

SLFRF Department Closeout Training

January 2025



Agenda

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What is Closeout?

Closeout is defined as:

- A process that an awarding agency (federal or pass-through entity) follows to determine that a recipient/subrecipient has completed all applicable administrative actions and required work related to an award
 - Reporting (financial and programmatic)
 - Financial Reconciliation
 - Disposition of Property & Equipment
 - Terms and Conditions of the award
- Must be completed in a timely manner

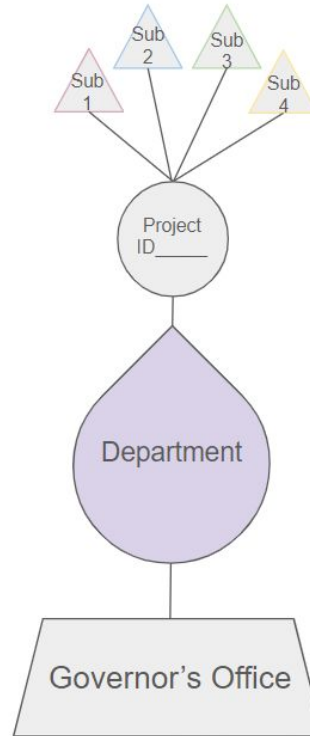


Closeout - The Big Picture

Subrecipient checklist OR similar
standardized department process

Final Reconciliation
Pre-Reversion Transfers
Department Closeout & Certification Checklist

Governor's Office Final Performance
Reporting



Closeout Timeline

OSC Closeout Process

30 Days

- OSC initiates the Department Closeout & Certification Checklist
- OSC emails program manager and Controller at department of 30 day performance period end date
 - Program coming to end in 30 days
 - Identify end date when everything due to state
 - Departments have 90 days to close
 - Subrecipients: 45 days
 - Department: 45 days to closeout finalize all subs and reconciliation
- CC the RO and Compliance Liaison
- Include links to online training and checklist and resource doc.
- OSC verify with RO that Eligibility Document is up-to-date with no changes. If modification is needed, work with RO to get modification submitted before 30 day OSC window.

Department Grant Closeout Process

90 Days

Department's Subrecipient Closeout

Responsibility: Department (program/fiscal) | Recovery Officers | OSC Compliance | OSC Reporting

- Department notifies subrecipients of grant close date
- Department begins completing Subrecipient Closeout Checklist for each subrecipient
- Department completes final financial reconciliation process
- OSC Reporting begins coordinating 45 days after the project end date
- Department and OSC complete final review of closeout:
 - Verify all subrecipient closeout checklists are completed
 - Verify completion of Department Closeout & Certification Checklist with department
 - Financial reconciliation, reversions, etc. finalized and certified by Department Controller
 - OSC reporting completes a final financial summary
- Signed Department Closeout & Certification Checklist placed in OSC/RO shared file in appropriate department project file
- Financial Summary placed in OSC/RO shared file in appropriate department project file
- OSC sends Final Grant Closeout email to department, cc'ing RO/R-Ops
- PDF Final Closeout Letter and file in the OSC/RO shared file in appropriate department project file



Responsibilities - OSC Compliance

The OSC Compliance responsibilities include:

- Notifying department that performance end date is approaching (30 days)
- OSC will verify with the Strategy Officer that the SLFRF Eligibility Document is up to date and initiate modifications (if needed)
- Initiates the SLFRF Department Closeout Checklist and Certification Form
 - Link will be provided in the 30 day email to the department
- Verifies completion of the SLFRF Department Closeout Checklist and Certification Form
- Notifies department via Final Grant Closeout email that project is closed
 - Uploads email and signed SLFRF Department Closeout Checklist and Certification Form to Shared RO/OSC drive
- Completion of Project Profile after project is officially closed



Responsibilities - Department

Department responsibilities include, but are not limited to:

- Notify subrecipients of project close date
- Completing subrecipient closeout checklists for all subrecipients within 45 days
 - If not using OSC's Subrecipient Closeout Checklist, the department may substitute department standardized closeout process with OSC's approval
- Claw back funds from subrecipients within 90 days (if applicable)
- Pre-reversion transfers (if any)
- Final financial reconciliation of SLFRF funds
- Completes final Gravity reporting within the next available reporting cycle
- Finalize reversions (if any) - Department Controller must certify
- Complete and sign SLFRF Department Closeout Checklist and Certification Form
- Work with Strategy Officer (as needed)



Responsibilities - OSC Reporting

The OSC Reporting responsibilities include:

- Coordinating with department 45 days after the project end date or earlier if requested by the department
- Completes Final Financial Summary
 - Upload to Shared RO/OSC Drive



Responsibilities - Strategy Officer

- Work with OSC to identify department program contacts prior to project end date
- Verify SLFRF Eligibility Document is current with OSC Compliance
 - Initiate Modification (if needed)
- Provide technical support to department as needed

NOTE: Closeout is the responsibility of the department and not the Strategy Officers.



Subrecipient Closeout Checklists

Must use the [OSC's Subrecipient Closeout checklist](#) unless prior approval has been given by OSC Compliance Team

- Minimally, your subrecipient closeout checklist must include all elements included in OSC's Subrecipient Closeout checklist
- **REMEMBER: The OSC Compliance Team must verify all elements are included prior to department's using their own checklist**

Must be completed within 45 days of project end date

One form per subrecipient!

