



U.S. Department of Labor
Employment and Training Administration

HOW TO PREPARE FOR GRANT CLOSEOUT

April 26-28, 2005

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U.S. Department of Labor
Employment and Training Administration

THE REGULATIONS

ETA IS REQUIRED TO CLOSE ALL CONTRACTS
AND GRANTS IN ACCORDANCE WITH:

29 CFR 97.50 – closeout requirements for
State, Local and Federally Recognized Indian
Tribal Governments.

29 CFR 95.71 – closeout requirements for
Nonprofit Organizations.



U.S. Department of Labor
Employment and Training Administration

DEFINITIONS

CLOSEOUT

A process by which DOL determines that all financial requirements and applicable administrative actions have been completed by the recipient

The closeout process includes expired or terminated contracts and grants

Within 90 Days after the expiration/termination of the contract/grant, all financial, performance and other required documents must be received



U.S. Department of Labor
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DEFINITIONS (continued)

TOTAL OBLIGATION

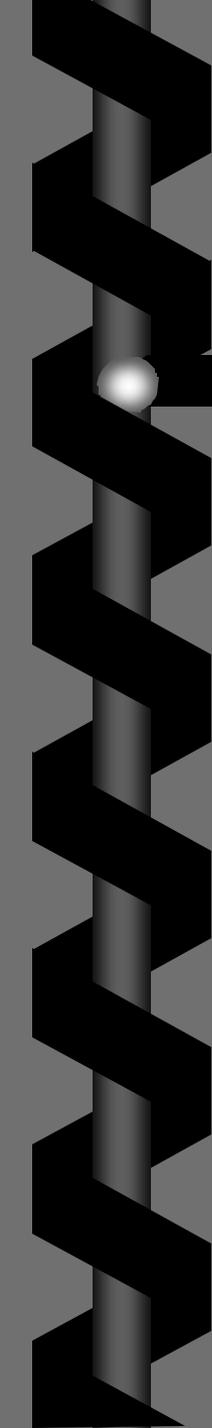
Amount for which the grant is written

TOTAL FEDERAL PAYMENTS

Amount issued to grantee by Payment Management System (PMS) or treasury check

TOTAL FINAL COSTS

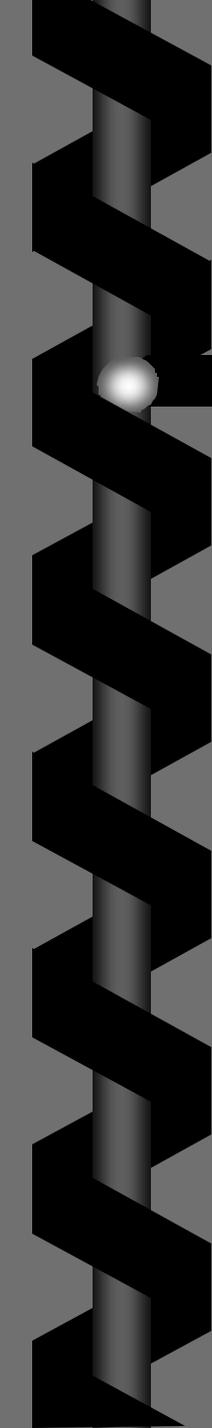
Money Reported by grantee for actual costs under a particular grant



Closeout Package For Governmental Recipients

Closeout requirements and Uniform Administrative Requirements for Grants to State and Local Governments are found in *29 CFR Part 97.50*, which states:

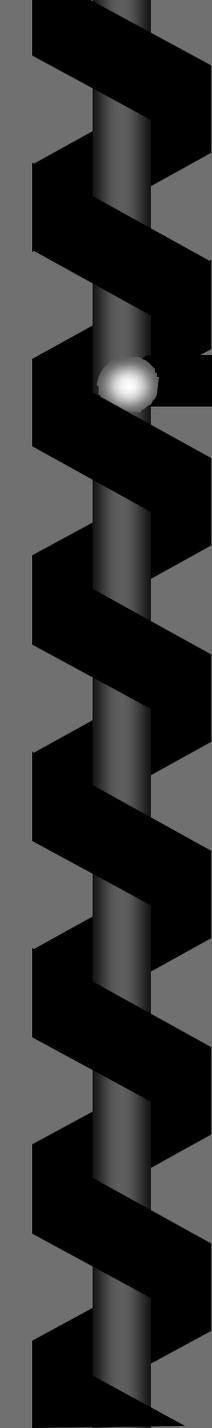
“Within 90 days after the expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant.”



