



State and Local Implementation Grant Program 2.0 (SLIGP 2.0)

Closeout Webinar

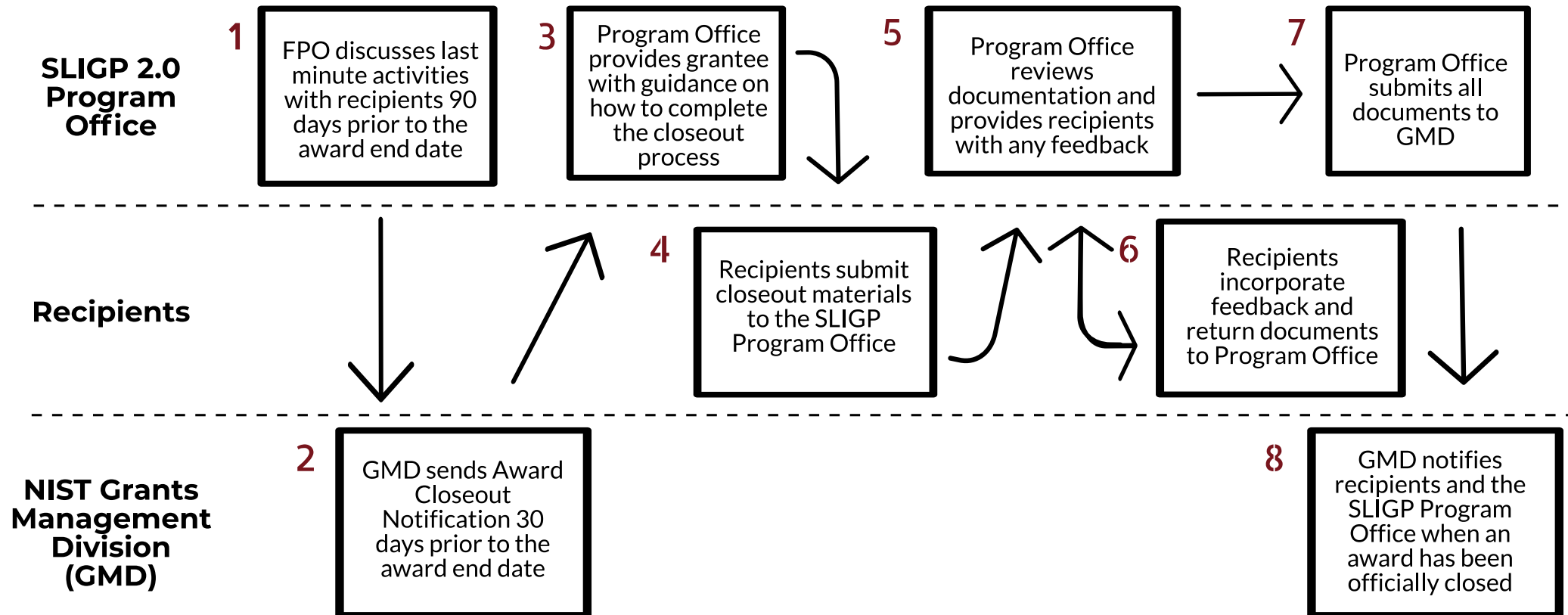
March 2020

Agenda

- SLIGP 2.0 Closeout Process
- Overview of SLIGP 2.0 Closeout Documents
- SLIGP 2.0 Closeout Report Sample Documents and Instructions
- Questions

SLIGP 2.0 Closeout Process

SLIGP 2.0 Closeout Process



SLIGP 2.0 Closeout Process and Timeline

90 Days Prior to Award End Date	<ul style="list-style-type: none">• Recipients will discuss last minute activities with FPOs.• NTIA will send recipients a closeout notification email with links to a closeout notification package and additional closeout materials on the SLIGP 2.0 website. (Links to all closeout documents are included on page 5.)
30 Days Prior to Award End Date	<ul style="list-style-type: none">• NIST will also send recipients a closeout notification letter detailing specific due dates and the documents required (same documents listed on page 5).
Closeout Period	<ul style="list-style-type: none">• The closeout period begins immediately following the award end date and lasts no longer than 90 calendar days.• In accordance with DOC Financial Assistance Standard Terms and Conditions, closeout activities are limited to the preparation of final progress, financial, and required project audit reports.• All required documentation must be submitted no later than close of business on the award closeout date.
Documentation Review	<ul style="list-style-type: none">• Once the NTIA Program Office has finalized its review, it will forward all documentation to NIST for its review and final approval.
Award Closed	<ul style="list-style-type: none">• Once NIST has completed its review and provided final approval of the closeout documentation it will notify the recipient and NTIA in writing when the award is closed.

