

WebGrants Project Closeouts

Watershed Grant Program Grant Manager Guidance

Purpose

This document describes how to close a grant project in WebGrants for the Watershed Grant Program, specifying tasks for Grant Managers (GMs), Grant Coordinators (GCs), Admin Support and WebGrants Admin.

When to Close Grants

1. Grant term has ended and/or final deliverables have been approved, and final invoice has been paid ([Regular Closeout](#)); OR
2. Grant has been cancelled by grantee or CDFW, and payment of any outstanding invoices is complete ([Cancelled Grants](#))

Closeout Overview

1. GM uploads final deliverables.
2. GM and GC process Final Invoice.
3. GM makes status updates.
4. GM verifies the WebGrants file is complete and completes Project Closeout form in WebGrants.
5. Admin Support verifies closeout checklist and emails WebGrants Admin requesting grant status be changed to "closed".

Closeout Tasks

Regular Closeout

Materials Needed

1. Final deliverables – the Final Report and any other deliverables due by the end of the project
2. Final Invoice
3. [DFW 139 Contract Closeout form](#)

Final Invoice

1. Process Final Invoice.

Claim Supporting Documentation

Description	File Name	File Size
P1796013 Invoice #7 - CDFW Approved (FINAL INVOICE)	P1796013_FINALInvoice07_approved.pdf	1.0 MB
P1796013 Invoice #7 Dispute Notice (STD 209)	P1796013_Invoice07Dispute.pdf	24 KB

2. When uploading the approved Final Invoice to the Claims Supporting Documentation section, enter the following text into the Description field:
"[Agreement Number] Invoice #[Invoice Number] – CDFW Approved (FINAL INVOICE)".

WebGrants Project Closeouts

Watershed Grant Program Grant Manager Guidance

Claim Approval				
The claim approvals appear below. Up to 5 different approvals are allowed. After each approval you may notify all staff in the next level or just select some of them. Once the last level has approved the claim the status will change to Approved.				
Level	Approved By	Approved Date	Approval	Comments
1			Approved	Final Invoice

3. When editing the Claim Approval section, note that this is the "Final Invoice" in the Comments field.
4. Download and complete [DFW 139 Contract Closeout form](#). Note: the link will require logging onto the VPN if working remotely.
5. Email the approved Final Invoice and DFW 139 to the GC.

Deliverables

Upload all final deliverables. For projects established prior to 2018, deliverables are saved on the Grant Components form. For 2018+ projects, deliverables are saved in the Schedule and Deliverables form.

Agreement & Amendments

1. Update the Term of Grant Agreement section.
 - a. Click Edit.

Term of Grant Agreement	
Awarded Date	12/20/2016 Date of the Award Letter
Execution Date	10/01/2017 Date CDFW signed the Agreement
Start Date	10/01/2017 Date of Execution OR Start Date listed in Agreement OR Date of Notice to Proceed
Original End Date	08/30/2020 End Date listed in Agreement
Amended End Date	 End Date listed on Time Extension Amendment
Actual End Date	 Date Grant Manager signed DFW 139 Closeout form

- b. Enter the date the GM signed the DFW 139 in the Actual End Date field.
 - c. Click Save.
2. Navigate to the Internal Only: Agreement/Amendments Documents section of the Agreement & Amendments form and fill out the fields as follows:

WebGrants Project Closeouts

Watershed Grant Program Grant Manager Guidance

Internal Only: Agreement/Amendment Documents

Upload all internal documents here. This section is not viewable by Grantees.

Internal documents include: amendment request letter, brief, DFW 177/177A, and all expedite documents for agreements and amendments.

Amendment Number*
For original agreement, enter "AgreementNo"-00

Type

Amendment Category
Please press Ctrl + Click to select multiple items

Description
(250 characters)

Amendment Request Letter No file chosen

Amendment Brief No file chosen

DFW 177/177A No file chosen

Additional Document No file chosen
[P1796013_DFW139ext_signed.pdf](#)  Delete

- Amendment Number:** Enter the current Agreement or Amendment Number for the grant. The example above does not have any amendments, so the original agreement number (ending in -00) was used.
- Type:** Select "Not Applicable".
- Amendment Category:** Select "Not Applicable".
- Description:** Enter "DFW 139 Contract Closeout form".
- Additional Document:** Upload the signed DFW 139 form here. Make sure to use the version reviewed by the CG that includes the verified remaining balance and coding.
- Click Save.

Status Updates

Create a new Status Update to record the project closeout. Fill out all the fields as follows:

- Update Source:** Select "Closeout".
- Status:** Select "Closed".
- Status Comment:** State that the project is closed and whether the grantee fulfilled all grant commitments (i.e., completed all tasks and submitted all deliverables).
 - If the grantee satisfied all commitments, no additional narrative is necessary.
 - If the grantee did not satisfy all commitments, summarize what was not done. It is important to clearly describe any problems with the project or grantee. WRGB will consider this information when making future grant awards. This comment should be brief. Details of project issues should be

WebGrants Project Closeouts

Watershed Grant Program Grant Manager Guidance

described in the DFW 139.

