



Grants Management Technical Assistance (GMTA) Program

Closeout Webinar



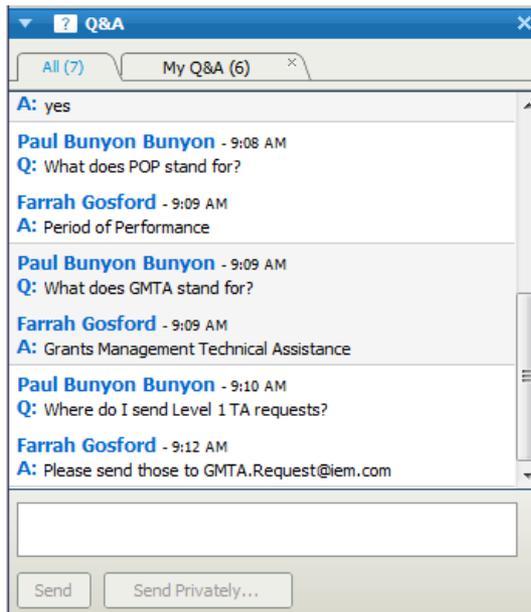
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April 16, 2012

General Housekeeping/Questions

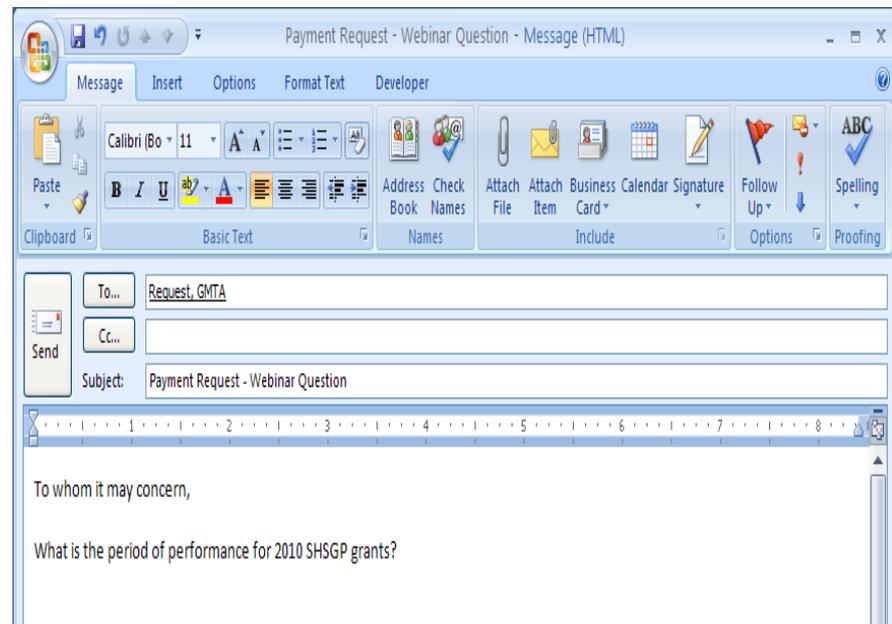
1

Submit questions via the Q&A function on the right-hand side of your screen



2

Submit questions via email by contacting GMTA.Request@iem.com



Questions and answers from this webinar **will be posted in a Q&A.**
Location will be sent out by ASKCSid when available.



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General Housekeeping/Questions

- All questions must be received no later than close of business on Wednesday, April 18, 2012
- All questions will be addressed and posted in a Q&A no later than Friday, April 27, 2012
- If you have more than one person participating in the webinar with you, please send a list of the participants to GMTA.Request@iem.com



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Welcome

Sherry Wilder, Grants Management Specialist, FEMA GMTA
Program Manager

Farrah Gosford, IEM Senior Planner and GMTA Task Lead
(Facilitator)

Lisa Nine Accordini, Senior Staff Associate, National Criminal
Justice Association (Presenter)



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Panelist

Tiffany Bowser, Grants Management Specialist, Post Award Improvement and Development Branch

William Chism, Grants Management Specialist, Post Award Improvement and Development Branch

Mariam Ouhamou, Grants Management Specialist, Award Administration: Preparedness Grants

Robert Gatza, Fire Program Analyst, Assistance to Firefighters Grants

David Gudinas, Section Chief, Assistance to Firefighters Grants

Patrick Pugh, Program Analyst, Homeland Security Grant Program



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Goal of GMTA Webinar Series

The goal of the Grants Management Technical Assistance Webinar Series is to proactively reduce grants management issues and assist grantees by providing resources, subject matter expertise, and guidance that can be used to successfully manage grants.