Prepare for Award Closeout

- Talk to your FPO about any additional programmatic activities you plan to undertake in the last quarter of your project end date
- Talk to your FPO about your project's closeout requirements
- Review the official closeout letter from GMD, sent 30 days prior to the project end date

Overview of SLIGP 2.0 Closeout Documents

Complete Closeout Documents

- **Use the Award Closeout Checklist** found in **Appendix 1** of the SLIGP 2.0 Award Closeout Instructions Package to ensure you have completed all the required documents before submitting your closeout package to your FPO
- 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

Submit Closeout Documents

- SUBMIT all closeout documents to your FPO and copy SLIGP2@ntia.gov prior to the end of the 90-day closeout out period*
- Documents to SUBMIT include:
 - SLIGP 2.0 Closeout Report
 - Final Financial Report (SF-425)
 - Tangible Personal Property Report (SF-428, SF-428B)
- ***No final PPR for SLIGP 2.0!***

*2 CFR 200.343

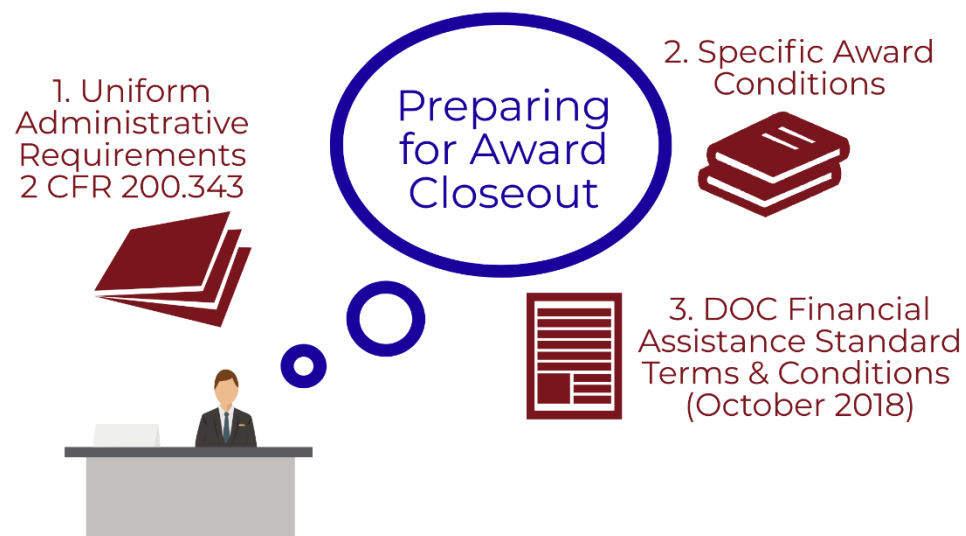
SLIGP 2.0 Report Due Dates

Period of Performance End Date	Final Submission Due Dates
March 31, 2020	<ul style="list-style-type: none">• Q8 PPR and FFR due January 30, 2020• Final FFR due June 29, 2020 (90 days after award end date)• All other closeout documents are due no later than June 29, 2020
June 30, 2020	<ul style="list-style-type: none">• Q9 PPR and FFR due April 30, 2020• Final FFR due September 28, 2020 (90 days after award end date)• All other closeout documents are due no later than September 28, 2020
September 30, 2020	<ul style="list-style-type: none">• Q10 PPR and FFR due July 30, 2020• Final FFR due December 29, 2020 (90 days after award end date)• All other closeout documents are due no later than December 29, 2020
December 31, 2020	<ul style="list-style-type: none">• Q11 PPR and FFR due October 30, 2020• Final FFR due March 31, 2021 (90 days after award end date)• All other closeout documents are due no later than March 31, 2021
March 31, 2021	<ul style="list-style-type: none">• Q12 PPR and FFR due January 30, 2021• Final FFR due June 29, 2021 (90 days after award end date)• All other closeout documents are due no later than June 29, 2021

Grant Closeout Resources

Reference the following resources for guidance on closing out your Federal grant:

- SLIGP 2.0 Award Closeout Instructions Package
- SLIGP 2.0 Closeout Report Examples and Guidance
- SLIGP 2.0 Closeout Report Sample



Links to these documents can be found in the SLIGP 2.0 Award Closeout Instructions Package

SLIGP 2.0 Closeout Report Sample Documents and Instructions

SLIGP 2.0 Closeout Report

- The SLIGP 2.0 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**
- Describe project activities
- Highlight project successes
- Provide feedback on how grant funds were helpful and challenges encountered
- Share lessons learned or best practices that your organization implemented during your project

SUBMIT no later than 90 days after the grant end date

SLIGP 2.0 Closeout Report Examples and Guidance

- Reference the SLIGP 2.0 Closeout Sample for examples and guidance to complete all sections of the SLIGP 2.0 Closeout Report
- Additional examples to complete Section 11b are also included in the SLIGP 2.0 Award Closeout Instructions Package
- Talk to your FPO if you have questions when completing your SLIGP 2.0 Closeout Report

