

Competitive Grant Close-Out Checklist

Project Lead:

Project Number:

Project Name:

Contract Number:

Supervising Administrator:

Funder:

The Grant Close-Out Checklist is designed to support compliance with federal, state, and institutional requirements during the close-out phase of grant-funded projects. It serves as a tool to help ensure that all activities required under 2 CFR 200.344 of the Uniform Guidance have been completed either before the end of the performance period or within the 90-day close-out window.

The checklist includes tasks that are required for all projects, as well as others that may only apply to specific grants (e.g., those involving subrecipients or equipment purchases). Users should review all items carefully and complete those that are applicable to their grant.

Follow these steps to complete the checklist:

1. Review the checklist and familiarize yourself with all required tasks. Pay close attention to items specific to your grant - such as subrecipient monitoring or intellectual property requirements.
2. Coordinate with relevant departments, such as Fiscal Services, to ensure the timely and accurate completion of each item.
3. For each task, confirm that the activity has been completed in accordance with the Uniform Guidance, any agency-specific requirements, and institutional policies.
4. Use the dropdown menu to select the completion status for each task ("Complete" or "Not Applicable"). If applicable, add relevant notes, supporting details, or documentation references in the comment box.
5. Maintain detailed documentation for each completed task as proof of compliance. This may include financial records, reports, correspondence, and meeting notes.
6. Route the checklist for required signatures.

Task	Status	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.		
2.1. All final reports and financial reconciliations from subrecipients have been received.		
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.		

Task	Status	Comments
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.		
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		

Task	Status	Comments
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.		
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.

I certify that I have reviewed the checklist and confirm that all applicable close-out tasks under this grant have been addressed, and supporting documentation is maintained as required.

Project Lead:

Date:

I have reviewed the completed checklist and verified that required institutional procedures were followed in the grant close-out process.

Supervising Administrator:

Date:

I confirm that all financial close-out activities, including final reconciliation and reporting, have been reviewed and processed in accordance with institutional and federal requirements.

Fiscal Services:

Date: