Competitive Grant Close-Out Checklist

Project Name:		Project Lead:	
Project Number:	Agreement Number:	Supervising Administrator:	
Funding Agency:		Award Start Date:	Award End Date:

The Grant Close-Out Checklist is a tool to ensure compliance with federal, state, and institutional requirements during the close-out of grant-funded projects. Use the checklist to verify that all necessary activities have been completed before the grant performance period ends or within the 90-day close-out period, as required by 2 CFR § 200.344 of the Uniform Guidance.

Follow these steps to complete the checklist:

- Thorough Review: Review the checklist and familiarize yourself with all required tasks. Pay attention to any items specific to your grant, such as subrecipient monitoring or intellectual property requirements.
- Verify Activities: For each task, confirm that the activity has been completed according to the Uniform Guidance, agency-specific requirements, and institutional policies.
- Documentation: Maintain detailed documentation for each item as proof of completion. Documentation may include financial records, reports, correspondence, and meeting notes.
- Collaboration: Work with relevant departments, such as Fiscal Services, Human Resources, or Institutional Research, to ensure the accurate and timely completion of all items.
- Status: Mark each item as completed (if applicable), noting the date and responsible party, and any other comments in the Comments section.
- Compliance: Ensure that all tasks comply with the Uniform Guidance's close-out requirements, including:
  - Submission of all final financial, performance, and other required reports (2 CFR § 200.344(a)).
  - Payment of any remaining obligations incurred during the grant period (2 CFR § 200.344(b)).
  - Refund or management of any unobligated balances, program income, or excess match revenue (2 CFR § 200.344(d)-(f)).
  - Final disposition of equipment and property (2 CFR § 200.313 and § 200.344(g)).
  - Retention of all grant-related records for at least three years after close-out (2 CFR § 200.334). This step is essential for audit readiness under §200.501.
- Signatures: Route for required signatures.

Task	Status	Date Complete/Comments
1. Financial Reconciliation and Close-Out		
1.1. All expenditures have been verified as allowable, allocable, and reasonable.		
1.2. All expenditures and revenues have been correctly posted in PeopleSoft Financials.		
1.3. All outstanding encumbrances and purchase orders have been canceled.		
1.4. The final financial report has been reconciled to the General Ledger.		
1.5. The disposition of program income from interest or fees has been determined.		
1.6. The disposition of any excess match revenue has been determined.		
1.7. All cost match contributions (cash or in-kind) have been properly documented and meet the requirements of the funding agency.		
1.8. All payroll distributions have ended.		
1.9. All final budget transfers or adjustments have been made in coordination with Fiscal Services.		
1.10. The award has been closed out in the financial system (e.g., PeopleSoft), and all budget lines have been zeroed out.		
1.11. All revenues have been received from the funding agency.		
2. Subrecipient Close-Out		
2.1. All final reports and financial reconciliations from subrecipients have been received.		

Task	Status	Date Complete/Comments
2.2. Subrecipients have been confirmed as compliant with all grant terms.		
2.3. All subrecipient financial obligations have been met, and final documentation has been collected.		
3. Personnel Close-Out		
3.1. All final personnel appointments or contracts funded by the grant have been closed.		
3.2. Any reassignment or termination paperwork for personnel funded by the grant has been completed.		
4. Reporting and Documentation		
4.1. All final Time and Effort Reports have been verified for accuracy and submitted.		
4.2. The final financial report has been prepared and submitted to the funding agency, accurately reflecting all expenses, cost match contributions, and financial data.		
4.3. All required progress, performance, and technical reports have been submitted to the funder in the correct format and on time, including final outcomes, challenges, and results.		
4.4. All financial, progress, technical, email correspondence, agreements, amendments, and other grant documentation have been saved on the network.		
4.5. All required documentation has been archived in compliance with institutional policies (e.g., AP 6301) and federal regulations.		
4.6. All necessary documentation and information have been entered into the District's grant management system (GrantNavigator) for accurate tracking and future reference.		
5. Equipment and Property Management		
5.1. Proper disposition of all inventory, fixed assets, or property purchased with grant funds has been completed in accordance with the funding agency's guidelines.		

Task	Status	Date Complete/Comments
5.2. Documentation of any equipment transfers, sales, or disposals has been filed appropriately.		
6. Intellectual Property		
6.1 Compliance with the funding agency's intellectual property policies has been verified.		
6.2. Documentation for any inventions, patents, or copyrights developed during the grant has been submitted to the funding agency (if applicable).		
7. Evaluation and Impact		
7.1. The final project evaluation has been conducted, comparing outcomes to the initial goals and objectives.		
7.2. Lessons learned and best practices have been documented.		
7.3. Data on key outcomes, successes, and challenges have been compiled and reported for internal use.		
7.4. Any required dissemination of project findings (e.g., publications, presentations, or media releases) has been completed, with acknowledgment of the funder's contribution.		
8. Compliance and Audit Preparation		
8.1. Compliance with all award terms, including procurement, reporting, and performance milestones, has been verified.		
8.2. All required documentation (financial, programmatic, and compliance-related) has been organized and is audit-ready for potential audits or funder reviews.		
8.3. A sustainability plan has been finalized and communicated to relevant stakeholders, if required.		
9. Data Management and Sharing		
9.1. All project data has been archived or shared as required by the funding agency's data-sharing policies.		

Task	Status	Date Complete/Comments
9.2. Sensitive or personally identifiable information (PII) has been secured or disposed of per federal, state, or institutional policies.		
10. Communication and Stakeholder Engagement		
10.1. All stakeholders have been notified of project completion.		
10.2. A debriefing meeting with the project team has been held to document lessons learned, challenges, and best practices for use in future grant projects.		
10.3. All partnership or stakeholder agreements related to the grant have been concluded or transitioned appropriately.		

Once all required tasks have been verified as completed, route for signature and return to IRP&G within 120 days of performance end date.

Project Lead:	Signature:	Date:
Supervising Administrator:	Signature:	Date:
Fiscal Services:	Signature:	Date:

Optional Additional Comments