Closeout Package For Non-Governmental Recipients

Closeout requirements for Grants with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and with Commercial Organizations under the jurisdiction of Foreign Governments, and International Organizations are found in *29 CFR Part 95.71*, which states:

“Recipients shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award.”



Closeout Package Documents

The forms or documents in the closeout package for Grantees will include:

- Grantee's Detailed Statement of Costs
- Final expenditure reports (Form SF-269);
- Grantee's Release;
- Grantee's Assignment of Refunds, Rebates, and Credits;
- Governmental Property;
- Indirect Cost Rates, if applicable;
- Grantee Submittal of Closeout Documents;
- Grant Closeout Tax Certification.



U.S. Department of Labor
Employment and Training Administration

What To Do Before Your Grant Expires

Notify your FPO 45 days prior that your grant will expire if you have not been contacted

Determine if an audit will be required or conducted during the closeout period

INITIAL LETTER

March 18, 2003

Ms. Jane Doe
Director
DELCO WIB
1234 Evercrest
Springfield, IL 62701

| | | |
|---------------|------------------|-------------------|
| Reference: | Grantee: | DELCO WIB |
| | Grant Number: | AN-11621-01-60 |
| | Grant Period: | 06/30/00-07/01/01 |
| | Obligation: | \$75,000.00 |
| Dear Ms. Doe: | Federal Payment: | \$60,674.00 |

This is to notify you that your grant with the Employment and Training Administration (ETA) expired on July 1, 2001. **If your grant has not expired due to a no-cost extension, please disregard this notice and forward a copy of the modification approving the extension by facsimile # (202) 693-3362.**

If you agree with the expiration date, as specified at 29 CFR 97.40(b)(1), 97.41(b)(4), and 97.50(b), you are required to submit all final reports, both program and financial closeout no later than 90 days from the expiration of the grant. The following closeout documents are to be submitted by facsimile or mail by October 01, 2001.



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CLOSEOUT INSTRUCTIONS

- 1. Sub-grant Contractor Closeout**
- 2. Financial Status Report**
- 3. Grantee's Release (Form ETA 3-103A)**
- 4. Grantee's Assignments of Refunds, Rebates and Credits (Form ETA 3-107)**
- 5. Property Certification**
- 6. Unclaimed or Outstanding Checks**



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CLOSEOUT INSTRUCTIONS (continued)

- 7. Refund Due to DOL**
- 8. Refunds After a Grant is Closed by ETA**
- 9. Grant Closeout Tax Certification Statement
(Form ETA 3-108)**
- 10. Grantee's Submittal of Closeout Documents
(Form ETA 3-105)**

COMPLETED FSR-269

| 8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) 06/30/00 | To: (Month, Day, Year) 07/01/01 | 9. Period Covered by this Report From: (Month, Day, Year) 06/30/00 | | To: (Month, Day, Year) 07/01/01 |
|--|------------------------------------|--|-------------------|------------------------------------|
| 10. Transactions | I Previously Reported | II This Period | III Cumulative | |
| a. Total Outlays | \$ 0 | \$ 60,674 | \$ 60,674 | |
| b. Refunds, rebates, etc. | \$ 0 | \$ 0 | \$ 0 | |
| c. Program income used in accordance with the deduction alternative | \$ 0 | \$ 0 | \$ 0 | |
| d. Net outlays (Line a, less the sum of lines b and c) | \$ 0 | \$ 60,674 | \$ 60,674.00 | |
| Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions | \$ 0 | \$ 0 | \$ 0 | |
| f. Other Federal awards authorized to be used to match this award | \$ 0 | \$ 0 | \$ 0 | |
| g. Program income used in the accordance with the matching cost sharing alternative | \$ 0 | \$ 0 | \$ 0 | |
| h. All other recipient share outlays not shown on lines e, f or g | \$ 0 | \$ 0 | \$ 0 | |
| i. Total recipient share of net outlays (Sum of lines e, f, g and h) | \$ 0 | \$ 0 | \$ 0 | |
| j. Federal share of net outlays (line d less line i) | \$ 0 | \$ 0 | \$ 60,674.00 | |
| k. Total unliquidated obligations | | | \$ 0 | |
| l. Recipient's share of unliquidated obligations | | | \$ 0 | |
| m. Federal share of unliquidated obligations | | | \$ 0 | |
| n. Total federal share (sum of lines j and m) | | | \$ 60,674.00 | |
| o. Total federal funds authorized for this funding period | | | \$ 75,000.00 | |
| p. Unobligated balance of federal funds (Line o minus line n) | | | \$ 14,326.00 | |