4. **Document Used to Make Status Update:** Enter "DFW 139 Contract Closeout Form – saved in Agreement & Amendments under Internal Only: Agreement/Amendment Documents".

Status Updates

The Contractors Rep and Document Used are hidden. To edit or view them, click on the Date.

Date*

10/29/2020

Update Source

Closeout

Comment By

Erin Aquino-Carhart

Contractors Rep

Paul Detjens

Status

Closed

Red: Project is experiencing difficulties or delays that require immediate action.

Yellow: May be problems with the progress of the project.

Green: Project is proceeding on schedule.

Project Progress

Green

Status Comments

Project is closed. Grantee did not satisfy all grant requirements. They did not develop final (100%) engineering designs for the project. 95% designs were developed instead. Although the implementation phase was funded by Prop 1 and GHG, Grantee is expected to complete the engineering designs in good faith with no additional cost to CDFW.

Overall Percent Complete

Document Used to Make Status Update (if applicable):

DFW 139 Contract Closeout Form - saved in Agreement & Amendments under Internal Only: Agreement/Amendment Documents

Cancelled Grants

CDFW or the grantee may choose to cancel a grant agreement at any time. If a grant is cancelled, follow these steps to close the project in WebGrants.

Materials Needed

1. Cancellation letter – The letter (or alternative documentation) formally cancelling the grant agreement
2. Final Invoice, if expenses were incurred
3. DFW 139

WebGrants Project Closeouts

Watershed Grant Program Grant Manager Guidance

Final Invoice

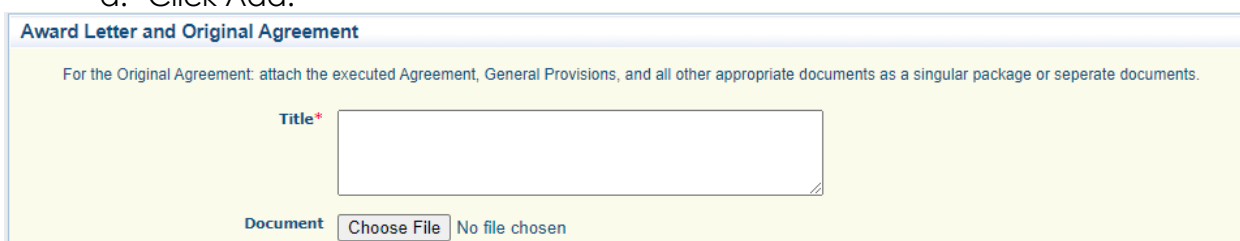
Process Final Invoice as described in the [Regular Closeout](#) section.

Deliverables

Upload deliverables as described in the [Regular Closeout](#) section.

Agreement & Amendments

1. Update the Term of Grant Agreement section as described in the [Regular Closeout](#) section above.
2. Upload the cancellation letter in the Award Letter and Original Agreement section of the Agreement & Amendments form.
 - a. Click Add.



- b. **Title:** Enter "[Agreement Number] Cancellation Letter [Date of Letter]".
 - c. **Document:** Upload copy of letter.
3. Upload the DFW 139 in the Internal Only: Agreement/Amendments Documents Section of the Agreement & Amendments form as described in the [Regular Closeout](#) section above.

Status Updates

Create a new status update to record the project closeout. Fill all the fields as follows:

1. **Update Source:** Select "Closeout".
2. **Status:** Select "Cancelled/Terminated".
3. **Status Comment:** State that the project is cancelled and describe why. It is important to clearly describe any problems with this project or grantee. WRGB will consider this information when making future grant awards. This comment should be brief. The details of project issues will be in the DFW 139.

WebGrants Project Closeouts

Watershed Grant Program Grant Manager Guidance

Closeout Verification and Completion

To complete the closeout process for both regular and cancelled grants, the GM must fill out the Project Closeout form, including the Closeout Summary and Closeout Checklist sections, before the grant status can be updated to "closed". Instructions for these sections are located at the top of the Project Closeout form in WebGrants; however, the sections and associated tasks are briefly summarized below.

Closeout Summary

The Closeout Summary section includes the closeout date from the DFW 139, a list of any missing or incomplete deliverables, and indicates whether the Closeout Checklist has been completed and verified. This summary allows anyone viewing the WebGrants file to determine the closeout status at a glance, including any requirements not met by the grantee.

Closeout Checklist

The Closeout Checklist is used by the GM to verify that all required documents and status updates have been made to the WebGrants file before the grant is closed. The GM should go through each section of the form, indicating whether the required documents in the left-hand column of the checklist have been received or completed by indicating "Yes/No" in the GM – Verify field. If a required document is missing, the GM should make a note in the GM Comments/Discrepancies field.

After the GM has uploaded any missing documents and completed the Closeout Checklist, the GM emails Admin Support at WRGBadmin@wildlife.ca.gov indicating that the Closeout Checklist is ready for verification.

Admin Support verifies that the Closeout Checklist and WebGrants file are complete, and emails the WebGrants Admin at CDFWebgrants@wildlife.ca.gov, requesting to change the project status to "closed". Only Admin Support is allowed to request grant closure, and only WebGrants Admins are permitted to change the grant status. After the WebGrants Admin changes the project status to "closed", WebGrants will no longer be available for edits.