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Purpose

- The purpose of this Closeout Webinar is to:
 - Describe the requirements of direct recipient closeout, including delivery of final reports to FEMA
 - Describe the requirements of sub-recipient closeout, including delivery of final reports and closeout letter
 - Explain the inventory control requirements for State, local, and tribal governments
 - Identify the Federal requirement for the retention of records
 - Describe the requirements for the final closeout package, including the Federal Financial Report (FFR) (SF-425), performance/progress, and other programmatic reports



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Closeout



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Direct Recipient Closeout

- Final reports due to FEMA
 - Due within 90 days after end of award or any approved extension
 - Final progress report
 - Semi Annual Progress Report (SAPR)
 - Biannual Strategy Implementation Report (BSIR)
 - Final Tangible Personal Property (SF-428) and Real Property Status Report (SF-429)
 - Final FFR (SF-425)



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Federal Financial Report (SF-425)

- Due within 90 days after end of award or any approved extension
 - No unliquidated obligations
 - No remaining recipient share (match) to be provided
 - Indicate exact balance of unobligated funds
 - Final federal amount charged for indirect costs
 - Indicate total program income earned and expended
 - Signature of authorized official for direct recipient agency
 - Remit check to FEMA for excess funds

FEDERAL FINANCIAL REPORT						
<small>(Follow form instructions)</small>						
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1 of	
3. Recipient Organization (Name and complete address including Zip code)						
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions						Cumulative
<small>(Use lines a-c for single or multiple grant reporting)</small>						
Federal Cash (To report multiple grants, also use FFR Attachment):						
a. Cash Receipts						
b. Cash Disbursements						
c. Cash on Hand (line a minus b)						
<small>(Use lines d-o for single grant reporting)</small>						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized						
e. Federal share of expenditures						
f. Federal share of unliquidated obligations						
g. Total Federal share (sum of lines e and f)						
h. Unobligated balance of Federal funds (line d minus g)						
Recipient Share:						
i. Total recipient share required						
j. Recipient share of expenditures						
k. Remaining recipient share to be provided (line i minus j)						
Program Income:						
l. Total Federal program income earned						
m. Program income expended in accordance with the deduction alternative						
n. Program income expended in accordance with the addition alternative						
o. Unexpended program income (line l minus line m or line n)						
11. Indirect Expense						
a. Type		b. Rate	c. Period From	Period To	d. Base	e. Amount Charged
f. Federal Share						
g. Totals						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.						



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Tangible Personal Property (SF-428)

- Tangible Personal Property means property of any kind, except real property, that has physical existence
 - Equipment
 - Supplies
- Does not include
 - Copyrights, patents or securities
- In order to comply with the subpart C of 44 CFR Part 13.31 – 13.33, Post-Award Requirements, Financial Administration, these forms must be used
- Must be submitted with closeout to FEMA
- SF-428 and instructions can be found at:
http://www.whitehouse.gov/omb/grants_forms/



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Real Property Status Report (SF-429)

- This form is used to report real property status or to request agency instructions on real property that was/will be provided as Government Furnished Property or acquired in whole or in part under Federal financial assistance award
- In order to comply with the subpart C of 44 C.F.R. Part 13.31 – 13.33, Post-Award Requirements, Financial Administration, these forms must be used
- Must be submitted with closeout to FEMA
- SF-429 and instructions can be found at:
http://www.whitehouse.gov/omb/grants_forms/



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Inventory Control

- Requirements for grants awarded to State, local and Indian tribal governments
 - After April 1, 2007 (44 CFR Part 13.31 and 13.32)
 - 13.31 Real Property
 - Title
 - Use
 - Disposition
 - » Retention of title
 - » Sale of property
 - » Transfer of title
 - 13.32 Equipment
 - 13.33 Supplies



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Sub-Recipient Closeout

- Direct Recipients (e.g. SAA, Port, Transit) are responsible for providing their subrecipients with their specific closeout requirements
- You should verify these requirements with your Direct Recipient
- Examples of documents that may be requested are:
 - Final request for reimbursement
 - Final fiscal report
 - No unliquidated obligations
 - Federal amount
 - Sub-Recipient amount (if applicable, for match, Emergency Management Performance Grant (EMPG))
 - Investment type
 - Strategy goal / objective
 - Indicate exact balance of unobligated funds
 - Remit check to Direct Recipient for excess funds
 - Final progress report
 - Information for Direct Recipient to complete Final SF-428 and SF-429 for FEMA



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Sub-Recipient Closeout

- Final Reports due to Direct Recipient (e.g., SAA, Port, Transit, etc.)
- Due date determined by Direct Recipient



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Retention of Records

- Retention of records
 - Three years from the day the grantee submits their final expenditure report, the Federal Financial Report (SF-425)
 - Records must be retained until resolution of any action such as litigation, claim, negotiation, or audit
- Obligated to protect records
- Authorized access to records



