

SLFRF Department Closeout Process Step-by-Step User Guide

Step 1: OSC Compliance initiates SLFRF Department Closeout Checklist and Certification form as project nears project end date

Step 2: OSC Compliance notifies department of project end date (30 days) via email

- Link to SLFRF Department Closeout Checklist and Certification Form included

Step 3: Department notifies all subrecipients of grant end date

Step 4: OSC Compliance and Recovery Officer verifies Eligibility Document and initiates modification (if needed)

Step 5: Department begin closing subrecipient grants

- Utilizing [OSC Subrecipient Closeout Checklist](#) or standard department closeout process
- Must be completed within 45 days of project end date

Step 6: Department completes financial reconciliation process per department standards

- All outstanding invoices paid and adjustments made in CORE by 90 day mark
- Claw back funds from subrecipients within 90 days
- Department completes final Gravity reporting within the next available reporting cycle
- OSC Reporting begins coordinating 45 days after the project end date

Step 7: Department and OSC complete final review of Closeout

- Verify all Subrecipient Closeout Checklists are completed (or similar department process utilized) with OSC Compliance
- Verify completion of SLFRF Closeout Checklist and Certification Form
- Department signs SLFRF Department Closeout Checklist and Certification Form

Step 8: OSC Reporting completes and uploads Financial Summary to Shared RO/OSC drive

Step 9: OSC Compliance sends Final Grant Closeout email to department

- Uploads copy of email and signed SLFRF Department Closeout Checklist and Certification form to Shared RO/OSC drive



OSC Closeout Process

30 Days

OSC Department 30 Day Closeout Notice Email

Responsibility: OSC Compliance

- 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
- 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.
- CC the RO and Compliance Liaison
- Include links to online training and checklist and resource doc.

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

