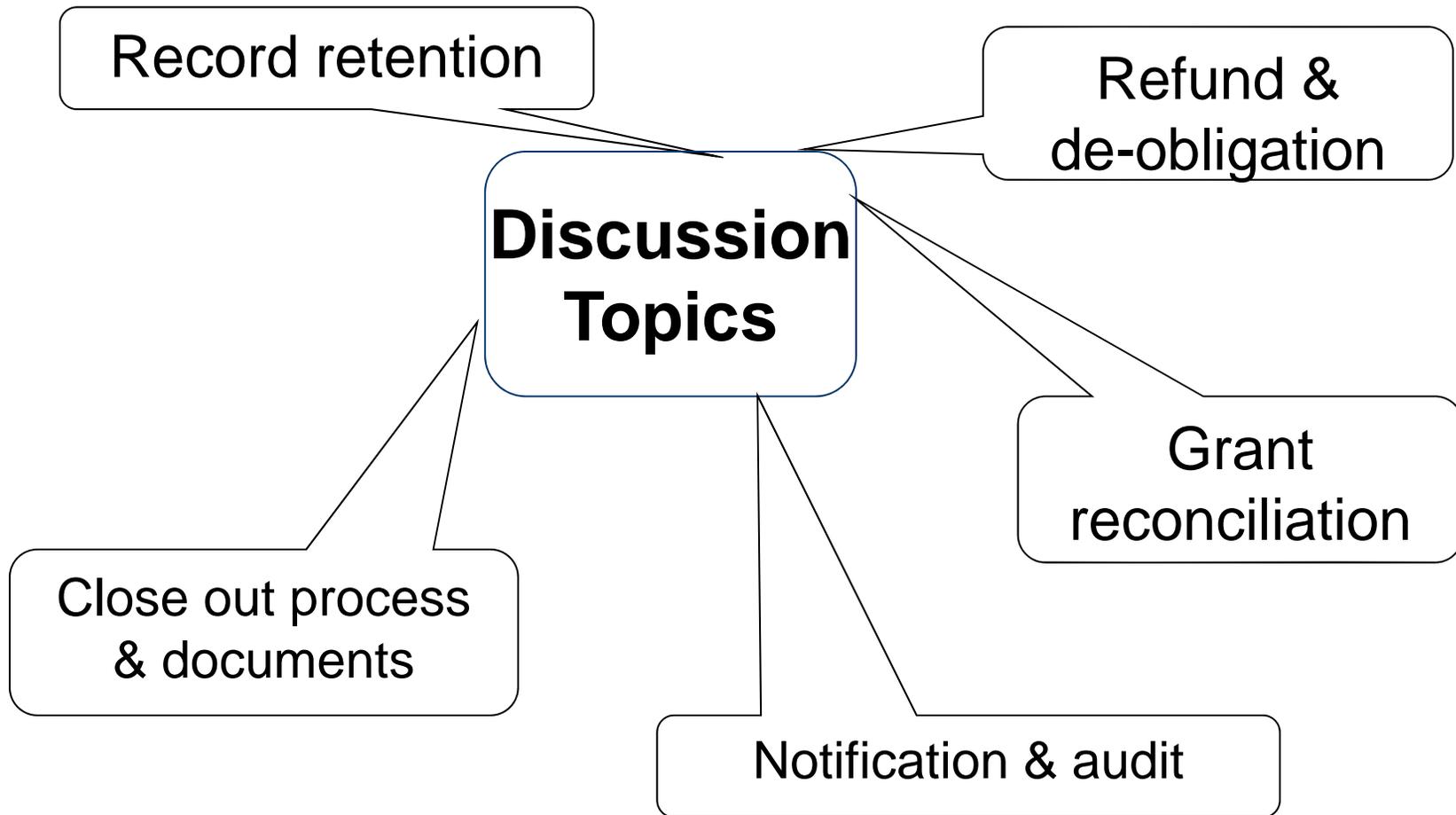
Closing Out Your CNCS Grants

Corporation for
NATIONAL &
COMMUNITY
SERVICE 



Financial and Grants Management Institute
April 24 - 25, 2012

Topics of Discussion





Overview of the Close Out Process

Grantee Responsibility:

- Complete grant close out within 90 days of the end of the project period
- Seek a no-cost extension from the OGM or FFMC for activities that will extend beyond the project period end dates
 - As a subgrantee, you must go through your Commission, Parent, or other primary organization
- Senior Corps → no-cost extensions are rarity
 - Must request 90 days prior to end of 3 year grant end