PMS INQUIRY

INQUIRY: Disbursement Transactions DATE: 04/20/2005 TIME: 02:41:25 PM *** SEARCH PARAMETERS

***** GRANT AWARD: EM13739MR0

-----*ACCT** *PIN* ****EIN***** Organization Name*****B2043B1 B2043
1566000291A2 COUNTY OF CUMBERLANDHHS-REG: 04 STATE: NC PMT: ACH STOP: N MAN-REV: N 272: File GROUP:
F57 USER: VNK8NLW-----DOC: EM13739MR0 AGY:FLAETAA
OLD AGY:TAA DISB TC's Follow --T/C ***ROD**** *****INC-AMT*****CUM-AMT***** POST DATE* *FY*
*****CAN***** *OC* ****ICN*****

| | | | | | | |
|-----|------------|------------|------------|------------|------|--------------|
| 705 | 04/07/2005 | 434,159.72 | 850,348.30 | 04/07/2005 | 2004 | TAASBCP 4123 |
| 705 | 01/14/2005 | 120,000.00 | 416,188.58 | 01/14/2005 | 2004 | TAASBCP 4123 |
| 705 | 12/06/2004 | 100,000.00 | 296,188.58 | 12/06/2004 | 2004 | TAASBCP 4123 |
| 705 | 10/25/2004 | 100,000.00 | 196,188.58 | 10/25/2004 | 2004 | TAASBCP 4123 |
| 705 | 09/14/2004 | 39,871.90 | 96,188.58 | 09/14/2004 | 2004 | TAASBCP 4123 |
| 705 | 08/09/2004 | 13,890.43 | 56,316.68 | 08/09/2004 | 2004 | TAASBCP 4123 |
| 705 | 07/09/2004 | 28,471.74 | 42,426.25 | 07/09/2004 | 2004 | TAASBCP 4123 |
| 705 | 05/04/2004 | 13,954.51 | 13,954.51 | 05/04/2004 | 2004 | TAASBCP 4123 |

-----Hits: 8

PMS INQUIRY

INQUIRY: Document Data w/ FCO Segments Extended DATE: 08/17/2004 TIME: 09:38:28 AM

*** SEARCH PARAMETERS *****
 GRANT AWARD: AN11621EG0

 *ACCT** *PIN* ****EIN***** *****Organization Name*****
 A7076B1 A7076 1236003046A5 COUNTY OF DELAWARE
 HHS-REG: 03 STATE: PA PMT: ACH STOP: N MAN-REV: N 272: File GROUP: F57 USER: VNK8NLW

