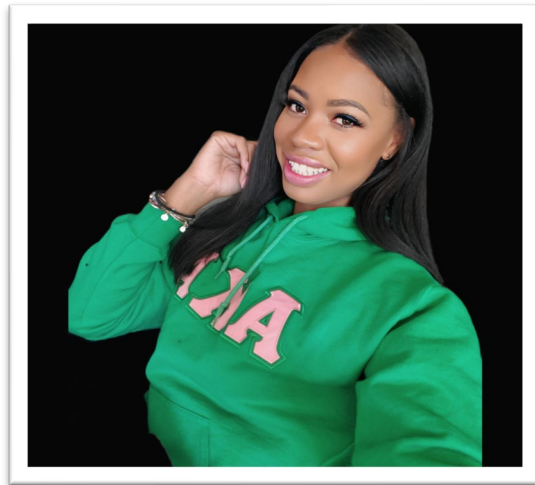


Grant Closeout Process for Grantees



Facilitator



Tamara Holland

Currently a Grant Management Specialist at DOL VETS, where one of her functions includes serving as the closeout lead. Tamara has served as a technical Subject Matter Expert (SME) and trainer regarding federal grants for over 50 federal agencies focusing on technology development/management and interpreting cooperative agreements/requests for proposals (RFP)/funding opportunities.

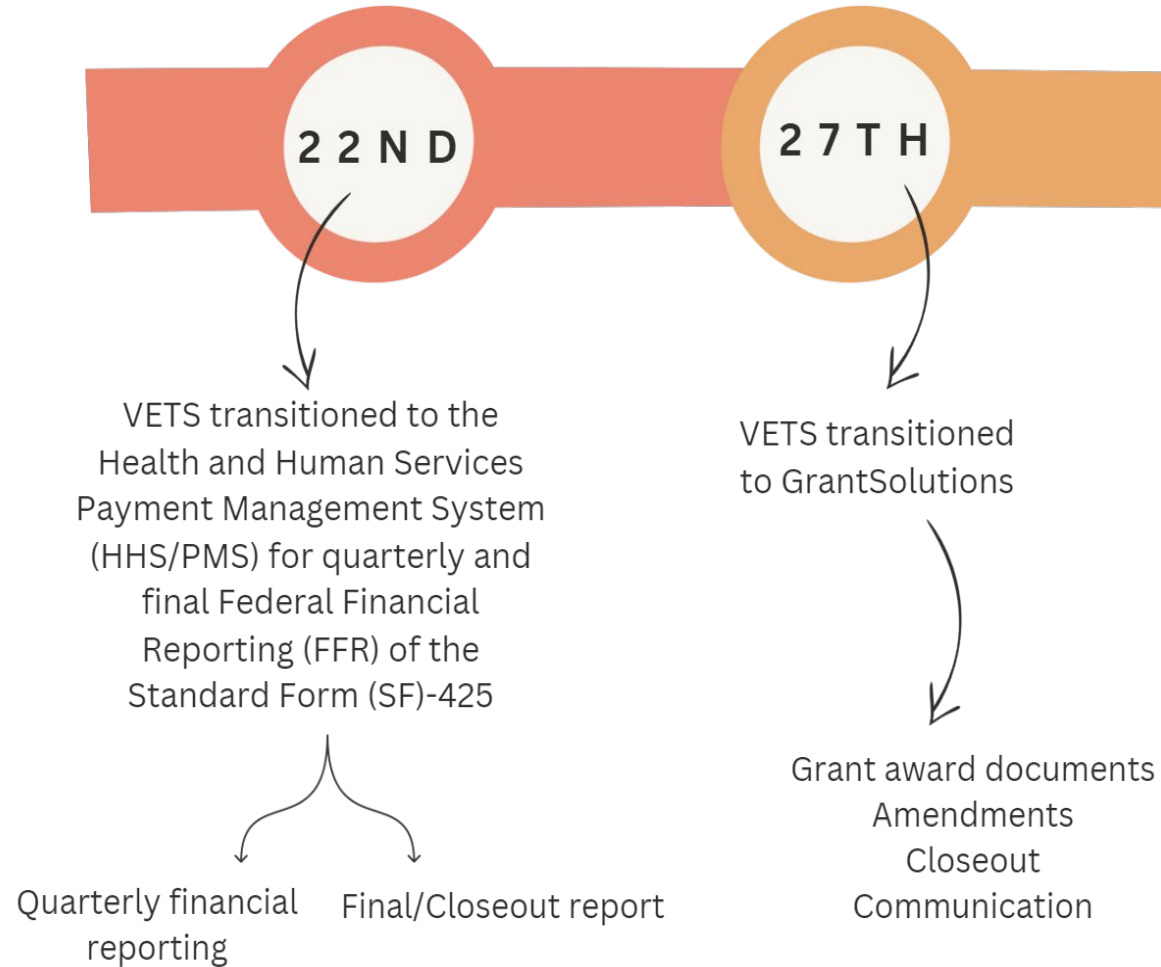
Tamara has a B.A. in Science, an M.S. in Human Resources, an MBA, and a certification in Leadership and Management. She enjoys being a quintessential boy mom and bonus mom of one. In her spare time, Tamara sits on a Board of Directors as Treasurer for a non-profit organization that promotes the idea that a little love and kindness can go a long way.

