# Closeout Procedures

## AEFLA/IELCE Fiscal and Program Checklist

### Fiscal Closeout Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Complete (x)**  *To be completed by grantee* | **#** | **Requirement** | **Timeline** | **Due Date** | **Submit to** |
|  | F1 | Inventory of equipment purchased with federal grant and/or match funds, including plan for disbursement (see the [Asset Inventory Explanation in the Grantee Handbook](http://www.cde.state.co.us/cdeadult/grantees/handbook/close-out) and please complete the [Asset Inventory Template](https://www.cde.state.co.us/cdeadult/assetinventory)).  **Note:** If equipment is re- distributed to another organization, priority must be given to AEFLA-funded programs, and receipt of the transfer must be provided. | 30 days after the end of the program year or last date of services. | Due on or before **7/31/2024** | Submit in Syncplicity Closeout Folder |
|  | F2 | Inventory of unused supplies, if in excess of $5000, purchased with federal grant and/or match funds (see the [Asset Inventory Explanation in the Grantee Handbook](http://www.cde.state.co.us/cdeadult/grantees/handbook/close-out) and please complete the [Asset Inventory Template](https://www.cde.state.co.us/cdeadult/assetinventory)).  Unused supplies means supplies that are in new condition, not having been used or opened before.  **Note:** If supplies are re-distributed to another organization, priority must be given to AEFLA-funded programs, and receipt of the transfer must be provided. | 30 days after the end of the program year or last date of services. | Due on or before **7/31/2024** | Submit in Syncplicity Closeout Folder |
|  | F3 | Receipt documenting the transfer of equipment and supplies to another organization, if required. If the grantee is keeping the equipment and supplies this must be listed in the Asset Inventory. | 30 days after the end of the program year or last date of services. | Due on or before **7/31/2024** | Submit in Syncplicity Closeout Folder |
|  | F4 | Copyright confirmation if the grantee obtained a copyright on anything developed using grant funds (if applicable). | 60 days after the end of the program year or last date of services. | Due on or before **8/31/2024** | Submit in Syncplicity Closeout Folder |
|  | F5 | Submit Annual Financial Report using the latest approved budget (available no later than July 1 annually)   * System-generated copy of the detailed (transaction level) general ledger * Final match report to include specific detail on the origination of match. The grantee is responsible for meeting local match required under the terms and conditions of the grant. This may include amounts greater than the required minimum. The program must assure that 100% of the match has been expended on AEFLA and IELCE grant [allowable expenses](http://www.cde.state.co.us/cdeadult/grantees/handbook/fiscal-definitions). | September 15, 2024 | Due on or before 9/15/24 | Submit via [Smartsheet and attach copies of general ledger](https://app.smartsheet.com/b/form/702de089fc6b45ac97c31f343c8f745f) in Smartsheet |
|  | F6 | The grantee is required to maintain three years’ worth of all grant project fiscal records for three years[[1]](#footnote-2) from the date when the final expenditure report is submitted. Fiscal records may include, but are not limited to: the general ledger, accounting source documents, personnel and payroll records, timesheets, cancelled checks, documentation of match, documentation of disposition of equipment/supplies/materials, and the grant award documents. | NA-Assurance | NA | Please direct any questions to [Tricia Miller](mailto:miller_t@cde.state.co.us) |

### Program Closeout Requirements

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| --- | --- | --- | --- | --- | --- |
| **Complete (x)**  *To be completed by grantee* | **#** | **Requirement** | **Timeline** | **Due Date** | **Submit to** |
|  | P1 | Data closeout by completing final monthly monitoring.  Annual Performance Report (APR). | Data:  7/12/24  APR:  8/15/24 | Data due on or before  7/12/24  APR due on or before 8/15/24† | Upload APR in Syncplicity† |
|  | P2 | User access to the statewide database will be deactivated for those not continuing with the AEFLA/IELCE grant(s). Grantees are encouraged to export program data from the statewide database and securely save the data. Note: Exporting database information does not supplant the requirement to also maintain local records. | 90 days after the end of the program year or last date of services. †† | 9/30/24 | Please direct any questions to your AEI Program Coordinator |
|  | P3 | The grantee is required to maintain the last three years’ worth of all grant project program records for three years after submission of the final expenditure report. Program records may include but are not limited to: enrollment/registration records, attendance records, test/assessment records, signed waiver forms, and follow-up survey forms, where applicable. | NA-Assurance | NA | Please direct any questions to your AEI Program Coordinator |

***†****The 2023-24 APR will be completed via a written report. The written report must be uploaded to Syncplicity.*

***††****Or earlier if otherwise stated in this document.*

The program must submit the above documents to the contacts listed in the table above for the grant to be closed. If you have any questions, contact your AEI Program Coordinator. Upon completion of all tasks, notify your AEI Program Coordinator by email. You will receive a DocuSign envelope to complete the closeout signature process.

### Signatures Completed via DocuSign

The undersigned certify the above tasks have been adequately completed.

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Program Director Fiscal Agent Name Date

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Adult Education Director, AEI Office-CDE Date

1. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues with arise from it, or until the end of the regular three-year period, whichever is later. (34 CFR Part 80.42) [↑](#footnote-ref-2)