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# GRANT CLOSEOUT 2017 - 2018





# CLOSEOUT NOTIFICATION

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- **90 DAYS PRIOR TO END**

- Email from Grant Officer
- Emailed March 26 - April 2

- **EMAILED TO**

- Project Coordinator
- Financial Coordinator
- Authorized Signature Authority





## GRANT PERIOD

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- **End Date**

- June 30, 2018;
- All grant services and expenditures end as of this date.





# Two Separate Reports

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1. June 2018 Monthly Report
2. Closeout Report





# JUNE MONTHLY REPORT

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## • **IS NOT THE CLOSEOUT REPORT**

- Due July 15, 2018
  - Payments that have not yet cleared your bank can be reported on your “final” report.
- Include 4<sup>th</sup> Quarter Performance
- Include 4<sup>th</sup> Quarter Narrative





# CLOSEOUT REPORT

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- **DUE 60 DAYS AFTER END OF GRANT**
  - August 31, 2018
- **Must include grant year Performance**
  - Update any incorrect Performance
- **Final amount of funds must be correct**
  - Compare final cumulative expenditures on the PER to the GEPS (Grantee Expenditure and Payment Schedule)





## CLOSEOUT REPORT

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**CLOSEOUT BUDGET  
ADJUSTMENT IS NOT  
AVAILABLE**

**Final Date for Amendment  
June 1, 2018**





# CLOSEOUT REPORT

## SUMMARY TAB

| Performance and Expenditure Report (PER)   |                         |          |               |                          |      |
|--|-------------------------|----------|---------------|--------------------------|------|
| Grantee Summary Information and Certification                                      |                         |          |               |                          |      |
| Grantee Name:  | Help a Vet              |          | Grant Number: | FVA_17_0123              |      |
| Grant Period:  | 07/01/2017 - 06/30/2018 |          | Grant Amount: | \$0                      |      |
| Current Report Period:   | From:                   | 7/1/2017 | To:           | 6/30/2018                |      |
| Month #  | 12                      | of       | 12            | Grant Period Elapsed (%) | 100% |
| Report of Performance and Expenditure Benchmarks                                   |                         |          |               |                          |      |
| The Commission benchmarks are based on the percentage of the Grant Period elapsed. |                         |          |               |                          |      |







# CLOSEOUT PER

## EXP DETAIL TAB

| Monthly Expenditure Detail Worksheet |            |                       |             |
|--------------------------------------|------------|-----------------------|-------------|
| Grantee Name:                        | Help a Vet | Grant Number:         | FVA_17_0123 |
| Current Report Period From:          | 7/1/2017   | Report Type:          | Closeout    |
| Current Report Period To:            | 6/30/2018  | (monthly or closeout) |             |
| Salaries and Wages                   |            | Approved Budget:      | \$0.00      |





# CLOSEOUT REPORT

## QTR PERF RPT TAB

### Quarterly Performance Report

Complete ONLY on a Quarterly basis (1st- 25%, 2nd- 50%, 3rd- 75%, & 4th- 100%)

| Grantee Name:                 | Help a Vet         |                |                |                | Grant Number:    | FVA_17_0123      |                  |                |                | Quarterly Report Period: | From:          | 7/1/2017       | To:            | 6/30/2018 |
|-------------------------------|--------------------|----------------|----------------|----------------|------------------|------------------|------------------|----------------|----------------|--------------------------|----------------|----------------|----------------|-----------|
| Grant Period Elapsed          |                    | 1st Qtr: 25%   |                |                | 2nd Qtr: 50%     |                  |                  | 3rd Qtr: 75%   |                |                          | 4th Qtr: 100%  |                |                |           |
| 100%                          | Projected Outcomes | 7/1/17-7/31/17 | 8/1/17-8/31/17 | 9/1/17-9/30/17 | 10/1/17-10/31/17 | 11/1/17-11/30/17 | 12/1/17-12/31/17 | 1/1/18-1/31/18 | 2/1/18-2/28/18 | 3/1/18-3/31/18           | 4/1/18-4/30/18 | 5/1/18-5/31/18 | 6/1/18-6/30/18 | Total     |
| # of Veterans served          | 100                | 0              | 0              | 0              | 0                | 0                | 0                | 0              | 0              | 0                        | 0              | 0              | 0              | 0         |
| # of Dependents served        | 0                  | 0              | 0              | 0              | 0                | 0                | 0                | 0              | 0              | 0                        | 0              | 0              | 0              | 0         |
| # of Surviving Spouses served | 0                  | 0              | 0              | 0              | 0                | 0                | 0                | 0              | 0              | 0                        | 0              | 0              | 0              | 0         |
| Total                         | 100                | 0              | 0              | 0              | 0                | 0                | 0                | 0              | 0              | 0                        | 0              | 0              | 0              | 0         |
| Cumulative                    |                    | 0              | 0              | 0              | 0                | 0                | 0                | 0              | 0              | 0                        | 0              | 0              | 0              | 0         |
| Performance %                 |                    |                |                | 0%             |                  |                  | 0%               |                |                | 0%                       |                |                | 0%             |           |





# CLOSEOUT REPORT

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- **Submit report**

- Closeout PER
- Signature Page
- Supporting Documents

- **Email Subject Line**

- Grantee Name FVA\_17\_0400 Closeout Report

[reports@tvc.texas.gov](mailto:reports@tvc.texas.gov)





## CLOSEOUT PROCESS

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1. Closeout Report submitted by grantee
2. Closeout Report reviewed by Grant Officer
3. Performance numbers reconciled
4. Compliance issues resolved **if applicable**
5. Grant Officer emails grantee closeout payment request to verify accuracy





## CLOSEOUT PROCESS

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6. Grantee verifies closeout payment
7. Grantee emails confirmation to Grant Officer
8. Grant Officer submits closeout payment request
9. Finance processes closeout payment
10. Remaining funds unencumbered **if applicable**
11. Grant is Closed
12. Closeout letter mailed to grantee





# CONTACT INFORMATION

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- Contact your assigned Grant Officer

or

- Contact FVA
- [grants@tvc.texas.gov](mailto:grants@tvc.texas.gov)
- (512) 463-1157



# QUESTIONS

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## Reviewing Questions

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# Please Stand By