Final Federal Financial Report (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
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 type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions (Use lines a-c for single or multiple grant reporting)				
Federal Cash (To report multiple grants, also use FFR Attachment)				
a. Cash Receipts				
b. Cash Disbursements				
c. Cash on hand (line a minus b)				
Federal Expenditures and Unliquidated Balance				
d. Total Federal funds authorized				
e. Federal share of expenditures				
f. Federal share of unliquidated obligations				
g. Total Federal share (sum of lines e and f)				
h. Unliquidated balance of Federal funds (line d minus g)				
Recipient Share				
i. Total recipient share required				
j. Recipient share of expenditures				
k. Remaining recipient share to be provided (line i minus j)				
Program Income				
l. Total Federal program income earned				
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				
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 to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. 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)				
14. Signature of Authorized Certifying Official		15. Date Report Submitted (Month, Day, Year)		
16. Agency use only		17. Telephone (Area code, number and extension)		
		18. Email address		
		19. Agency use only		

Program 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 3208-0081. 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 the burden, to the Office of Management and Budget, Paperwork Reduction Project (3208-0081), Washington, DC 20503.

- Final FFR details all financial transactions from award inception to the completion of the award, including costs that may be incurred during closeout
- The 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 [here](#).

SF-428 – Tangible Personal Property Report

TANGIBLE PERSONAL PROPERTY REPORT SF-428		Page	of	Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Account or Identifying Number		
6. Attachment (Check applicable) <input type="checkbox"/> Annual Report (SF-428-A) <input 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 type="checkbox"/> No		
8. Comments				
9a. Typed or Printed Name and Title of Authorized Certifying Official		9c. Telephone (area code, number, extension)		
		9d. Email address		
9e. Signature of authorized Certifying Official		9e. Date report submitted (Month, Day, Year)		
		10. Agency use only		

SF-428 Tangible Personal Property Report
OMB Approval Number: 3090-0288
EXPIRATION DATE: INDEFINITE

- Recipients must submit a SF-428 coversheet **even if there is no tangible property to report**
- On the SF-428 coversheet, check "Final" in Question 6
 - If there is no property to report, write "Not Applicable" in Question 8

SUBMIT 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	
Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).	
1. Report (Select all that apply)	
a. <input type="checkbox"/> Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below.)	
b. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> None of the above	
2. Complete relevant section(s)	For Agency Use Only
2a. Federally-owned Property (Select one or more.)	Agency response to requested disposition of Federally owned property:
(i) <input type="checkbox"/> Request transfer to Award	(i) Recipient request approved <input type="checkbox"/> denied <input type="checkbox"/>
(ii) <input type="checkbox"/> Request Federal Agency disposition instructions	(ii) Dispose in accordance with attached instructions <input type="checkbox"/>
(iii) <input type="checkbox"/> Other (Provide detail in Block 3 or attach request)	
2b. Acquired Equipment (Select one or more.)	Agency response to requested disposition of acquired equipment:
(i) <input type="checkbox"/> Request unconditional transfer of title with no further obligation to the Federal Government.	(i) Recipient request approved <input type="checkbox"/> denied <input type="checkbox"/>
(ii) <input type="checkbox"/> Request Federal Agency disposition instructions	(ii) Dispose in accordance with attached instructions <input type="checkbox"/>
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: _____ Date: _____
	Name: _____ Phone: _____
	Title: _____ Email: _____
2c. Reportable Residual Unused Supplies	
(i) <input type="checkbox"/> Sale proceeds or <input type="checkbox"/> Estimate of current fair market value	\$ _____
(ii) <input type="checkbox"/> Percentage of Federal participation	% _____
(iii) <input type="checkbox"/> Federal share	\$ _____
(iv) <input type="checkbox"/> Selling and handling allowance	\$ _____
(v) <input type="checkbox"/> Amount remitted to the Federal Government.....	\$ _____
3. Comments	
FINAL REPORT ATTACHMENT TO SF-428	
Agency use only	
OMB Approval Number: 3096-0289 Expiration Date: 4/30/2013	

- Recipients must submit a SF-428 Attachment B **even if there is no tangible property to report.** Most SLIGP 2.0 recipients will not have any equipment to report. On Attachment B:
- If no property to report, select Option 1d (none of the above)
 - Question 1: Select Option “b” and/or “c” as applicable
 - Question 2a: Leave blank
 - Question 2b: Select Option (ii)
 - Question 2c: Complete this section
- If there is equipment to report, select Option 1b
 - Complete section 2b selecting option (ii),
 - Complete SF-428 (S) – Supplemental Tangible Property Report
- Recipients with unused supplies whose total **aggregate** fair market value (FMV) exceeds \$5k AND who will not use these supplies for other Federally-sponsored programs, check option 1c and complete section 2c of the SF-428B

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Questions?