



# State and Local Implementation Grant Program

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## Award Closeout Webinar

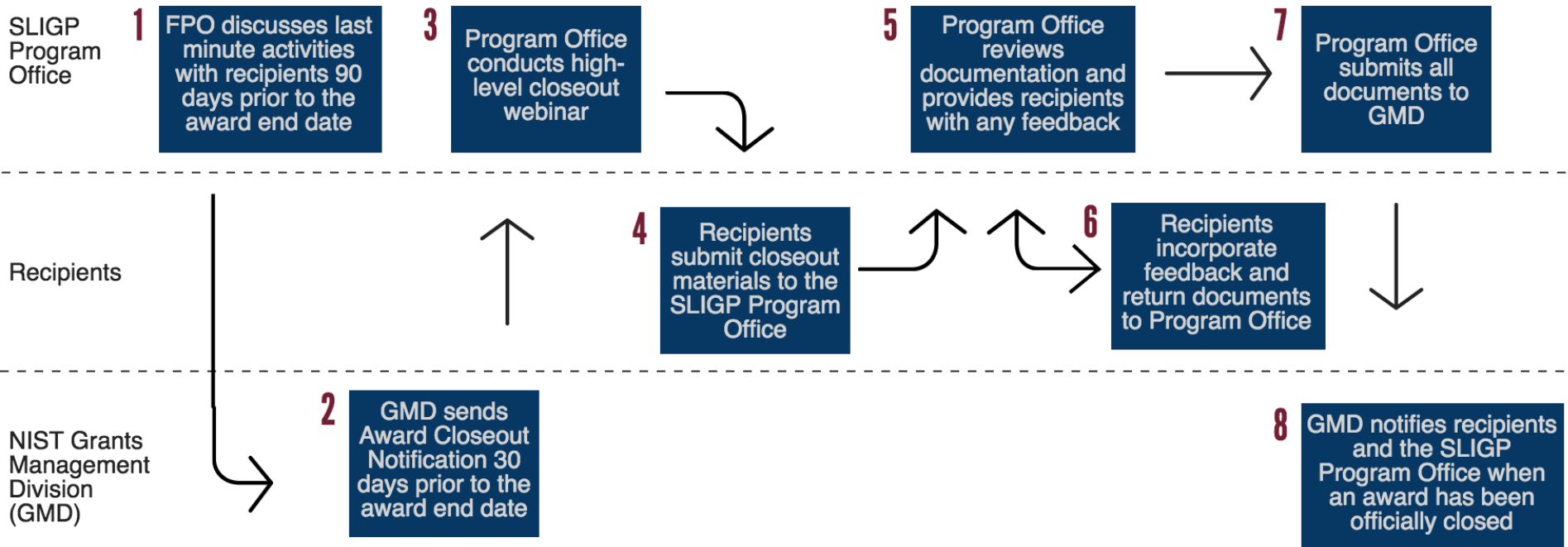
February 2018

# Agenda

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- Presentation of Closeout Process
- Overview of Closeout Documents
- Questions and Answers

# SLIGP Closeout Process



# SLIGP Closeout Process and Timeline

SLIGP Closeout Process and Timeline	
<b>90 Days Prior to Award End Date</b>	<ul style="list-style-type: none"> <li>▪ Recipients will discuss last minute activities with FPOs.</li> <li>▪ The SLIGP Program office will send recipients a closeout notification email with links to a closeout notification package and additional closeout materials on the SLIGP website.</li> </ul>
<b>30 Days Prior to Award End Date</b>	<ul style="list-style-type: none"> <li>▪ The NIST Grants Management Division (GMD) will send recipients a closeout notification letter detailing specific due dates and the documents required.</li> </ul>
<b>15 Days Prior to Award End Date</b>	<ul style="list-style-type: none"> <li>▪ The SLIGP Program Office will conduct high-level closeout webinars.</li> </ul>
<b>Closeout Period</b>	<ul style="list-style-type: none"> <li>▪ The closeout period begins immediately following the award end date and lasts no longer than 90 calendar days.</li> <li>▪ In accordance with Department of Commerce Financial Assistance Standard Terms and Conditions, closeout activities are limited to the preparation of final progress, financial, and required project audit reports.</li> <li>▪ All required documentation must be submitted no later than close of business on the award closeout date.</li> </ul>
<b>Documentation Review</b>	<ul style="list-style-type: none"> <li>▪ NTIA and NIST GMD will review all closeout documentation and will notify the recipient if any revisions are required.</li> <li>▪ Once the NTIA Program Office has finalized its review, it will forward all documentation to the NIST GMD for its review and final approval.</li> </ul>
<b>Award Closed</b>	<ul style="list-style-type: none"> <li>▪ Once NIST GMD has completed its review and provided final approval of the closeout documentation, it will notify the recipient and the SLIGP Program Office when the award is closed.</li> </ul>

# Preparing for Award Closeout

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- You have already discussed preparing for last-minute programmatic activities with your FPOs
- Continue to have discussions with your FPOs regarding any additional last minute programmatic activities you plan to undertake
- Continue discussing your project's closeout requirements with your FPOs
- Review the official closeout letter from GMD, sent 30 days prior to the project end date

