# Closeout Procedure for FRGP Grants

1. Grant Manager (GM) reviews the Project Closeout Checklist and Documents Checklist in WebGrants, completing each as they proceed through the Closeout process.

2. GM requests a final report from the grantee.

   o GM should **request a final report 60 days before the end of the grant term**. The GM will review the report and send any comments to the grantee within 30 days.

   o The final report is not final until the GM has read through it, making sure it is clean and contains all metrics required for the project. The final report must include a final budget with accurate numbers that match the WebGrants Budget, Claims, and Cost Share (with sources and amounts).

3. GM requests a final invoice.

   o **The GM should not approve the final invoice until all deliverables have been received and approved.** The final invoice is the only way to ensure receipt of all deliverables as FRGP does not hold retention.

4. GM ensures all deliverables and grant documents are uploaded to the WebGrants Internal Documentation page.

   o See "Documents Checklist" below

5. GM enters and updates the following in WebGrants:

   o As-built description.

   o Inspection/monitoring forms and data.

6. GM reviews Grantee entered data in WebGrants:

   o Final performance measure metrics.

7. GM updates the WebGrants Cost Share page with the final budget numbers and uploads Certification of Non-Federal Contributions.

   o Note in the comments section the proposed cost-share/match, so that changes in the amounts are tracked; include the date and your initials. (See "Updating the Cost Share Page" below.)

8. GM updates FRGP Project Status to "Closed" and Work Status to "Completed" on the WebGrants Project Status and Descriptions page.

   o Only do this once all deliverables of the grant have been approved, all performance measures completed, and all paperwork uploaded.

9. GM completes the Closeout Form (DFW 139) once the final invoice is submitted for processing on WebGrants. GM emails the DFW 139 and signed final invoice to the AGPA.

10. GM updates the WebGrants Project Closeout page.

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11. AGPA receives the DFW 139 and final invoice from the GM. The AGPA will:

    o   Review the WebGrants Appropriations page against FI$Cal. Make changes in the WebGrants Appropriations page or in the WebGrants Claims page as necessary.

    o   Confirm the WebGrants Cost Share page amounts are accurate.

    o   Confirm DFW 139 and return form to GM for signature.

    o   Send out DFW 139 to necessary recipients, including FRGP Database Coordinator.

12. GM uploads DFW 139 to WebGrants Internal Documentation.

13. The FRGP Database Coordinator will verify the closeout.

    o   If there is missing information the GM and/or AGPA will be contacted.

    o   Once verified, the FRGP Database Coordinator will change the WebGrants General Information status from "Underway" to "Closed".

# Updating the WebGrants Cost Share Page

When a final budget is received the GM updates the WebGrants Cost Share page.

1. Cost share: Input the final amount of cost share from each source.

   o To enter the cost share in the final budget,

      1. Click Add Row (for new cost share) or click the entry (to update existing cost share) for the relevant section,

      2. Enter the cash cost share amount listed in the final budget for each contributor/organization under "Cash Final",

      3. Enter the In-Kind cost share amount listed in the final budget for each contributor/organization under "In-Kind Final",

      4. Click Save

2. FRGP Match: Enter the amount of cost share that can be used as match in the "FRGP Match Amount" field.

   o Verify this amount matches the Certification of Non-Federal Contributions. Under most circumstances, the FRGP Match will be the same as the total cost share amount (Cash + In-Kind).

   o If cost share cannot be applied as match, please note the reason in the "Brief Summary" box.

3. Upload Certification of Non-Federal Contributions form to Internal Documentation

   o If necessary, recertify the cost share match. An accurate "Certification of Non-Federal Contributions" form is required by PCSRF conditions.

      1. Recertification is needed when the actual match shown on the final budget differs from what is on the "Certification of Non-Federal Contributions" form – e.g., actual amount is higher, a new source was added.

      2. Grant Manager must prepare a new "Certification of Non-Federal Contributions" form with the new values and have the grantee sign the new form.

# Project Closeout Checklist

This is a copy of the WebGrants Closeout page checklist, for your reference.

☐ Final Report & Budget received, reviewed, approved, and uploaded (WebGrants Internal Documentation page)

☐ Final Budget matches WebGrants Claims page, "Paid Total" field

☐ Final Budget matches WebGrants Cost Share page

☐ Certification of Non-Federal Contributions uploaded (WebGrants Internal Documentation page), matches Final Budget & WebGrants Cost Share page

☐ Final Performance Measures entered into WebGrants

☐ WebGrants Project Status and Descriptions page updated (Grant and Work Statuses, As-Built)

☐ DFW 139 completed, sent to AGPA, signed by GM, and uploaded (WebGrants Internal Documentation page)

☐ All required documents uploaded (WebGrants Internal Documentation page) – see Documents Checklist

☐ WebGrants Project Closeout page completed

# Documents Checklist

This is a copy of the WebGrants Closeout page checklist, for your reference.

An electronic copy of every document, including signed paper documents, should be uploaded to the WebGrants Internal Documentation page before the project is closed.

| Type of Document | Comments (e.g.: why document isn't included, why there are no signatures) |
| --- | --- |
| TRT Scoresheet* | |
| Award Letter | |
| Signed DFW 215/177 and DFW 215/177A (if applicable) | |
| Signed Agreement | |
| Signed Amendments | |
| Certified Letters (from engineers, geologists) | |
| Correspondence | |
| Grant Manager Field Inspections and Notes | |
| Implementation Monitoring Forms | |
| Effectiveness Monitoring Forms | |
| Invoices | |
| Progress Reports | |
| Annual Reports | |
| Final Invoice | |
| Final Report | |
| Final Budget | |
| Certificate of Non-Federal Contributions | |
| DFW 139 (closeout) | |

**\***Check the WebGrants Review Forms page to confirm the TRT Scoresheet was uploaded. If not, add the scoresheet to the WebGrants Internal Documentation page.