Maintained in master grant file at department



SLFRF Department Closeout Checklist and Certification Form

Instructions:

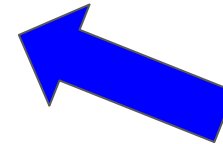
Complete a SLFRF Department Closeout Checklist and Certification for each project. This checklist serves as certification that the department has closed out their subrecipients, if applicable, successfully and certifies they have completed all grant closeout processes and reverted funds, if applicable, any funds required.

OSC TO COMPLETE

Department Name:	<input type="text"/>				
Project Name:	<input type="text"/>	Project ID:	<input type="text"/>	Expenditure Category:	<input type="text"/>
Period of Performance Start:	<input type="text"/>	Period of Performance End:	<input type="text"/>		
Project Source Allocation (Bill # or SLFRF):	<input type="text"/>				

OSC initiates the SLFRF Department Closeout Checklist and Certification form

- This section will be completed by the OSC



Project Final Budget:	<input type="text"/>	Project Final Expenditures:	<input type="text"/>
Project Pre-Reversion Transfer*:	<input type="text"/>		
Additional Final Reversion*:	<input type="text"/>		
Project Total Final Reversion:	<input type="text"/>		
Did This Project Contain Capital Expenditures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Department Direct Capital Expenditure Amount (if applicable):	<input type="text"/>		
Subrecipient Capital Expenditure Amount (if applicable):	<input type="text"/>		
Total Amount of Capital Expenditures (if applicable):	<input type="text"/>		

*Amounts must align with the final Financial Summary

Special attention should be paid to this section as budget, expenditure, and reversion data is required.

NOTE: Amounts must match the OSC's final financial summary

Projects with CapEx:

- Capture CapEx amounts used by the department separate from CapEx amounts at the subrecipient level

1. **Confirm Eligibility Document is current.** *(OSC Complete)*

- Yes
- No *(OSC Compliance: work with RO to modify the Eligibility Document within 10 days prior to the end of the performance period)*

2. **Does the department have subrecipients?** *(Department Complete)*

- Yes *(Confirm an OSC Subrecipient Closeout Checklist or department's standardized closeout process has been followed)*
- No

3. **Were subrecipients monitored per 2 CFR 200.332?** *(Department Complete)*

- Yes
- No
- N/A *(Project does not have subrecipients)*

All 3 questions must be answered (NOTE: Q's 2 & 3 to be answered by dept)

Department Certification

All activities presented in the scope of work for this project have been completed and that the numbers identified are accurate and valid. We certify to the best of our knowledge that all requirements of 2 CFR 200 and SLFRF Treasury requirements have been met. We certify that all expenditures were expended for eligible purposes and are final. In addition, all subrecipients (if applicable) have been closed out using a subrecipient checklist for each subrecipient. We certify that to the best of our knowledge we have fully closed out the above listed SLFRF project.

We understand that all SLFRF grant files and documentation must be retained for a minimum of 5 years, however in the presence of audits, monitoring or other litigation the retention period will begin at the conclusion of the review/investigation.

Pay close attention to the certification, including the department's responsibilities under 2 CFR 200, Treasury requirements and SLFRF retention requirements.

Department Program Manager	Date

Department Controller	Date



Keys to Success when Completing the Form

- Do not leave fields blank - use N/A
- Final financial information must match the final financial summary supplied by OSC Reporting Team
- Do not return the form until fully completed and all department signatures obtained
 - NOTE: Must be signed by the Department Controller
- The completed form must be sent back to OSC via email and not dropped into a shared folder
- Reach out to the OSC Compliance Team with any questions



Additional Processes



Pre-Reversion Transfers

What is a pre-reversion transfer?

A pre-reversion transfer is a transfer of unobligated unspent cash back to the Governor's Office prior to the completion of the department close-out process

- Examples: project effectively finished but pending subrecipient investigations preventing close-out; portion of project reallocated under the Governor's authority to reallocate starting on December 1, 2024

NOTE: If your SLFRF project had a Pre-Reversion Transfer, this must be documented on the SLFRF Department Closeout Checklist and Certification Form



Final Reversions

What is a final reversion? A final reversion captures:

- Any unspent SLFRF funds (including from subrecipients)
- Any disallowed SLFRF costs
- Any accounting errors

NOTE: If your SLFRF project had a Final Reversion, this must be documented on the SLFRF Department Closeout Checklist and Certification Form



Governor's Office Final Performance Reporting

Although not an OSC requirement or part of a standard closeout process, the final project performance reporting is required of all stimulus-funded projects, (SLFRF and GF - even if the project was fully refinanced to General Fund.) Final performance reporting includes:

- **Verification** that all the information on the Eligibility Document accurately represents how the project was implemented
- **Submission** of final performance metrics in Salesforce for the project as a whole (we will pro-rate any metrics *if* attribution to funding source is needed)
- **Written** final project narrative addressing project outputs & outcomes, barriers encountered and addressed, explanation of unspent funds, etc. (see Recovery Officer or Governor's Office of Operations for full narrative instructions)

NOTE* US Treasury required quarterly metrics will still be collected by OSC, and will include instructions to pro-rate any total counts by the amount of ARPA expended*



Resources

[Department Closeout Step-by-Step User Guide](#)

[SLFRF Awarding Agency and Subrecipient Closeout Guidance](#)

[OSC Subrecipient Closeout Checklist](#)

[OSC Compliance and Reporting Teams](#)

[Recovery Officers](#)

[OSC ARPA Webpage](#)



Questions?