Closeout Overview

- How will GrantSolutions and Health and Human Services Payment Management System (HHS/PMS) affect closeout
- Closeout process and timelines
- Responsibilities of Veterans' Employment and Training Service (VETS), grant recipient, and subrecipient
- Contents of the closeout package
- Common issues for delay in closeout process
- Grantee's post-closeout responsibilities

GrantSolutions and Health and Human Services Payment Management System (HHS/PMS)

JUNE 2022



What you can Expect During the Closeout Process

Grant Closeout Process

CLOSEOUT PROCESS

Direct Grant Recipients

Notification

Grant Notes sent to recipient 15 days before the grant expires through GrantSolutions

Closeout Package

Forms are delivered through Grant Notes to both the grantee and the GOTR

Documentation

Submitted within 120 days of the end of the POP



GOTR

Certify grant recipient performance

- Review expenditures in FFR
- Complete Certification for Grantee Performance form

Provide technical assistance (TA)

Provide TA to the recipient

Communication

Maintain communication and document efforts during closeout to ensure processes progress in a timely manner

Closeout Timeline

Example



- SF-425 financial report due no later than 120 days after the POP ends
- All closeout documents are due no later than 120 days after the POP end date
- Grants awarded prior to **November 12, 2020**, must submit all closeout documents no later than 90 days after the POP ends
- The 4th quarter report, is the final report; you do **not** need to submit two forms
- Closeout specialists review documents for compliance
- Grants must be closed out within one year

Common Issues Which May Delay Closeout

- Non-responsive grantees
- Expired/Missing FINAL NICRA or CAP
- Refunds
- Equipment disposition
- SF-425 issues
- Administrative cost
- Indirect cost
- Questioned and disallowed costs/IDs and FDs
- Inconsistencies/ Errors across closeout documents and FFR reports

Initial Award

Initial Award Reminders

Grantee Responsibilities

-  Monitor and track ALL grant-related expenditures
-  Submit timely program and financial reports
-  Maintain source documentation

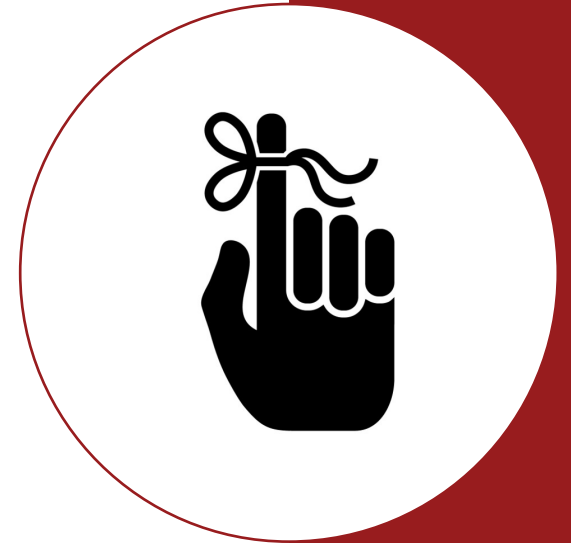
GOTR Responsibilities

-  Oversight and monitoring of grantee
-  Identify and evaluate potential issues
-  Provide TA
-  After the initial award, grantee operations should be reviewed on a quarterly basis to ensure alignment with the Statement of Work

Quarterly Reporting

Quarterly Reports:

- Grantees must submit quarterly reports to measure financial and performance outcomes during the entire POP
 - Federal Financial Report (FFR) Standard Form (SF)-425
 - Technical Performance Report (TPR)
 - Technical Performance Narrative (TPN)
 - Stand Down After Action Report (SDAAR) – if applicable
- Due by the 30th day after the end of each quarterly reporting period
 - GOTR reviews and accepts FFR in HHS/PMS
 - Performance reports are submitted to the National Office through the GOTR
 - Last quarter of the POP, the Final FFR is due the 120th day after the end of the grant's final quarterly reporting period