Grantee Responsibilities

Complete the following steps:

- ❑ Pay outstanding obligations
- ❑ Closeout sub-grants
- ❑ Submit close out documents as necessary
- ❑ Enter final Federal Financial Report (FFR) in eGrants
- ❑ Return unobligated funds
- ❑ Ensure all final amounts are equal
 - FFR in eGrants
 - FFR in Payment Management System (PMS)
 - Drawdown in PMS



CNCS' Role

CNCS takes the following steps:

- ❑ Verifies completion of program & financial requirements by grantee
- ❑ De-obligates unobligated funds
- ❑ Accounts for equipment & supplies as necessary
- ❑ Reviews final amounts for reconciliation

Gathering Required Documentation

- Final FFR
 - In eGrants
 - In PMS



- Equipment inventory form, as necessary
- Residual supplies form, as necessary
- Subgrantee certification, as necessary

Available in PDF format at:

http://www.nationalservice.gov/forms/06_1204_ac_Isa_closeout.pdf



Preparing Final FFR (SF-425)

FFR: Final & Cumulative

- Covers entire project period
 - Usually 3 years
- Accounts for total funds awarded
- Verifies that FFR figures are supported by accounting system and documentation
- Ensure amount you have drawn from PMS equals amount disbursed and expended



Equipment & Supply Inventory Forms

- Required for individual equipment with *current market value* of \$5,000 or more, purchased with CNCS funds
- If “Not Applicable” – no need to submit



Subgrantee Certification

- ❑ Required for grantees with subgrants
- ❑ Procedures for subgrant closeout are the same as for grantee's closeout
- ❑ Grantee submits one certification to CNCS that covers all subgrant
- ❑ Establish written procedures for subgrantees to follow with closing out grants

Reconciling the Grant

- Reconcile all expenditures and draw downs, so that funds expended are equal to funds disbursed and advanced
- If these reports do not reflect the same expenditure amounts the Corporation cannot close your grant until you make adjustments





Handling Match Deficiency

- ❑ Federal Share of 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
- ❑ If necessary, submit written request for waiver, including reasons for failure to meet match



Refunding Unobligated Funds

- Review all obligations at closeout to ensure that 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 (cont'd)

- 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 to the Office of Grants Management or Field Financial Management Center with close out documents
 - OGM or FFMC will initiate a refund request with correspondence that explains reason for collection



De-obligating Funds

- ❑ CNCS will de-obligate any authorized grant funds not drawn down at the end of the project period
- ❑ De-obligation reduces the amount of authorized funds to equal the amounts disbursed and drawn down
- ❑ Grantees do not have access to de-obligated funds

Notification of Closeout

- Grantee receives written notice from CNCS when a grant is officially closed
- Notification is sent when a grantee has met all programmatic and fiscal requirements



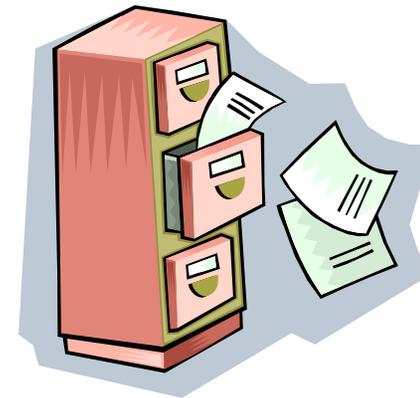


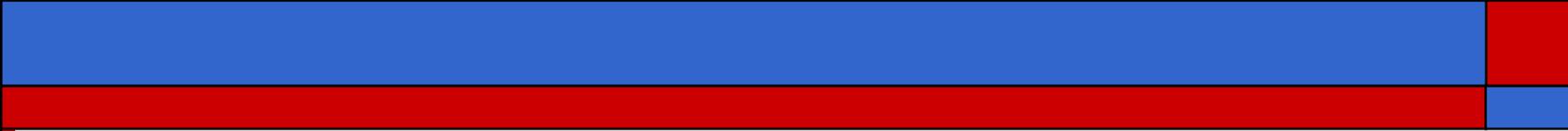
Subsequent Audit

- CNCS retains right to conduct a subsequent audit or other review of a grant—close out does not change this right
- Notice of audit may extend the three year record retention requirement

Retaining Records

- Retain all records for three years from submission of the final FFR
- Requirement is included in the CNCS Regulations





Questions?
