

# **Step 4 – The Closeout**

# The Beginning of the End...

The Closeout Process begins once:

- 1) All project work has been completed.
  - Together, your organization and EPA determine if the project plan has been satisfied.
- 2) The Project Period expires.
  - Recipients and EPA both agree on project beginning and ending dates **before** any funding is awarded.
  - A recipient can **request** more time to finish a project at any point **before** the ending date.
    - » EPA determines if time extensions are warranted on a case-by-case basis.



## **Standard Closeouts**

After the completion of a project, EPA requires several "Closeout" documents from the recipient:

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#### **Final Performance Report**

This report requires general descriptions of your:

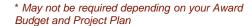
- 1. Project Goals
- 2. Work Timelines
- 3. Final Project Achievements
  - Outputs
  - Outcomes

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- 1. Final Performance Report
- 2. Final Financial Report
- 3. Final DBE Form\*
- 4. Property Report\*





The EPA provides blank forms and easy-to-follow instructions for each of these reports.



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Outputs: specific and measurable products, services, and/or processes that you achieve during the project period

Outcomes: changes or benefits resulting directly from your reported outputs



Any equipment and/or supplies loaned to your organization by the government or purchased with Federal funds can potentially be classified as property WHEN the value of the property is \$5,000 or more at the end of the project.





#### **Final Financial Report (FFR)**

The FFR requires detailed financial reporting on your entire project, including:

- Cash Receipts and Disbursements
- Government's share of Project Costs

\* May not be required based on your Project Plan

- Recipient's share of Project Costs \*
- Program Income\*





## **Property Report**

EPA uses a very specific method for determining what is and what is not property:

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# **Property Report**

A Property Report is required in two instances:

- 1) If any individual unit of Equipment acquired during the project was purchased for \$5,000+
- 2) If the **total fair market value of unused** Supplies is \$5,000+ at the end of the project

Items Purchased	Equipment or Supplies?	# of Units	Total Cost	Current Fair Market Value	Property?
Used Truck	Equipment	1	\$7,000	n/a	YES
Laptops	Supplies	10	\$10,000 (\$1,000 each)	\$4,000	NO
Septic Systems	Equipment	5	\$20,000 (\$4,000 each)	n/a	NO



## **Notification Reminders**

Your organization will receive notices throughout the closeout process.

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### 90 Days Before Project Ends:

EPA sends an Alert Notice to remind the recipient of:

- The approaching project end date.
- The requirements necessary for closeout.

After your organization submits all required reports, the EPA will send a Final Closeout Letter stating that:

- All required forms have been received.
- The project has been successfully closed out.
- The grant is subject to a final audit (standard for all EPA grant awards).

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## When the Project Ends

 EPA's finance office sends a request to the recipient for the Final Financial Report (FFR).





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## Let's Recap

- The Closeout process begins once all work has been completed and/or the project time period has expired.
- Final versions of your standard reports are required during the closeout process (e.g. final performance, final financial, final DBE)
  - Recipients must submit these reports within 90 days of the project end date.
- Property is defined as either Equipment purchased for \$5,000+ per unit OR a total value of \$5,000+ of left over Supplies
- After you submit all reports, the EPA will send you a written notification that the project has been successfully closed out

# ...The End is just the Beginning

- After each of our successful closeouts, we encourage our recipients to continue making strides in their environmental pursuits.
- EPA's concerns don't end when the sun sets, and your project shouldn't end when the funding stops.
  - We applaud recipients who use the knowledge, experience, ideas, support and momentum they've gained during their project to help EPA carry out its mission of protecting public health and the environment.



## References & Resources

- WEBSITES
  - www.epa.gov
    - www.epa.gov/ogd/
  - www.cfda.gov
  - www.grants.gov
  - www.sam.gov
- TIPS
  - http://www.epa.gov/ogd/recipient/tips.htm
  - http://www.epa.gov/ogd/competition/competition\_flowchart\_external.pdf
  - http://www.fms.treas.gov/asap/
- EPA Office of Grants and Debarment Staff
  - Bruce Binder and Val Swan-Townsend (Competition Officials)
    - 202-564-4935 / 202-564-5373 / 617-918-8655
    - <u>binder.bruce@epa.gov</u> / <u>swan-townsend.val@epa.gov</u> / <u>january.eliza</u>beth@epa.gov
  - General Office
    - 202-564-5325