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Final Closeout Package

- Final FFR (SF-425)
- SF-428 and SF-429
- Final Performance/Progress Report
- Report of Government Property
 - Agency requirements as specified in the award Terms and Conditions
- Other Programmatic Reports based on Terms and Conditions



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Additional Resources/References

- 2 Code Of Federal Regulations (CFR)
 - http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr215_main_02.tpl
- 44 Code of Federal Regulations (CFR) §13.31 Real Property
 - http://edocket.access.gpo.gov/cfr_2010/octqtr/pdf/44cfr13.31.pdf



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Additional Resources/References

- FFR (SF-425)
 - http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf.
- SF – 428
 - http://www.whitehouse.gov/omb/grants_forms
- SF – 429
 - http://www.whitehouse.gov/omb/grants_forms



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Technical Assistance



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Technical Assistance

Level I

- Information Sharing
- Collecting/Sharing Promising Practices
- Networking with Subject Matter Experts

Level II

- Creation of New Resources (i.e. PPT)

Level III

- Direct TA Deliveries and Direct TA Workshops
- Fundamentals of Grants Mgt. Workshops Series 2012



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Technical Assistance

- Level 1 & 2 Technical Assistance request send email to GMTA.Request@iem.com, or call 703.414.8195
- Level 3 Technical Assistance via TA request form http://www.fema.gov/pdf/about/divisions/npd/npd_technical_assistance_requestform.pdf
- GPD Technical Assistance Webpage http://www.fema.gov/government/grant/technical_assistance.shtm
- Technical Assistance Catalog http://www.fema.gov/pdf/about/divisions/npd/npd_technical_assistance_catalog.pdf



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Technical Assistance

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Q&A

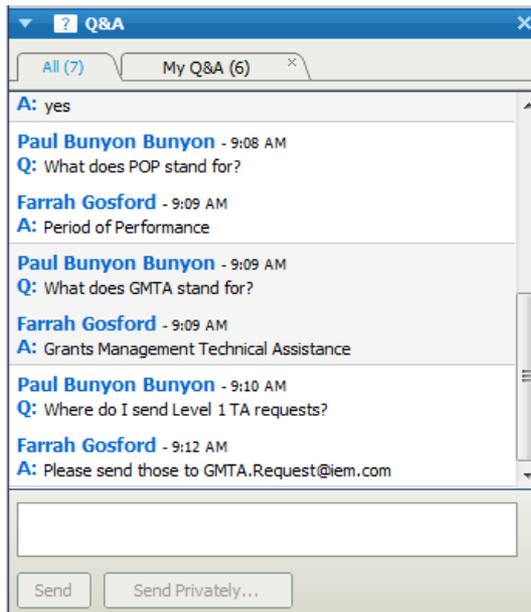


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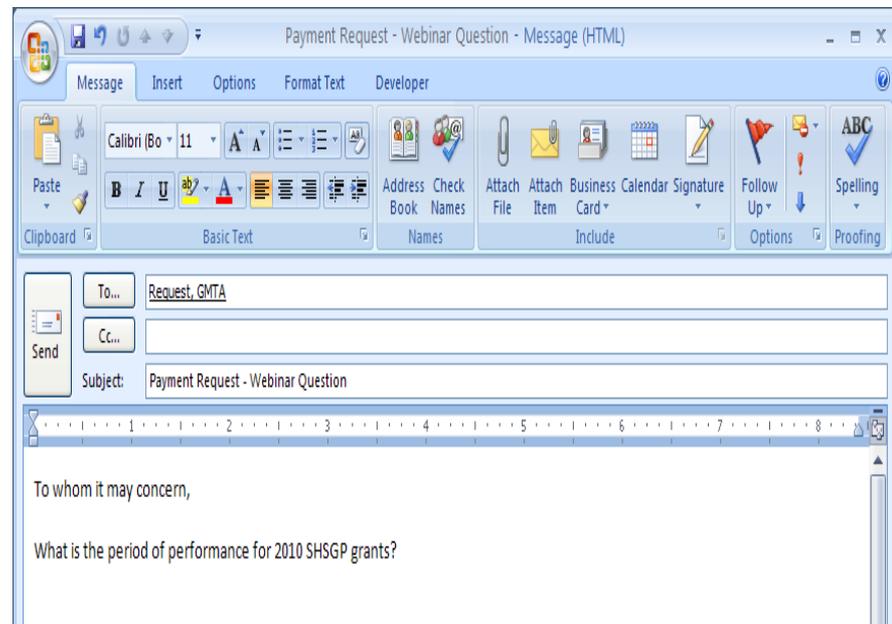
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