

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:

2.0

Final Performance Report

This report requires general descriptions of your:

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

2.3



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

** May not be required depending on your Award Budget and Project Plan*

2.1




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

2.2

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

2.4


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.**

2.7



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

** May not be required based on your Project Plan*

2.5



Property Report

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

2.6

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.

3.0



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.

3.1



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).

3.3



When the Project Ends

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

3.2



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
 - binder.bruce@epa.gov / swan-townsend.val@epa.gov / january.elizabeth@epa.gov
 - **General Office**
 - 202-564-5325