

Closeout Process

Sources: MOAs, Grant Management System, weekly report, FOXPRO, Payroll, and PCard. All grant year grants action records

Match Grant Management System records with the FOXPRO, payroll, and PC records and the grant transaction records.

Develop a sub-grantee worksheet from Grants Management System

Develop a sub-grantee extract worksheet from other registers

Each record in the Grant Management System must be reconciled with the financial records and the grant transactions. Changes must be made to ensure that the transactions are correctly reflected in the data bases and reflect the proper on the transactions.

If changes are necessary ensure that these are made to align the records; may require to pull grant guidance to ensure that all earmarks are met. If there is a problem, may need to review and possible realign to stay within earmarks.

The extracts must reconcile to ensure match the MOAs

If the MOA requires adjustment, this adjustment will be included in a closeout Grant Adjustment Notice. The reconciliation must simultaneously be coordinated/reviewed with each sub-grantee. The sub-grantee records must reflect what our records show.

The reconciliation must be worked closely with the Fiscal Office to ensure all records are corrected in all registers.

The reconciliation will lead to the Close out GAN.

The Grant Adjustment Notice will adjust the MOA

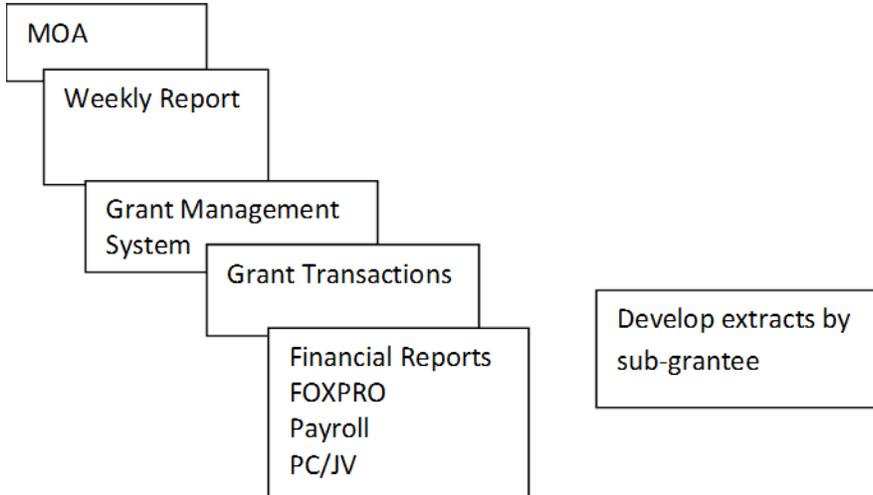
- ✓ Account for investments identified in the MOA
- ✓ Add investments sub-grantee spent funding
- ✓ Benefits – what did State Department of Defense support the sub-grantee above the award amount such as training, exercises
- ✓

Include with the close out letter:

Capability review: each county will provide an overview of how each investment's funding assisted in increasing capability. This overview will be prepared by the sub-grantee – we can review but do not change. These reviews will be forwarded with the closeout GAN to the Mayor/Director.

The GAN will be forwarded to the Mayor/Director

- ✓ Closeout report for each investment
- ✓ GAN Closeout Document
- ✓ Cover letter



Reconcile all records

Review with Fiscal
Review with sub-grantee

Grantees prepare capabilities review form for each investment funded

Prepare sub-grantee closeout reports

Prepare Cover Letter

Signed GANS are placed in each grantee record; closeout folder on t drive