

SLFRF Awarding Agency and Subrecipient Closeout

Grant closeout is a requirement under the Uniform Guidance and the ARPA *Final Rule* and signifies a grant program is nearing the end of the performance period. While every part of the grant life cycle is important, the closeout phase is essential to a successful program and future opportunities for funding. Closeout activities assess the overall impact of the grant and confirm all applicable administrative and financial tasks have been completed. Every recipient of federal funds is required to perform certain closeout activities to administratively and fiscally close out a program with the state agency and ultimately the federal funding agency.

[2 CFR 200.344](#) - Closeout Requirements

Subrecipient

Closeout Responsibilities

- Required to report within 90 days of the performance end date to the awarding agency

NOTE: Per SLFRF requirements listed in the OSC SLFRF Grant Agreement templates, subrecipients shall close out subawards within 45 days of the performance end date.

- Promptly refund any balances of unobligated funds that the awarding agency paid in advance or paid and that are not authorized to be retained by the subrecipient for use in other projects
- For SLFRF, Uniform Guidance requirements for disposition of property, supplies and equipment used for eligible uses under the Final Rule make return to Treasury unnecessary ([FAQ 13.16](#))

Closeout Best Practices

Include closeout responsibilities in the project plan submitted with the grant application

Reporting Requirements

Subrecipients are required to complete a final performance report and a final expenditure report.

Record Retention Requirements

Records pertinent to SLFRF must be retained for a period of five (5) years after the final expenditure report is submitted. (see Record Retention Guidance for additional information)



Awarding Agency

Closeout Responsibilities

- For recipients, closeout period for liquidating expenditures is 120 days after the period of performance end date.

NOTE: Per SLFRF requirements, the closeout period for SLFRF recipients is 90 days.

- Project must be closed within one year after the period of performance end date.
- Promptly refund any balances of unobligated cash that the federal awarding agency paid in advance or paid and are not authorized to be retained by the state awarding agency.
- For SLFRF, Uniform Guidance requirements for disposition of property, supplies and equipment used for eligible uses under the Final Rule make return to Treasury unnecessary ([FAQ 13.16](#)).

NOTE: Responsibilities may continue beyond the SLFRF period.

Closeout Best Practices

- Discuss project and financial closeout responsibilities at the beginning - make this part of your early project review
- For SLFRF, develop checklists that will assist in keeping track of closeout responsibilities particular to the project. Develop a checklist of items based on the RFA for tasks to be done, starting at a minimum of six
- (6) months, and continuing at intervals of 90/60/30 days before the award end date
- Develop a detailed and robust checklist for post award closeout through to the end of the award

Reporting Requirements

- Awarding agencies are required to complete a final performance report and a final expenditure report as well as provide a Closeout letter to each subrecipient.

Record Retention Requirements

- Records pertinent to SLFRF must be retained for a period of five (5) years after the final expenditure report is submitted. (see [Record Retention Guidance](#) for additional information)

Subrecipient Closeout Checklist

The use of a checklist during the closeout process will assist recipients and subrecipients in the required steps of closing out the grant program. Below is a link to a sample subrecipient closeout



checklist, which also includes a final budget to assist in the reconciliation of final funds. State Agencies should provide technical assistance to subrecipients throughout the grant cycle in order for the closeout process to be less burdensome.

[Subrecipient Closeout Checklist](#)