# Completing and Submitting Closeout Documents

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- Submit all closeout documents to your FPO and copy [SLIGP@ntia.doc.gov](mailto:SLIGP@ntia.doc.gov) prior to the end of the 90-day closeout period\*
- Use the Award Closeout Checklist found in Appendix 1 of the SLIGP Award Closeout Instructions Package to ensure you have completed all the required documents before submitting your closeout package to your FPO

\*15 CFR 24.50(b)

*Once you have reached your project end date, you can continue to use grant funds for closeout-related costs:*

## Allowable Closeout Costs

- ✓ Preparing necessary closeout documents
- ✓ Conducting required audits
- ✓ Making payments on invoices for costs of work completed and/or billed prior to the award end date

# Report Due Dates

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Period of Performance End Date	Submission Due Dates
<b>February 28, 2018</b>	<ul style="list-style-type: none"><li>• Q19 PPR (Final) and Q19 FFR due April 30, 2018</li><li>• SLIGP Closeout Report and Final FFR due May 29, 2018 (90 days after award end date)</li><li>• All other closeout documents are due no later than May 29, 2018</li></ul>

# Grant Closeout Resources

Recipients should read the resources listed below on closing out a Federal grant:

1. Uniform  
Administrative  
Requirements  
(15 CFR 24.50)



Preparing for  
Award  
Closeout

2. Special Award  
Conditions (SACs)



3. DOC Financial  
Assistance Standard  
Terms & Conditions  
(January 2013)



*Links to these documents can be found in the SLIGP Award Closeout Instructions Package*



# Sample Documents and Instructions

# Q19 PPR (Final)

- The Final PPR is a summary of the project’s performance against its milestones and objectives from the last quarter of the period of performance
- Be sure to mark the report as “Final”
- Q19 PPRs (Final) are due April 30, 2018.
- Note, you must also submit a FFR for Q19 on April 30, 2018

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	
1. Recipient Name				4. EIN:	
3. Street Address				6. Report Date (MM/DD/YYYY)	
5. City, State, Zip Code				7. Reporting Period End Date: (MM/DD/YYYY)	
				8. Final Report Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	9. Report Frequency Quarterly <input type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		10b. End Date: (MM/DD/YYYY)			
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCP Update, Indicator Description)	Project Deliverable Quantity (Number & Indicator Description)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Amount expended
1	Stakeholder Meetings				
2	Broadband Conferences				
3	Staff Hires				

# Final FFR

Reset Form

**FEDERAL FINANCIAL REPORT**  
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of 1 pages				
3. Recipient Organization (Name and complete address including Zip code)								
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual				
8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)						
10. Transactions				Cumulative				
<i>(Use lines a-c for single or multiple grant reporting)</i>								
<b>Federal Cash</b> (To report multiple grants, also use FFR Attachment):								
a. Cash Receipts								
b. Cash Disbursements								
c. Cash on hand (line a minus b)								
<i>(Use lines d-o for single grant reporting)</i>								
<b>Federal Expenditures and Unobligated Balance:</b>								
d. Total Federal funds authorized								
e. Federal share of expenditures								
f. Federal share of unobligated obligations								
g. Total Federal share (sum of lines e and f)								
h. Unobligated balance of Federal funds (line d minus g)								
<b>Recipient Share:</b>								
i. Total recipient share required								
j. Recipient share of expenditures								
k. Remaining recipient share to be provided (line i minus j)								
<b>Program Income:</b>								
l. Total Federal program income claimed								
m. Program income expended in accordance with the deduction alternative								
n. Program income expended in accordance with the addition alternative								
o. Unexpended program income (line l minus line m or line n)								
11. Indirect Expenses		a. Type	b. Rate	c. Period From	d. Period To	e. Base	f. Amount Charged	g. Federal Share
		g. Totals						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.								
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)				
				d. Email address				
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)				
				14. Agency use only				

Revised Form 625  
OMB Approval Number 3248-0081  
Expiration Date: 12/31/2011

Paperwork Burden Statement  
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 3248-0081. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (3248-0081), Washington, DC 20503.

- The Final FFR details all financial transactions from award inception to the completion of the award, including costs that may be incurred during closeout
- Final FFR may not include any unliquidated obligations
- Recipients should mark this “Final”
- Due no later than 90 days after the grant end date
- Instructions for filling out the FFR can be found at this link:  
[https://www.grants.gov/web/grants/form\\_s/post-award-reporting-forms.html#sortby=1](https://www.grants.gov/web/grants/form_s/post-award-reporting-forms.html#sortby=1)

# SLIGP Closeout Report

- The SLIGP Closeout Report is a summary of the project's performance against its milestones and objectives from the start of the project through the last quarter of the period of performance
- Due no later than 90 days after the grant end date

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	
1. Recipient Name				4. EIN:	
3. Street Address				6. Report Date (MM/DD/YYYY)	
5. City, State, Zip Code				7. Reporting Period End Date: (MM/DD/YYYY)	
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		10b. End Date: (MM/DD/YYYY)			
Part A: Metrics - Final PPR Milestone Data (cumulative through the last quarter)					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		

