

My Grant is Ending... Now What



OFFICE OF GRANTS MANAGEMENT

DIVISION OF INNOVATION AND IMPROVEMENT ASSISTANCE

BRIDGET SHEA WESTFALL – GRANTS MANAGEMENT OFFICER

TRANG LE – GRANTS MANAGEMENT SPECIALIST



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic Areas:

1. Liquidations vs. Obligations
2. Disposition of Property/Equipment
3. Pre-Closeout, Closeout & Admin. Closeout
4. No Cost Extension
5. Record Management/File Retention



Question:

When a grant ends, will all staff terminate their employment then or will there be a period after that date for tying up loose ends?

Liquidations vs. Obligations

LIQUIDATION OF FUNDS

Grant funds which have been properly obligated by the end of the award period will have 90 days in which to be liquidated (pay the obligations incurred during the grant period). Any funds not liquidated at the end of the 90 day period will lapse and revert to ACF for de-obligation, unless a Notice of Award has been awarded, amending the project and budget periods and therefore extending the liquidation period.

OBLIGATIONS

Obligations - the amounts of orders placed, contracts and grants awarded, services received and similar transactions during a given period that require payment by the recipient during the same or a future period.

Period of Availability - the period of time when Federal funding is available for obligation by the recipient. The recipient may charge to the grant only allowable costs resulting from obligations incurred during the award period and any pre-award costs authorized by ACF.



Questions:

- Do we need to submit an inventory of non-consumable supplies and equipment?
- If we want to keep the items, what do we need to do?

Disposition of Property/Equipment

The disposition of Property/Equipment must be treated according to Title 45 Code of Federal Regulations (CFR) Part 75.381(if applicable)

- Tangible Personal Property Report (SF428)
- Real Property Report (SF429)



Question:

Once the time is up, what documents do we need to submit and by when?



Pre-Closeout, Closeout & Admin. Closeout

45 CFR 75.381 & 2 CFR 200.343

- ❖ Grantees will receive a grant closeout letter via GrantSolutions under “Grant Notes” that outlines the required reports. Inclusive of the Tangible Personal Property Report (SF428) and Real Property Report (SF429)
- ❖ Submission of all reports – 90 Days after end of budget period (Financial and Programmatic)
- ❖ If Extensions are authorized (Rare cases) – Time can be extended
- ❖ Payment of allowable reimbursable costs under the Federal award
- ❖ Settlement of any upward or downward adjustments to the Federal Share of costs after closeout reports are received
- ❖ Grantee must refund any balances of unobligated cash (Cash on Hand)
- ❖ Accounting of Real and Personal Property acquired with Federal funds or received from the Federal Government
- ❖ Completion of all closeout awards within 180 calendar days after receipt and acceptance of final reports



Questions:

- Can we apply for a no cost extension, when is the deadline?
- How long is the no cost extension?
- Can we continue to deliver services during no cost extension?
- Can we start a new class during that period? or Do we have to limit it to classes that have already started prior to 9/29/2020?

No Cost Extension

- ❖ Final budget period is coming to an end
- ❖ No cost extensions should not be the norm
- ❖ Manage your project to be on course for completion except when natural disasters may hit or any other extenuating circumstances
- ❖ If the performance reports do not reflect any type of challenges, issues or time delays, your request is subject to be denied

Questions:

What happens with all the files that we have maintained over the life of the Grant?



Record Management/File Retention

2 CFR 200.333

- ❖ Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of **3 years** from the date of submission of the final expenditure report.
- ❖ If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- ❖ Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

