

5g. Grant Closeout

Nevada Volunteers requires all subgrantees to complete the [Closeout Checklist and Certification Form](#) each year within 60 days of the close of the budget period. The Corporation requires complete grant closeouts for all grants that have operated for a three-year period and the annual closeout forms from subgrantees are used to complete this requirement since prime and subgrants can run on different timelines.

The annual closeout process includes completion of the following:

- Closeout Tasks Checklist - Includes certification that all members have been exited, progress reports have been completed, and the program is in full compliance.
- AFR/FFR - All programs must submit semi-annual Aggregate Financial Reports (AFRs) through the OnCorps system as instructed in the subgrant agreement. In addition, at the end of a three-year project period, a final Federal Financial Report (FFR) MUST be submitted to Nevada Volunteers and should be cumulative for the entire project period (typically three years). The report must also reflect the required percentage of matching funds that the subgrantee has agreed to contribute under the terms of the grant.
- Equipment Inventory - Includes items purchased with Federal grant funds with a current per unit fair market value of \$5,000 or more, or a written statement that there are no such items.
- Inventory of Unused or Residual Supplies - Includes items purchased with Federal grant funds which in the aggregate exceed \$5,000, or a written statement that such supplies (if any) do not exceed \$5,000.

Unexpended Funds - If a program has drawn funds under the grant but not expended them, the program will need to return the funds to CNCS. Funds are returned by a check made payable to the Department of Health and Human Services.

Copyrighted or Patented Material - If the agency secured a copyright or patent on any material or device paid for with funds awarded under this grant, the program must provide the Commission with a written confirmation describing the specific nature of the copyright or patent obtained.

Disposition of Equipment - When original or replacement equipment acquired under a subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, the disposition of the equipment will be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
- Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

- In the case where a subgrantee fails to take appropriate disposition actions, the awarding agency may direct the subgrantee to take excess and disposition actions.

After Nevada Volunteers forwards the required documents to the Corporation, staff will advise the program, in writing, that the grant award is closed. The closeout of a grant does not affect:

- The requirement to retain records pursuant to the grant provisions
- The requirement and right for audit pursuant to the grant provisions
- The right of the Corporation to disallow costs and recover funds on the basis of Single Audit, other audit, or other review
- The obligation of the grantee to return any funds due Nevada Volunteers or the Corporation as a result of later refunds, corrections, cost disallowance or other actions