

May 3, 2016

The Rural Health Network Development Planning Program: HRSA 15-036

Grant Closeout Presentation for Activity Code P10 : the Rural Health Network Development Planning Program

CLOSE OUT PROCESS OVERVIEW

At the expiration of the project period, the grant must be closed by submitting the final reports as indicated in the initial Notice of Award which includes:

- The Performance Improvement Management System (PIMS) report due within 30 days of the budget period End date.
- The Final Programmatic report due within 90 days of the Project period end date.
- The self-assessment report is due within 90 days of the project end date
- The Federal Financial Report due by October 30th
- The Quarterly Federal Financial Report to the Payment Management System.

The recipient responsibilities for closing out the grant include:

- Account for any real and personal property acquired with federal funds
- Return any funds due as a result of refunds, corrections, or audits
- Final audit
- Retain records for three (3) years

The Final Federal Financial Report (FFR) SF425:

- The FFR must not include unliquidated obligations.
- The FFR must account for all awarded funds within the grant document number.
- The FFR expenses must reconcile with the disbursements reported to the Payment Management System (PMS).

Notice of Closeout Action:

- The recipient will receive a Notice of Award (NoA) specifying the Grant is closed.
- The Unobligated balance of funds will be de-obligated on the closeout NoA.
- The NoA will specify the record retention of 3 years.

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No Cost Extension Request

The No Cost Extension allows the Grantee to complete the project activities without additional funding.

The Grantee may request a no cost extension for up to 1 year by submitting a Prior Approval request in the Electronic Handbook (EHB) within 90 days of the completion date. The Prior Approval Request should include:

- A No Cost Extension letter on the organization's letterhead from an Authorizing Official requesting up to one year extension. The letter must include sufficient justification for warranting the extension, including what project activities that have been completed, as well as, what project activities have not been completed and why.
- A completed budget form SF424A for the remaining project expenses to be incurred.
- A detailed budget narrative of those expenses.

If the project period activities are completed prior to the no cost extension date, notify the Grant Management Specialist to update the project period end date so the final FFR can be submitted.

NOTE: It is suggested that in requesting a no cost extension that you request an extension for one year in case an unforeseen circumstance arises.

REFERENCES:

HRSA WEBSITE/MANAGE YOUR GRANT: <http://www.hrsa.gov/grants/manage/index.html>

- Uniform Guidance (See §75.381 Closeout and 75.386 Post-closeout adjustments and continuing responsibilities.)
- Grant Management Tutorial
- FFR instructions
- Quarterly Conference Calls
- Other related grant resources
- Closeout Point Presentation (Enter in the Search box)

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