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

1. FPO discusses last minute activities with recipients 90 days prior to the award end date.
2. GMD sends Award Closeout Notification 30 days prior to the award end date.
3. Program Office provides grantee with guidance on how to complete the closeout process.
4. Recipients submit closeout materials to the SLIGP Program Office.
5. Program Office reviews documentation and provides recipients with any feedback.
6. Recipients incorporate feedback and return documents to Program Office.
7. Program Office submits all documents to GMD.
8. GMD notifies recipients and the SLIGP Program Office when an award has been officially closed.

U.S. Department of Commerce · National Telecommunications and Information Administration
# SLIGP 2.0 Closeout Process and Timeline

## 90 Days Prior to Award End Date
- 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
- 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
- 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
- Once the NTIA Program Office has finalized its review, it will forward all documentation to NIST for its review and final approval.

## Award Closed
- 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:

<table>
<thead>
<tr>
<th>Allowable Closeout Costs</th>
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</thead>
<tbody>
<tr>
<td>✓ Preparing necessary closeout documents</td>
</tr>
<tr>
<td>✓ Conducting required audits</td>
</tr>
<tr>
<td>✓ Making payments on invoices for costs of work completed and/or billed prior to the award end date</td>
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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

<table>
<thead>
<tr>
<th>Period of Performance End Date</th>
<th>Final Submission Due Dates</th>
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</table>
| March 31, 2020                | • 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                 | • 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           | • 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            | • 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               | • 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)

- 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

• 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

• 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

SUBMIT no later than 90 days after the grant end date
Questions?