

## Grantee Instructions for Closing AmeriCorps Grants

Closeouts are a requirement for all grants awarded by AmeriCorps. Closeout is the process by which grantees complete all necessary financial, program, and administrative actions required under the grant. The provisions in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as 2 CFR Part 200, govern the closeout of federal grant awards.

AmeriCorps prime direct grantees must complete all closeout activities noted in the applicable program-specific terms and conditions within the stated closeout timeline. This includes submitting all required closeout reports and ensuring financial reconciliation of the award. AmeriCorps will not issue new funds or amendments to grantees that have past due closeout actions.

AmeriCorps Grantees must submit the following documents as noted:

1. **Final Federal Financial Report (FFR)** (if applicable).
  - The FFR must be submitted through eGrants and is cumulative for the entire project period.
  - If applicable, the report must also reflect the percentage of matching funds required per the terms of the grant.
  - The final FFR may not include any unliquidated obligations.
  - The report must be marked as final.
  - The Total Federal Expenditures reported must reconcile to the amount drawn in the U.S. Department of Health and Human Services' Payment Management System (PMS).
2. **PMS Actions**, all grantees must return unexpended funds drawn from PMS, following [PMS Guidance](#). The drawn amount must equal the amount reported as expended on the FFR in eGrants. If funds are returned, send an email alert to your Portfolio Manager once complete.
3. **Equipment Inventory** (if applicable). This form catalogues items of equipment with a current fair market value of \$5,000 or more and purchased with federal grant funds or provides a statement that there are no such items. You may email this form to your Portfolio Manager AFTER the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration of items purchased with federal grant funds having a current per unit fair market value of \$5,000 or more or state that there are none.
4. **Inventory of Unused or Residual Supplies** (if applicable). This form catalogues items purchased with federal grant funds that, in aggregate, exceed \$5,000 or provides a statement that such supplies (if any) do not exceed \$5,000. You may email this form to your Portfolio Manager AFTER the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a



declaration of Unused or Residual Supplies purchased with federal grant funds that, in aggregate, exceed \$5,000, state that there are none, or confirm that the total is below \$5,000.

5. **Subgrantee Certification** (if applicable). This form is used by prime AmeriCorps Grantees to certify the closeout of their applicable subgrantees. If applicable, you may email this form to your Portfolio Manager AFTER the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration that all applicable subawards are administratively closed.
6. **Fixed Award Certification** (if applicable). This form is used by prime AmeriCorps Fixed Award Grantees to certify that all funds drawn do not exceed the amount earned based on the number of members enrolled (EAP grants) and/or hours served by the members (non-EAP grants). If applicable, you may email this form to your Portfolio Manager AFTER the Authorized Representative signs it. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration of the amount of funds drawn.

*Please note: Fixed award grantees are not required to submit any closeout documents except the Subgrantee certification, if applicable, and the Fixed Award Certification.*

Refer to the terms and conditions of your award for final programmatic reporting requirements.

If you secured a copyright or patent on any material or device paid for with funds awarded under this grant, please provide AmeriCorps with a written confirmation describing the specific nature of the copyright or patent obtained.

As a grantee of AmeriCorps, you *must* ensure that the total federal expenditures recorded on the Final FFR or Fixed Award Certification are accurate and equal to the amount drawn from PMS. These amounts must equal to the penny. Without the reconciliation of these amounts, AmeriCorps cannot close out this grant. Failure to submit the documentation requested or failure to perform timely reconciliation may adversely affect future funding.

After AmeriCorps receives the required documents and reconciled financial amounts, AmeriCorps will advise you in writing that the award is closed. Please note that the closeout of a grant does not affect: (1) the requirement to retain records pursuant to the grant conditions; (2) the requirements and rights for audit pursuant to the grant conditions; (3) the right of AmeriCorps to disallow costs and recover funds on the basis of a single or other audit or other review; and (4) the obligation of the grantee to return any funds due to AmeriCorps as a result of later refunds, corrections, cost disallowance, or other actions.