# SF-428 – Tangible Personal Property Report

## TANGIBLE PERSONAL PROPERTY REPORT SF- 428

OMB Number: 4040-0018  
Expiration Date: 6/30/2020

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce		
2. Federal Grant or Other Identifying Number Assigned by Federal Agency XX-10-S13XXX	3a. DUNS 1234567890	3b. EIN 13579
4. Recipient Organization (Name and complete address including zip code) Recipient Organization Name: State Department of Emergency Management Street1: 123 State Street Street2: City: Anywhere County: State: AL: Alabama Province: Country: USA: UNITED STATES ZIP / Postal Code: 12345		
5. Recipient Account or Identifying Number N11111	6. Attachment (Check applicable) <input type="checkbox"/> Annual Report (SF-428-A) <input checked="" type="checkbox"/> Final (Award Closeout) Report (SF-428-B) <input type="checkbox"/> Disposition Report/Request (SF-428-C)	7. Supplemental Sheet <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Comments Add Attachment Delete Attachment View Attachment		
9a. Typed or Printed Name and Title of Authorized Certifying Official Prefix: Mr. First Name: Joe Middle Name: Last Name: Smith Suffix: Title: Director		
9b. Signature of Authorized Certifying Official Joe Smith		
9c. Telephone (area code, number, extension) 123-456-7890		
9d. E-Mail Address joe@ems.statename.gov		
9e. Date report submitted (MM/DD/YYYY) 05/29/2018	10. Agency use only	

Recipients must submit an SF-428 cover sheet even if there is no tangible property to report

On the SF-428 cover sheet,

- Check "Final" in Question 6.

Due no later than 90 days after the grant end date

# SF-428 Attachment B – Tangible Personal Property Report

**TANGIBLE PERSONAL PROPERTY REPORT**  
**Final Report SF-428-B**

OMB Number: 4040-0018  
Expiration Date: 6/30/2020

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).

**1. Report (Select all that apply)**

a. Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below)

b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2b below).

c. Residual Unused Supplies with total aggregate fair market value exceeding \$5,000 not needed for any other Federally sponsored programs or projects (Complete Section 2c below).

d. None of the above

	For Agency Use Only
<b>2. Complete relevant section(s)</b>	Agency response to requested disposition of Federally owned property:
<b>2a. Federally-owned Property (Select one or more).</b>	<input type="checkbox"/> (i) Recipient request approved <input type="checkbox"/> denied
<input type="checkbox"/> (i) Request transfer to Award <input type="text"/>	<input type="checkbox"/> (ii) Dispose in accordance with attached instructions:
<input type="checkbox"/> (ii) Request Federal Agency disposition instructions	
<input type="checkbox"/> (iii) Other (Provide detail in Block 3 or attach request)	Agency response to requested disposition of acquired equipment:
<b>2b. Acquired Equipment (Select one or more).</b>	<input type="checkbox"/> (i) Recipient request approved <input type="checkbox"/> denied
<input type="checkbox"/> (i) Request unconditional transfer of title with no further obligation to the Federal Government	<input type="checkbox"/> (ii) Dispose in accordance with attached instructions:
<input type="checkbox"/> (ii) Request Federal Agency disposition instructions	
Note: If the awarding agency does not provide disposition instructions within 120 days the recipient may continue to use the equipment for Federally supported projects or dispose in accordance with the applicable property standards.	Authorized Awarding Agency Official:
Signature: <input type="text"/>	Date: <input type="text"/>
Name: <input type="text"/>	Phone: <input type="text"/>
Title: <input type="text"/>	E-Mail: <input type="text"/>
<b>2c. Reportable Residual Unused Supplies</b>	
(i) <input type="checkbox"/> Sale proceeds or <input type="checkbox"/> Estimate of current fair market value .....	\$ <input type="text"/>
(ii) Percentage of Federal participation .....	<input type="text"/> %
(iii) Federal share .....	\$ <input type="text"/>
(iv) Selling and handling allowance .....	\$ <input type="text"/>
(v) Amount remitted to the Federal Government .....	\$ <input type="text"/>
<b>3. Comments</b>	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
FINAL REPORT ATTACHMENT TO SF-428	Agency Use Only

- Recipients must submit an SF-428 Attachment B even if there is no tangible property to report. Most SLIGP recipients will likely not have any tangible property to report.
- On Attachment B:
  - If no property to report, select option “1d” (none of the above)
  - If there is property to report, select option in Question 1 “b” and/or “c” as applicable then follow form logic.
    - Question 2a: Leave blank
    - Question 2b: Select option (ii) or
    - Question 2c: Complete this section
- If a recipient does have equipment to report, fill out the SF-428 (S) – Supplemental Tangible Property Report and attach.
- Recipients with unused supplies whose total **aggregate** fair market value (FMV) exceeds \$5,000 AND who will not use those supplies for other Federally-sponsored programs should check option “1c” and complete Section “2c” of the SF-428B
- Due no later than 90 days after the grant end date

# Questions?

