

**MISSISSIPPI
POLICY NUMBER 18
SUBGRANTEE CLOSEOUT PROCEDURES
Mississippi Department of Employment Security
Office of Grant Management**

I. PURPOSE

This policy sets forth the procedures for closing out grants and subgrants. This policy applies to local workforce development areas, state subgrantees, and other entities that receive federal funds by the allocation, pass-through, and subgrant award methods unless otherwise instructed by the Office of Grant Management (OGM).

II. REQUIREMENTS

A. FORMAT

The standard form to be completed to close out a subgrant is included with this policy as the attached Subgrantee Closeout Form.

B. DUE DATE

Local Workforce Development Areas:

For all allocated grant funds (Adult, Youth, Dislocated Worker and Incentive/Technical Assistance), **two (2)** closeout packages for each funding stream bearing original signatures shall be submitted to the Office of Grant Management no later than 60 days following the end or termination date of the subgrant or grant, the reported expenditure of all funds allocated for a program year, the end of the time period of availability of funds, or as directed by the Office of Grant Management. After the closeout has been approved and signed by the appropriate OGM staff, one copy with original signatures will be returned to the local area to be retained in the official Subgrant file.

Subgrantees:

Two (2) closeout packages for each funding source bearing original signatures shall be submitted to the Office of Grant Management no later than 60 days following the end or termination date of the subgrant or grant, the reported expenditure of all funds allocated for a program year, the end of the time period of availability of funds, or as directed by the Office of Grant Management. After the closeout packages have been approved and signed by the appropriate OGM staff, one copy with original signatures will be returned to the subgrantee to be retained in the official Subgrant file.

C. REVISIONS

The grantee or subgrantee may revise the closeout package no more than once after the initial package is received by the Office of Grant Management. This revision will be accepted no later than 45 days after the approval of the initial closeout. However, additional refunds,

rebates, or credits received after this point will be processed. In this case, a revised final reporting worksheet will be required.

III. INSTRUCTIONS FOR COMPLETING THE CLOSEOUT

A. Grantee/Subgrantee's Closeout Checklist

Every item must be completed and the form must be signed by an authorized signatory official or duly authorized representative. A written explanation must accompany any item that is checked "To Be Sent Separately" or "Unable to Furnish."

1. Grant/Subgrant Compliance

a. Release

The purpose of the Grantee/Subgrantee's Release is to release the unexpended/unobligated balance of the grant/subgrant to the Office of Grant Management.

The figure entered as the "Total Amount Paid and/or Payable by Office of Grant Management" must reflect the *final allowed total actual expenditures*. The amount shown must agree with the amount of cumulative costs reported on the final worksheet. (Do not round expenditures.) The closeout process cannot be completed when there are accrual estimates of costs remaining against the grant/subgrant budget.

b. Assignment of Refunds, Rebates, and Credits

Execution of the assignment guarantees immediate remittance to the Office of Grant Management any subsequent refunds or credits applicable to the subgrant. Examples are telephone and insurance refunds.

c. Inventory Certification

The purpose of the Inventory Certification is to account for all items of materials and equipment purchased and/or furnished in accordance with the terms and conditions of the subgrant.

Complete the certification as required. If no equipment was furnished or acquired, so indicate.

d. Certification of Cash Balance

The purpose of the Cash Balance Certification is to provide a statement accounting for the balance of funds on hand applicable to the subgrant in question.

NOTE: Only a zero (-0-) cash balance will be accepted.

e. General Statement of Compliance

The statement of compliance ensures that all other terms and conditions of the grant/subgrant have been met.

NOTE: Two individuals must witness the signature of the authorized signatory official. If the signature is not witnessed, the forms will be returned to the grantee/subgrantee.

2. Final Worksheet

Prepare the final reporting worksheet in accordance with established Office of Grant Management procedures. The final worksheet should contain no accruals, and be clearly marked **FINAL. Do not round expenditures.**

Attach an original signed final reporting worksheet to both of the closeout packages to be sent to the Office of Grant Management.

3. Outstanding Claimants List

This section and all related sections of the closeout package do not apply to allocated grant funds (Adult, Youth, Dislocated Worker, and Incentive) for which the closeout is completed after the end of availability or when all funds have been expended. All related sections of the completed closeout packages should be marked "Not Applicable."

When unclaimed funds are returned, a list of all possible claimants of these funds shall be prepared and attached to the closeout package as a supplement to the release statement. The list shall include the following pertinent data:

- a. Claimant's name, last known address, amount of money due, and Social Security number (if claimant is a program enrollee) for each individual to whom checks for wages (or other outstanding checks) are due.
- b. For employee (enrollee) checks, indicate the pay period during which the money was earned, including the number of hours, hourly rate of pay, and dates worked.
- c. Check number, date of issuance, and amount of each uncashed check.
- d. Name, address, and telephone number of the staff member to contact in connection with any claim that may arise.

4. Refund Check

The total amount of unused advanced funds and any outstanding claims must be refunded by check with the closeout package. Refund checks shall be made payable to the **Mississippi Department of Employment Security (MDES)** and shall include a reference to the subgrantee, subgrant number, funding source, and program year.

5. Other Documents (Specify)

Include with the closeout package any other additional documents or information as deemed necessary.

B. Deobligation Authorization

This section is for the use of the Office of Grant Management only and is not to be completed by the subgrantee.

C. Identification

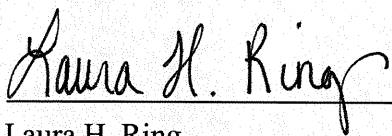
Each completed closeout package must include a header in the upper-right corner to include the subgrantee's name and the source and program year of the applicable funds.

