

Grant Closeout Procedures

Fiscal and Program Requirements



McKinney-Vento Education of Homeless Children and Youth Grant Program (EHCY) subgrantees must submit the documentation to officially close out the grant with the Colorado Department of Education. Please upload a signed copy of this completed form via [Smartsheets](#) by September 30, 2022. Any questions may be directed to state coordinator, Paula Gumina, Gumina_p@cde.state.co.us, 303-551-3851.

Fiscal Requirements

Deliverable	Requirement	Due Date	Submit to	Requirements Met
Final Reimbursement Request	Subgrantee must work with district fiscal office to ensure that all expenditures are completed and documented, and a final expenditure reimbursement request is submitted.	September 30	RFF	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Annual Financial Report	Annual Financial Report (AFR) and general ledger supporting the expenditures for the performance period (July 1, 2021- June 30, 2022) are submitted.	September 30	SmartSheets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Equipment Inventory List	Inventory of equipment purchased with federal grant funds, including plan for disposition must be submitted along with the final AFR. Items are required to be tracked per federal regulation 2CFR200.312 and include any items coded as “equipment” on subgrantee’s approved budget (e.g., computers, netbooks, printers). The inventory of equipment, with value of \$500 or more collectively (including iPads, Chromebooks, cameras and other electronic equipment), must be labeled and coded to the Education of Homeless Children and Youth program and kept up to date on an inventory list. The inventory list must include purchase date, source of funding (FAIN# or CFDA#), title owner/holder, original cost, percentage of cost related to Federal participation for the program under which the property was acquired, serial number, description, location, method of disposition.	September 30	SmartSheets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Supplies Transfer Documentation	The disposition of unused or residual supplies purchased with Federal grant funds with a market value exceeding \$5,000 must be documented (2CFR200.314). When supplies meet or surpass the \$5,000 threshold and will be transferred to another federal program, programs must identify the supplies, federal program, and fair market value (FMV) of those supplies. A copy of this transfer of supplies must be submitted with the final AFR along with support documenting the FMV calculation of remaining supplies. When the value of all unused supplies does not meet or exceed \$5,000, grantee will indicate this in the “Supplies” section of the final AFR.	September 30	SmartSheets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>



Deliverable	Requirement	Due Date	Submit to	Requirements Met
Equipment Transfer Documentation	If equipment is transferred to another location receipt of the transfer must be submitted along with the final AFR. Information about this transfer must include documentation of transferred item(s), date(s), valuation(s), serial number(s), location information(s) and appropriate signatures. If equipment was stolen, a copy of the police report and insurance claim and valuation, as well as final disposition, must be submitted. If equipment should need to be disposed of, please contact CDE Grants Fiscal for further instructions.	September 30	SmartSheets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Copyright confirmation	Copyright confirmation if the grantee obtained a copyright on anything developed using grant funds (if applicable) must be submitted along with the final AFR.	September 30	SmartSheets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Program Requirements

Deliverable	Requirement	Due Date	Submit to	Requirements Met
End-of-Year Reporting	The end-of-year (EOY) reporting survey, to include year-end data and outcomes on state Performance Measures, must be submitted via Qualtrics.	July 8	Qualtrics (Unique Link sent via email)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Supplies & Equipment Transfer and Disposition Guidance

All equipment requested in approved budgets and revisions must be accounted for during the closeout process. Equipment may be kept by the subgrantee after the grant cycle if it is continued to be used for original purpose (to support sustained EHCY programming for example). If not being used for its original purpose, equipment can be transferred to other federal programs within the school or organization.

Records Retention Requirements

The EHCY subgrantee is required to maintain financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award and must be retained for a period of three years from the date of submission of the final expenditure report [2 C.F.R. § 200.333].

Fiscal records may include but are not limited to the general ledger, accounting source documents, personnel and payroll records, timesheets, canceled checks, inventory records, procurement records, budget revision approvals and the grant award document. Remember, this includes all documentation from the beginning of the grant performance period through the closeout, to be retained for three years beyond the closeout notification.

Program records may include but are not limited to identification records, dispute records, school selection determination records and re-determination records when applicable.

