



U.S. Department of Labor
Employment and Training Administration
Region 2 - Philadelphia

Discretionary Grantee Conference

U.S. Department of Labor Employment and Training Administration

Laying the Foundation for Closing Expired Grants

Philadelphia Regional Office

ED BOWMAN

REGIONAL GRANT OFFICER

Making Your Project Yield Good Jobs for Everyone



THE CLOSEOUT REGULATIONS

ETA IS REQUIRED TO CLOSE ALL GRANTS IN ACCORDANCE WITH:

- 29 CFR 97.50-State, Local and Federally Recognized Indian Tribal Government; and
- 29 CFR 95.71-Nonprofit Organizations

Grantees are required to submit all final reports, both program and financial close-out no later than 90 days from the expiration date of the grant.

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GOVERNMENTAL CLOSURE

- Initial Closeout Letter
- Final Financial Status Report
- Grantee's Release
- Government Property Closeout Inventory Certification
- Indirect Cost Claimed
- Grantee Submittal of Closeout Documents

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NON-GOVERNMENTAL CLOSURE

- Initial Closeout Letter
- Final Financial Status Report
- Grantee's Release
- Grantee's Assignment of Refunds, Rebates and Credits
- Government Property Closeout Inventory Certification
- Government Tax Certification
- Grantee Submittal of Closeout Documents

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Regional FPO Role

- Serve as liaison for the National Office Closeout Unit
- Comply with TEIN 24-99 (Attachment II)
- Certify the “Certificate of Performance for Grantee” form provided by the Closeout Unit
- Recommend approval or disapproval of post-closeout budget alignment
- Transmit remaining official files 120 days after expiration of grant to closeout unit.



CLOSEOUT DELAYS

1. **Late Submittal of closeout documents**

Request an extension

2. **Incomplete closeout package**

Return all closeout documents

3. **Closeout documents not accurately completed**

Grantee's Detailed Statement of Costs--grantees often exceed their Budget Line Item Flexibility

Government Property Inventory Certification--grantees should only certify to #1 or #2, whichever is applicable



CLOSEOUT DELAYS *Continued*

4. Drawdown or Refund Funds Before Submitting Closeout Documents

Total Federal payments and total expenditures must equal

5. Indirect Cost Negotiation Agreement/Cost Allocation Plan Not Provided

If grantee charged indirect costs to the grant, grantee must provide a copy of the indirect cost negotiation agreement or cost allocation plan for the entire period of performance

A grant can be closed with a provisional rate



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QUESTIONS

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THE END

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