



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

BTOP Webinar: SBA/PCC Closeout

Conference Call and Webinar

July 18, 2012

1:00 PM EST

Made Possible by the Broadband Technology Opportunities Program

Funded by the American Recovery and Reinvestment Act of 2009





Agenda

1. Opening Remarks
 - Aimee Meacham, Director, Program Services
2. Presentation on PCC/SBA Closeout Process
 - Eli Veenendaal, BTOP Business and Industry Specialist
3. Q&A





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Closeout Process

Broadband Technology Opportunities Program (BTOP)

WASHINGTON, DC

July 2012

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Objectives

- Define Closeout and Stakeholder Roles
- Understand the Timing Related to Closeout Activities
- Identify Recipient Closeout Requirements





What is Closeout?

Closeout is the process of ensuring that all funded project activities are complete and that recipients have met all requirements imposed by applicable laws, regulations, OMB circulars, and award terms and conditions.





What is the Role of Each Stakeholder?

- **Recipients will:**
 - Demonstrate completion of funded project activities
 - Complete all administrative and legal requirements
- **NTIA FPOs will:**
 - Advise the recipient of the closeout requirements
 - Follow up by providing any assistance necessary to meet those requirements
 - Preliminarily Review final reports and documentation
- **NIST and NOAA Grants Offices will:**
 - Send Award End Date Notice
 - Perform final award report and documentation review and evaluation
 - Send Final Award Closeout Notification





When Is the Last Day to Conduct Project Activities?

- ALL PROJECT ACTIVITIES MUST BE COMPLETED AND WORKED STOPPED BY THE LAST DAY ON THE AWARD PERIOD!!!

| | | | | |
|--|-----------------------------------|--|--------------------------------|--|
| FORM CD-450 (REV. 6-08) DAO 203-26 | U.S. DEPARTMENT OF COMMERCE | | <input type="checkbox"/> GRANT | <input type="checkbox"/> COOPERATIVE AGREEMENT |
| | FINANCIAL ASSISTANCE AWARD | | AWARD PERIOD | |
| <div style="background-color: yellow; height: 20px; width: 100%;"></div>  | | | | |
| RECIPIENT NAME | AWARD NUMBER | | | |





Three Closeout Phases

Prior to Award End Date

- ✓ Recipient receives Closeout Notification Packet
- ✓ Recipient contacts FPO to discuss closeout requirements
- ✓ Recipient completes all project activities

After Award Period End Date Closeout Period Begins (90 Days)

- ✓ Project activities funded by the grant cease on the Award Period End Date (except for costs related specifically to closeout activities)
- ✓ Recipient submits final performance and financial documentation

After Closeout Period (3 Years)

- ✓ Recipient maintains records relating to the grant for at least three years after receiving notification of official grant closeout
- ✓ Recipient continues to comply with any ongoing audit and property management requirements





Prior to Award End Date

- **Recipient Award Closeout Notification Package**
 - Prior to a recipient's Award Period End Date, NTIA will send the recipient an *Award Closeout Notification Package* that includes a checklist outlining the schedule of activities that must be completed for the award to be closed out with Department of Commerce.
 - Recipients should begin to discuss the closeout requirements specific to their particular project with the FPO.





What Activities Must Be Completed Prior to the Award End Date?

- Is all award activity complete?
- Has the project accomplished the purposes set out in the original award agreement?
- Have all eligible costs been accounted for and funds obligated?
- Have all terms and conditions or special awards conditions been met?





Award Period End Date

- ALL PROJECT ACTIVITIES MUST BE COMPLETED AND WORKED STOPPED BY THE LAST DAY OF THE AWARD PERIOD!!!

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| FORM CD-450 (REV. 6-08) DAO 203-26 | U.S. DEPARTMENT OF COMMERCE | <input type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT |
| FINANCIAL ASSISTANCE AWARD | | AWARD PERIOD <div style="background-color: yellow; height: 20px; width: 100%;"></div> ← |
| | | AWARD NUMBER |
| RECIPIENT NAME | | |





Closeout Period Begins

- Closeout begins the day after the Award Period End Date

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| FINANCIAL ASSISTANCE AWARD | | | | AWARD PERIOD | |
| | | | | | |
| RECIPIENT NAME | | | | AWARD NUMBER | |

- Closeout Period refers to the 90 calendar days following the Award Period End Date within which the recipient is required to complete all administrative requirements

| Award Period End Date | Closeout Begins | Closeout Period (90 Days) |
|-----------------------|-----------------|---------------------------|
| 11/30/12 | 12/1/12 | 12/1/12 – 2/28/13 |
| 12/31/12 | 1/1/13 | 1/1/13 – 3/31/13 |
| 1/31/13 | 2/1/13 | 2/1/13 – 5/1/13 |





What Activities Must Be Performed During the Closeout Period?

- Collect final invoices from subrecipients and vendors
- Make payments on final invoices
- Make final requests for reimbursement from the Automated Standard Application for Payments (ASAP) System
- Collect data needed to complete final Performance Progress Report (PPR) and final American Recovery & Reinvestment Act (ARRA) Report
- Complete final Federal Financial Reports (FFR)





What Documentation Must Be Submitted During the Closeout Period?

Mandatory

- Final Performance Progress Report (PPR) including both quarterly and annual reports
- Final American Recovery & Reinvestment Act (ARRA) Report
- Final Federal Financial Reports (FFR) (SF-425) and Budgets (SF-424A or SF-424C)

If Applicable

- Open or Unresolved Audit Reports
- Verification that Recipient has Met Special Award Conditions
- Uniform Commercial Code Filings, Security Interest Covenants, and Attorney's Certification
- Tangible Personal Property Report (SF-428) and/or Real Property Status Report Form (SF-429)
- Additional Data that May be Collected by NTIA





After Closeout Period

- Grants Office notifies the recipient in writing that grant has been satisfactorily closed
- Recipients must maintain records relating to the grant for at least three years after receiving notification of official grant closeout
- Recipients continue to comply with any ongoing audit and property management requirements





Modifying Award Period End Date

- Recipients may request NTIA and the Grants Office to modify the recipient's Award Period End Date if:
 - Recipient has completed the project and/or drawdown all grant funds
 - Funds are no longer needed to accomplish the grant's purpose
- Recipients may request to modify their award period end date from the Grants Office by submitting an Award Action Request (AAR) amending their original Award Period End Date





Additional Resources

- 15 CFR § 14.71 – Closeout Procedures for Non-Profit and Commercial Entities and Institutions of Higher Education
- 15 CFR § 24.50 – Closeout Procedures for State, Local, and Tribal Entities
- Department of Commerce Office of Acquisition Management Updated Grants Manual, Chapter 12 – Award Close-out, available at http://www.osec.doc.gov/oam/grants_management/policy/doc_grants_manual/default.htm.
- Federal Program Officer (FPO)





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Questions

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