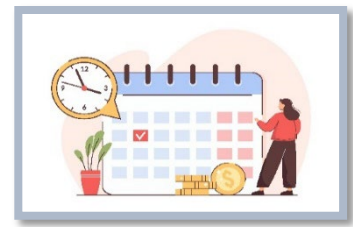


**EPA REGION 9 ASSISTANCE AGREEMENT
CLOSEOUT CHECKLIST**

EPA Region 9 (October 2022)



EPA Recipient Name:		EPA Grant Number:	
Budget & Project Start Date and End Date:	Total EPA Funding Amount Awarded:	Total EPA Funds Expended:	Remaining Balance (Total awarded amount minus amount spent)

GRANT AWARD: Pre-closeout Review

- The grant project is expected to finish and end on time, and any outstanding grant pre-closeout issues are discussed with Project Officer (PO) 30 days before the grant officially expires.
- Record Retention: Retain all grant financial, administrative & programmatic records for 3 years; 10 years for Superfund grants. ([2 CFR 200.334-Record Retention of Records](#))
- Equipment: May retain, sell or dispose equipment with fair market value less than \$5,000. For equipment with fair market value of more than \$5,000: may retain or sell equipment but EPA is entitled to an amount that is calculated by multiplying the current market value or proceeds from a sale by EPA’s percentage of participation in the cost of the original purchase. If the equipment is sold, EPA may permit recipient to deduct and retain from the EPA share \$500 or 10% of the proceeds, whichever is less, for its selling and handling expenses. ([2 CFR 200.313-Equipment](#))

GRANT FUND DRAWDOWNS & INDIRECT RATE COST UTILIZATION

- Expenses incurred are within the assistance agreement budget/project start and end dates.
- Expense payment drawdowns are for tasks and work indicated in the approved grant workplan.
- Every drawdown has supporting documentation (invoices, receipts, bids/pricing information).
- Invoices may be paid up to 120 calendar days after the grant end date for approved costs based on the workplan covered within the assistance agreement budget/project start and end dates.
- An approved and current indirect cost rate agreement exists to support all reimbursement requests for indirect costs.
- Utilization of the approved Indirect Cost Rate is calculated by applying the indirect rate percentage, the base used (i.e., personnel and fringe or total direct costs), and the time period of the agreement for indirect expenses.
- If a lower indirect cost rate was used than the approved negotiated rate, the recipient’s Finance Office submitted a statement to EPA allowing the use of the lower rate.

SUBMITTING REQUIRED FINAL REPORTS

- All prior annual FFRs (Federal Financial Report-SF 425) were submitted to Research Triangle Park Finance Center (RTPFC); email: rtpfc-grants@epa.gov.
- Final FFR is submitted within 120 days of the budget/project end date to RTPFC.
- All prior annual MBE/WBE Minority/Women Business Enterprise Utilization reports (if required by the grant term and condition) were submitted to grantsregion9@epa.gov. The final MBE/WBE report, due Oct 30th, has been submitted.
- Final Progress/Performance Report is submitted to the Project Officer within 120 days of the budget/period end date.

 **30 DAYS BEFORE
GRANT EXPIRATION**

Discuss with PO any issues that may preclude timely close out of grant 30 days before official budget/project end date of grant.

 **GRANT EXPIRES**

- Record Retention of grant file
- Equipment disposition
- Preparation & submission of final reports
<https://www.epa.gov/grants/epa-grantee-forms>

 **WITHIN 120 DAYS
AFTER GRANT EXPIRES**

- Final FFR submitted to rtpfc-grants@epa.gov
- Final MBE/WBE (if required) submitted to grantsregion9@epa.gov
- Final Progress/Performance report submitted to PO.

**Federal Regulations on
Grant Closeouts**

- **Closeout & Compliance**
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-11/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>
- **FAQs on Grant Closeouts**
[https://www.epa.gov/grants/frequent-questions-about-closeouts#How do I determine](https://www.epa.gov/grants/frequent-questions-about-closeouts#How_do_I_determine)