| AGY | *****GRANT DOC***** | ****AUTHORIZED**** | ****DISBURSED**** | *****CHG-ADV***** | *RPT DISB* | RS | DS |
|-----|---------------------|--------------------|--------------------|-------------------|------------|-----------|-----|
| | *****EIN***** | **CANCELED AUTH** | **CANCELED DISB** | **CANCELED CHG** | | | |
| | *****FCO***** | **DOC FUTURE AUTH* | **DOC SNAP DISB** | **DOC SNAP CHRG** | | RI | CT |
| | ***BEG** ***END** | **FCO AUTHORIZED** | **FCO DISBURSED** | **FCO CHG-ADV** | *SUB ACCT* | | FS |
| T | AN11621EG0 | *FCO FUTURE AUTH* | **FCO SNAP DISB** | **FCO SNAP CHRG** | | | |
| | | 60,674.00 | 60,674.00 | 60,674.00 | | | C C |
| | | .00 | .00 | .00 | | | |
| | 1236003046A5 | .00 | 60,674.00 | 60,674.00 | | N | 1 |
| | 2000-TAAVND7-4123 | 60,674.00 | 60,674.00 | 60,674.00 | | AN11621EG | C |
| | 07/01/01 06/30/02 | .00 | 60,674.00 | 60,674.00 | | | |
| | **DOC AUTHORIZED** | **DOC DISBURSED** | **DOC CHG-ADV**** | | | | |
| | **DOC CANCEL AUTH** | *DOC CANCEL DISB** | **DOC CANCEL CHG** | | | | |
| | **DOC FUTURE AUTH* | **DOC SNAP DISB** | **DOC SNAP CHRG** | | | | |
| | **FCO AUTHORIZED** | **FCO DISBURSED** | **FCO CHG-ADV**** | | | | |
| | **FCO FUTURE AUTH* | **FCO SNAP DISB** | **FCO SNAP CHRG** | | | | |
| | TOTAL: | 60,674.00 | 60,674.00 | 60,674.00 | | | |
| | | .00 | .00 | .00 | | | |
| | | .00 | 60,674.00 | 60,674.00 | | | |
| | | 60,674.00 | 60,674.00 | 60,674.00 | | | |
| | | .00 | 60,674.00 | 60,674.00 | | HITS: | 1 |
| | OPEN & CLOSED: | 60,674.00 | 60,674.00 | 60,674.00 | | CT: | 1 |
| | OPEN: | .00 | .00 | .00 | | CT: | 0 |
| | CLOSED: | 60,674.00 | 60,674.00 | 60,674.00 | | CT: | 1 |

 Hits: 1

 ***** Inquiry Results Complete *****

 You may now make another selection from the Menu

GRANT BUDGET

PART 11 – BUDGET INFORMATION

SECTION A – Budget Summary by Categories

| | (A) | (B) | (C.) |
|---------------------------------|--------------|-----|------|
| 1. Personnel | \$ 25,000.00 | | |
| 2. Fringe Benefits (Rate .265%) | \$ 10,000.00 | | |
| 3. Travel | \$ 5,000.00 | | |
| 4. Equipment | \$ 5,000.00 | | |
| 5. Supplies | \$ 10,000.00 | | |
| 6. Contractual | \$ 7,000.00 | | |
| 7. Other | \$ 9,000.00 | | |
| 8. Total Direct Cost | \$ 71,000.00 | | |
| (Lines 1 through 7) | | | |
| 9. Indirect Cost (Rate %) | | | |
| 10 Training Cost/Stipend | \$ 4,000.00 | | |
| 11. TOTAL Funds Requested | \$ 75,000.00 | | |
| (Lines 9 through 10) | | | |

SECTION B – Cost Sharing/Match Summary (if appropriate)

| | (A) | (B) | (C.) |
|-----------------------------|-----|-----|------|
| 1. Cash Contribution | | | |
| 2. In-Kind Contribution | | | |
| 3. TOTAL Cost Sharing/Match | | | |
| (Rate %) | | | |

COMPLETED DETAILED STATEMENT

| Cost Category | Grant Budget | Cumulative Costs to |
|--|---------------------|---------------------|
| | (1) | (2) |
| Salaries and Wages | \$ 25,000.00 | \$ 25,000.00 |
| Fringe Benefits | \$ 10,000.00 | \$ 10,000.00 |
| TOTAL PERSONNEL COSTS | \$ 35,000.00 | \$ 35,000.00 |
| Other Expenses: <i>(Specify & list below)</i> | | |
| TRAVEL | \$ 5,000.00 | \$ 3,200.00 |
| EQUIPMENT | \$ 5,000.00 | \$ 5,000.00 |
| SUPPLIES | \$ 10,000.00 | \$ 8,474.00 |
| CONTRACTUAL | \$ 7,000.00 | \$ 5,000.00 |
| TRAINING/STIPEND | \$ 4,000.00 | \$ 4,000.00 |
| OTHERS | \$ 9,000.00 | |
| TOTAL OTHER EXPENSES | \$ 40,000.00 | \$ 25,674.00 |
| TOTAL GRANT COSTS | \$ 75,000.00 | \$ 60,674.00 |

BUDGET LINE FLEXIBILITY

PART IV - SPECIAL CLAUSES

Clause #1:- BUDGET LINE ITEM FLEXIBILITY

- ▶ Flexibility is allowed within the grant budget (*except wages, salaries and fringe benefits*), provided no *single line item* is increased or decreased by more than **20%**. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, ***MUST*** receive prior written approval from the Grant Officer.
- ▶ Any changes in mix or match within the wages and salaries line *does not* require a grant modification. However, these changes must be reviewed by your assigned DOL Grant Officers Technical Representative (GOTR) prior to implementing these changes.

