Requirements for Grant Closeout

A ***Notice of Grant Closeout*** letter or email will be sent to all sub-grantees 45-60 days before the end of the grant performance period. ***Final Narrative*** **and** ***Financial Progress Reports*** and supporting documentation for final reimbursement are due within 45 days after the end of the grant performance period. Non-compliance with this 45-day requirement may result in any of the remedies listed in Section 10, Penalty for Non-Compliance on the obligating award document. Penalty for Non-compliance referenced in Section 10 may affect future grant awards.

If a sub-grantee is unable to encumber and expend all its grant funds before the grant expires, the subgrantee must notify the Division of Homeland Security & Emergency Management (DHS&EM) Grant Project Manager at least 30 days before the end of the jurisdiction grant performance period. Any unused grant funds will be de-obligated, reallocated to other projects, and a ***Grant Award Amendment*** issued.

Submit ***Final Progress Reports*** with supporting documentation to:

Division of Homeland Security and Emergency Management
Attn: Grants Section
PO Box 5750
Fort Richardson, AK 99505-5750

The ***Final Progress Reports*** do not replace the required ***Quarterly Progress Reports*** due each January 20, April 20, July 20 and October 20 during the grant performance period. ***Quarterly Progress Reports*** will be forwarded as usual to the Grant Project Manager for quarterly review of project activities.

Required with the *Final Progress Reports*

- Submission of the ***Final Narrative Progress Report****
  - Summary narrative covering the entire project period, describing activities related to the initial project work plan as submitted in the subgrantee's application, project modifications, significant events that occurred, progress achievement, and final project results. Include project impact on the local jurisdiction, the relation of the project to the State Homeland Security Strategy, continued unmet needs, and other information significant to project activities.
  - Brief performance measurement description explaining success in accomplishing the project work plan according to timelines and milestones or any other performance measurement provided in the subgrantee's application.
- Submission of the ***Final Financial Progress Report****
  - Supporting documentation for the final amount requested for reimbursement
  - Invoices must be submitted, not purchase orders. (Purchase orders may be included for last ***Quarterly Financial Progress Report*** for the grant performance period.) All encumbered expenditures within the performance period of the grant must be paid within 45 days after the end of the grant performance period. Equipment and/or services must be successfully delivered within that same 45 days.
  - Report of local match, whether or not a requirement of the grant. All project expenditures in excess of the grant award can be considered local match, if not used as a local match against another federal grant.
- Submission of the ***Final Property/Equipment Inventory Report****
  - For all single items with a value of $5000 or more and a useful life of greater than 1 year, purchased with federal grant funds.
  - Disposition of property/equipment purchased with grant funds, if applicable
  - Property/Equipment Report is required annually from acquisition to disposition as noted below under "Post Grant Closeout Requirements".

*Copies of these report forms with instructions are available on-line at http://www.ak-prepared.com/grants.htm.

The ***Final Progress Reports*** do not replace previously unsubmitted, delinquent reports. Any previously unsubmitted ***Quarterly Narrative and Financial Progress Reports*** must be submitted with the ***Final Progress Reports. Narrative and Financial Progress Reports*** are required for each quarter during the grant performance period, even if no activity or expenditures occur. Any deviation from this requirement will be considered non-compliant with the award, and no final reimbursement will be processed.

Upon receipt of the ***Final Progress Reports***, DHS&EM will conduct an internal audit of the jurisdiction's grant file for compliance with State, Federal and specific grant program guidelines and regulations. Reimbursement will be processed when all reports and documentation are received. A ***Notice of Grant Closeout*** will be sent after the final reimbursement is issued.

Post-Grant Closeout Requirements

The closeout of a grant does not affect DHS&EM's right to disallow costs and recover funds on the basis of a later audit or other review, nor the grantee's obligation to return any funds due as a result of later refunds, corrections or other transactions.

Sub-grantees are required to retain grant records and documentation for 3 years after the final reports are submitted to DHS&EM. DHS&EM, the federal awarding agency, and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and sub-grantees which are pertinent to the grant, in order to make audits, examinations, excerpts and transcripts. The Federal *Freedom of Information Act (*5 USC 552) does not apply to records. Unless required by federal, state or local law, subgrantees are not required to permit public access to their records.

Property/Equipment Inventory Reports, if applicable to the grant, require annual submission by January 20, from the time of acquisition until all property/equipment purchased with federal grant funds has been disposed. Property and equipment records must be retained for 3 years from the date of final disposition.

Sub-grantees who expend $500,000 or greater in federal funds in a fiscal year are required to comply with the Single Audit Compliance regulation in OMB Circular A-133.

Sources

- *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, codified by each federal agency
- OMB Circular A-102 *Grants and Cooperative Agreements with State and Local Governments*
- OMB Circular A-110 *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations*
- OMB Circular A-87 *Cost Principles for State, Local and Indian Tribal Governments*
- OMB Circular A-133 *Audits of States, Local Governments and Nonprofit Organizations*
- Code of Federal Regulations (CFR) 44, Parts 13 and 14

If you have any questions or need clarification, please call or e-mail the DHS&EM Grants Administrator Jim King at (907) 428-7064, jim.king@alaska.gov or the respective grant Project Manager (907) 428-7000 or Fax (907) 428-7009. DHS&EM's toll-free number is (800) 478-2337.