Quarterly Reporting Dates

Program Year Quarter	Quarter Start Date	Quarter End Date	Grantee Submission Due Date	Regional Office Submission Due Date
1	July 1	September 30	October 30	November 14
2	October 1	December 31	January 30	February 14
3	January 1	March 31	April 30	May 15
4	April 1	June 30	July 30	August 14



Before Period of Performance (POP) End

Prior to POP End

- Authorized Representative/Point of Contact changes submitted using memo or SF-424
 - Individuals must be set to primary in GrantSolutions
 - Must have a GrantSolutions account
 - Will receive communication regarding closeout
- Requires approval
 - Statement of Work (SOW)
 - Budget Realignments
 - Submit an amendment

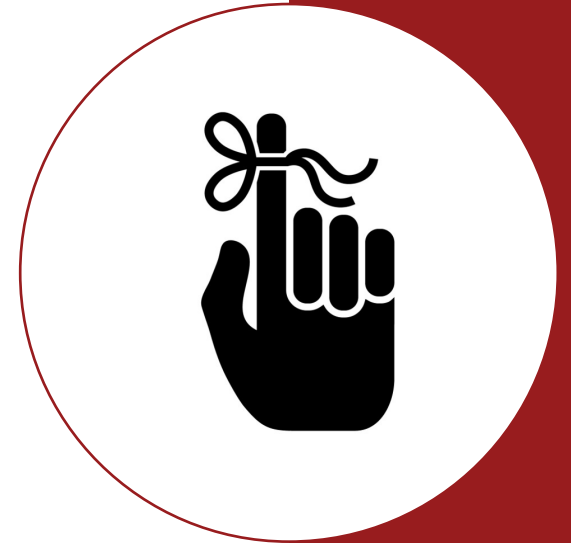
Grant Closeout

VETS Closeout Package

Required Documents	JVSG	HVRP	SD
Grantee's Detailed Statement of Costs <ul style="list-style-type: none"> Provide indirect cost agreement and calculations, if applicable 		X	X
Government Property Closeout Inventory Certification <ul style="list-style-type: none"> Provide list of inventory, if applicable 	X	X	X
NICRA or CAP letter for the POP <ul style="list-style-type: none"> If claiming Indirect Cost rates 	X	X	X
After Action Report			X

Grant Recipient Responsibilities

- Grantee staff cannot charge staff time incurred during closeout
- Liquidate all obligations and/or accrued expenditures before submitting the closeout documents 2 CFR 2900.15
- Provide **FINAL** NICRA or CAP at closeout if indirect costs are claimed, and adjust FFR reports to match **FINAL** rates
 - **NICRA**: complete section 11 of the SF-425 in HHS/PMS
 - **CAP**: complete section 12 of the SF-425 in HHS/PMS



Refunds

2 CFR 200.406(a)

- Recipients cannot keep funds received from rebates
- Prompt refund of any balances of unused funds
- Refunds may require revising the final and/or quarterly expenditure report
- Refunds are processed electronically through the HHS/PMS

Questions?

Thank you!

Guiding Questions

Initial Award	Quarterly Reporting	Grants Closeout
<ul style="list-style-type: none">• How can the recipient guarantee accuracy in tracking and monitoring funds and expenditures?• What are the repercussions if submissions of documents and financial reports are delayed?• How should indirect costs be reported?• Which activities must cease by the end of the Grant Period?• Any examples of good practices that are discussed with grantees on initial award?	<ul style="list-style-type: none">• Review financial reports for accuracy• Did prior quarter financial data change?• How do you account for the recipient submitting timely reports?	<ul style="list-style-type: none">• How does calculating indirect cost rate affect closeout?• What happens if the recipient does not spend the entire award amount?• What is the process of returning funds?• How involved/included are you in correspondence between the grantee and the Closeout specialist in the last couple of years? Examples...

Closeout Regulations

- 2 CFR 200.16 Closeout Defined
- 2 CFR 200.344 Closeout
- 2 CFR 200.345 Post-closeout adjustments
- Department of Labor (DOL)-only grants: 2 CFR 2900.15 and 2 CFR 2900.17
Post Federal Award Requirements

NVTI Resources

For additional resources, visit <https://www.NVTI.org>

- Courses

- **9614:** Federal Grants Management for JVSG Recipients
- **9617:** Federal Grants Management for HVRP Recipients
- **9648:** Stand Down Grants

- Podcasts

- Effective Collaboration Between Jobs for Veterans State Grants (JVSG) Staff and Homeless Veterans' Reintegration Program (HVRP) Grantees

- Webinars

- Indirect Costs 101
- Grant Closeout Process for Recipients (this webinar)

- Microlearnings

- Assuming Responsibility for a Grant
- An Introduction to the Triennial Audit Tool
- Establishing and Maintaining a Work File
- Evaluating a Statement of Work