Clause #2:- INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. (Fill in as appropriate)

- ▶ An approved Cost Allocation Plan dated _____ has been provided. (Copy Attached)
- ▶ An Indirect Cost Rate of N/A%, has been approved for activities under this agreement based on written documentation received. A special Indirect Cost ceiling, not to exceed, \$ _____ has also been applied, and shall remain unless otherwise amended.
- ▶ A Temporary Billing Rate of \$ _____ has been approved for the first **90 days** of the grant period. This rate is based on the fact that your organization has not established an Indirect Cost Rate. Within this 90 day period, you must submit an acceptable indirect cost proposal to your cognizant agency for a *provisional rate*. ***Failure on your part to submit an indirect proposal within this 90 day period means that you shall not receive further reimbursement for your billing rate.*** If DOL is your cognizant agency, proposals shall be sent to the appropriate DOL Regional Office or the following:

FINAL NOTIFICATION LETTER

March 18, 2003

Notification of Closeout

Ms. Jane Doe
Director
DELCO WIB
1234 Evercrest
Springfield, IL 62701

| | | |
|------------|-------------------|---------------------|
| REFERENCE: | Grantee: | DELCO WIB |
| | Grant #: | AN-11621-01-60 |
| | Grant Period: | 06/30/00 - 07/01/01 |
| | Obligation: | \$75,000.00 |
| | Federal Payments: | \$ 60,674.00 |

Dear Ms. Doe:

This is to notify you that the above referenced grant has been closed by the Department of Labor and no further costs may be charged to this grant. The total amount of allowed Federal cost at the time of closeout is \$60,674.00. **At this time, no action is required by your organization.** As specified at 29 CFR 97.51, this closeout does not affect:

1. ETA's right to disallow costs and recover funds on the basis of a later audit or other review; or
2. Your obligation to return any funds due to the Federal Government as a result of later refunds, corrections, or other transactions; or
3. Your responsibilities for retention and access requirements, real property and equipment management, and audit requirements, as specified at 29 CFR 97.42, 97.31, 97.32, and 97.26 respectively.



U.S. Department of Labor
Employment and Training Administration

CLOSEOUT DELAYS

1. Late Submittal of closeout documents

- Request an extension

2. Incomplete closeout packages

- Return all closeout documents

3. Closeout documents not accurately completed

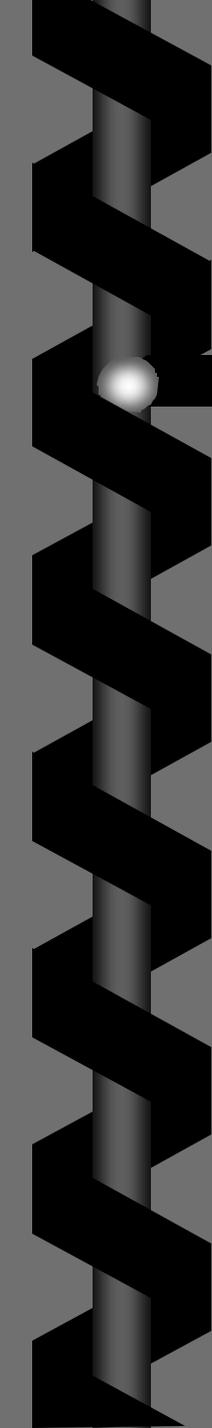
- Grantee's Detailed Statement of Costs – grantees often exceed their Budget Line Item Flexibility
- Property Inventory Certification



U.S. Department of Labor
Employment and Training Administration

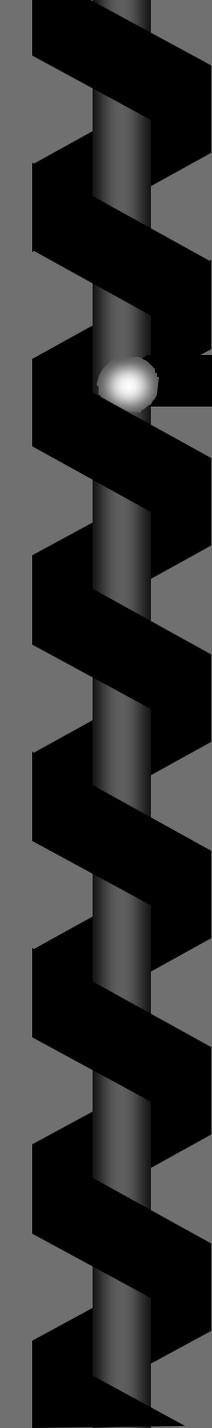
CLOSEOUT DELAYS (continued)