NOTE: If a subgrantee or local area fails to close out a program year within the specified amount of time, the Office of Grant Management may complete an administrative closeout package using fiscal information from the official grant file maintained by OGM. A copy of the administrative closeout will be provided to the local area or the contractor to be maintained as a part of their official grant file.

IV. EFFECTIVE DATE

This policy shall be effective immediately and remain in effect until revised or rescinded.

V. APPROVAL



Laura H. Ring
Director
Office of Grant Management

Subgrantee:		NFA or Subgrant Number:	
Funding Source:	Program Year:	Page Number: 1	

SUBGRANTEE CLOSEOUT FORM

In compliance with the requirements of the Office of Grant Management (OGM) Subgrantee Closeout Procedures and the terms and conditions of the subgrant, the following closeout documents are enclosed: (Check the appropriate boxes concerning each of the closeout documents. Explain fully any item not submitted or any item to be sent separately. Use separate sheet, if necessary.)

Type of Document	Enclosed	Not Applicable	Sending Separately	Unable To Furnish
1. Certification of Compliance				
2. Final Worksheet				
3. Outstanding Claimants List				
4. Refund Check				
5. Other (Specify)				
Explanation/Comments: (Cell will expand.)				
Signature		Title		Date

FOR OFFICE OF GRANT MANAGEMENT USE ONLY		
DEOBLIGATION AUTHORIZATION		
	FEDERAL	OTHER
GRANT AWARD		
AUTHORIZED EXPENDITURES		
UNEXPENDED BALANCE		
This form is to certify and authorize the closeout and deobligation of funds in the amount of the unexpended balance as shown above.		
Signature	Director, Office of Grant Management	Date

Subgrantee:		NFA or Subgrant Number:
Funding Source:	Program Year:	Page Number: 2

SUBGRANT COMPLIANCE

A. RELEASE

Pursuant to the terms of said subgrant and in consideration of the sum of:

\$	Total Amount Paid and/or Payable by Office of Grant Management
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which has been or is to be repaid to the Subgrantee or to its assignees, if any, the Subgrantee, upon payment of the said sum does remise, release, and discharge the OGM its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said subgrant, except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible to exact statement by the Subgrantee, as follows. (If none, so state.)
 - a.
 - b.
2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subgrantee to third parties arising out of the performance of the said subgrant, which are not known to the Subgrantee on the date of execution of this release and of which the Subgrantee gives notice in writing to the Office of Grant Management within the period specified in the said subgrant.
3. Claims, after closeout, for costs which result from the liability to pay Unemployment Insurance costs under a reimbursement system or to settle Workers' Compensation claims.

B. ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Pursuant to the terms of said subgrant and in consideration of the reimbursement of costs and payment of fees as provided in the said subgrant and any assignment thereunder, the Subgrantee does hereby:

1. Assign, transfer, set over and release to the OGM all rights, titles and interests to all refunds, rebates, credits or other amounts (including any interest thereon) arising or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including interest thereon due or which may become due, and to forward promptly to the OGM) for any proceeds so collected. The reasonable costs of any such action to affect collection shall constitute allowable costs when approved by the OGM as stated in the said subgrant and may be applied to reduce any amounts otherwise payable to the OGM under the terms hereof.

Subgrantee:		NFA or Subgrant Number:	
Funding Source:	Program Year:	Page Number: 3	

3. Agree to cooperate fully with the OGM as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon); to execute any protest, pleading, application, power of attorney or other papers in connection therewith; and to permit the OGM, the State Attorney General's Office or the Federal Grantor Agency to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

C. INVENTORY CERTIFICATION (Select One)

1. _____ The Subgrantee hereby certifies that all items of materials and equipment purchased, furnished or transferred for or to said Subgrantee were done so in accordance with the terms and conditions of said subgrant. (Attach copy of inventory list.)
2. _____ The Subgrantee hereby certifies that no equipment was furnished or acquired under the terms and conditions of said subgrant.

D. CERTIFICATION OF CASH BALANCE

The Subgrantee hereby certifies that the cash balance applicable to said subgrant as of the date of the execution of this document is:

EXPLANATION	FUNDING SOURCE:
	PROGRAM YEAR:
1. Total funds received:	
2. Less final cumulative cost reported:	
3. Equals (=) unexpended balance:	
4. (a) Plus (+) balance = unexpended funds <i>(Refund OGM)</i>	
4. (b) Minus (-) balance = funds due. <i>(Submit request)</i>	
5. Balance must equal Zero (-0-)	0.00
6. (a) Unexpended funds amount:	
6. (b) Outstanding Claimants Amount (As applicable):	
6. (c) Total amount refunded:	
7. Enter Refund Check Number	

Subgrantee:		NFA or Subgrant Number:	
Funding Source:	Program Year:	Page Number: 4	

E. GENERAL STATEMENT OF COMPLIANCE

The Subgrantee further certifies that all other terms and conditions of said subgrant have been met. IN WITNESS THEREOF, this Certification of Subgrant Compliance has been executed this day of _____, 20____.

SUBGRANTEE AGENCY

BY SIGNATORY OFFICIAL (Signature)

TITLE

WITNESSED BY:

1. _____
(Signature and date)

2. _____
(Signature and date)

Subgrantee:		NFA or Subgrant Number:	
Funding Source:	Program Year:	Page Number: 5	

LIST OF OUTSTANDING CLAIMANTS

This section does not apply to allocated grant funds (Adult, Youth, Dislocated Worker, and Incentive) for which the closeout is completed after the end of availability or when all funds have been expended.

Claimant's Name Address Tax or Social Security Number	Check	Date	Pay Period- Hours & Rate	Comments/Explanation