- 4. Federal Payments Total Expenditures Don't 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 the performance**
 - **A grant can be closed with a provisional rate**



On-Line Grant Closeout System (GCS) *Primary System Functions*

- Identify grants eligible for closeout
- Verify grants for closeout reporting
- Assign grant closeout cases
- Email notification of grant closeout
- Approve closeout extensions
- Accept closeout packages
- Process closeout grants
- Track closeout document status



The Grant Closeout System (GCS) *Benefits of Automated System*

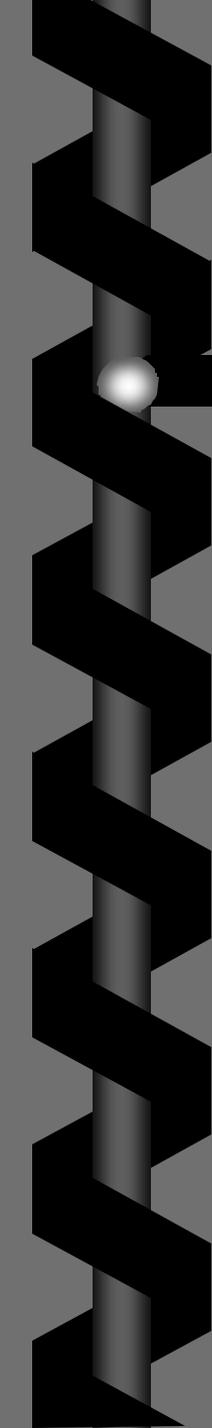
- Streamline and standardize grant closeout process and procedures
- Allow electronic review, acceptance and processing of closeout grants
- Provide automatic closeout data storage, retrieval and audit trail
- Decreased grant closeout processing time and increased productivity
- Support data sharing of EIMS sub-systems
- Facilitate coordination between ETA program offices regarding grants closeout

NEW 269

FEDERAL FINANCIAL REPORT

(Follow instructions on the back)

| | | | | | |
|--|---------|--|---|--|-------------|
| 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 pages |
| 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. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No | 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 | |
| <i>(Use lines a-c for single or multiple grant reporting)</i> | | | | | |
| Federal Cash (To report multiple grants, also use FFR Attachment): | | | | | |
| a. Cash Receipts | | | | | |
| b. Cash Disbursements | | | | | |
| c. Cash on Hand (line a minus b) | | | | | |
| <i>(Use lines d-q for single grant reporting)</i> | | | | | |
| 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. Recipient share of unliquidated obligations | | | | | |
| l. Total recipient share (sum of lines j and k) | | | | | |
| m. Remaining recipient share to be provided (line i minus l) | | | | | |
| Program Income: | | | | | |
| n. Total Federal program income earned | | | | | |
| o. Program income expended in accordance with the deduction alternative | | | | | |
| p. Program income expended in accordance with the addition alternative | | | | | |
| q. Unexpended program income (line n minus line o or line p) | | | | | |
| 11. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: | | | | | |



The Grant Closeout System (GCS)

Problems with Manual Closeout Process

- No automatic mechanism to identify grants eligible for closeout
- Manually prepare, distribute and review closeout packages
- Lack of standardized closeout reporting acceptance process
- Difficult and tedious to process, manage, and track closeout grants
- Cannot easily share information across ETA program offices



U.S. Department of Labor
Employment and Training Administration

POINTS OF CONTACT

Employment and Training Regional Office

- ⇒ Richard Clark (clark.richard@dol.gov) (404) 562-2095
- ⇒ Virginia Mays (mays.virginia@dol.gov) (404) 562-2095
- ⇒ Andre Morris (morris.andre@dol.gov) (404) 562-2095



U.S. Department of Labor
Employment and Training Administration

QUESTIONS





U.S. Department of Labor
Employment and Training Administration

The End