

Grantee Post-Award: 5. Grant Closeout in eCivis and PeopleSoft

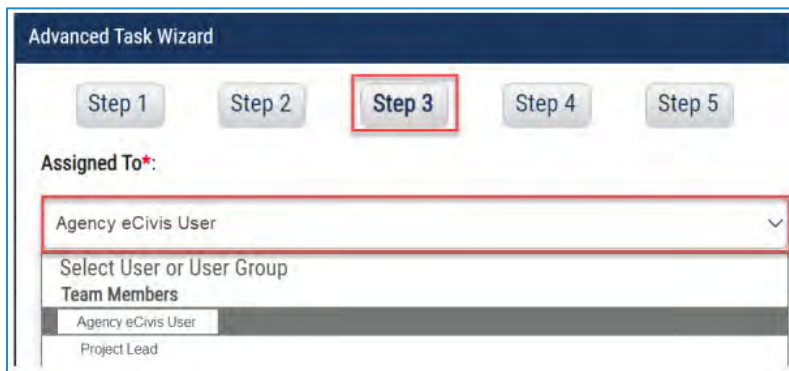
Objective: Agencies understand how to halt all financial spending and close projects/grants in eCivis.

Summary: When a grant award is at the end of the budget period and financial transactions such as drawdowns, disbursements, and liquidations have been completed -- including *no* other pending or outstanding submissions -- it is time to complete the formal process in eCivis known as the Closeout Process.

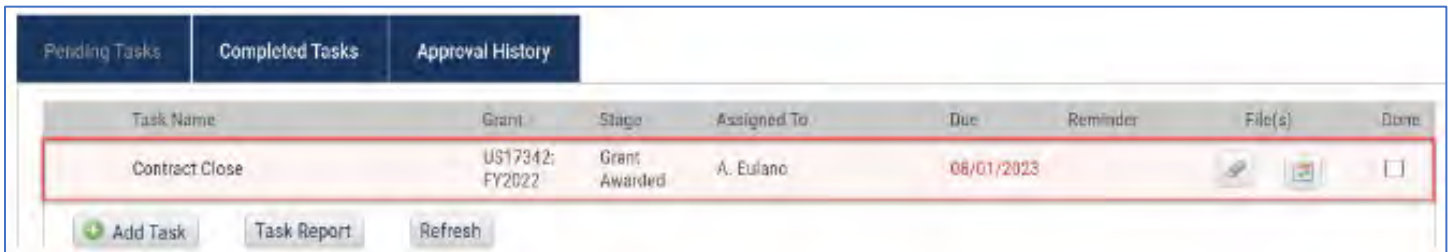
The final page of this Quick Reference Guide serves as a [Grantee Closeout Checklist](#).

Things to consider before performing the closeout process in eCivis:

- A Task Report can be run to track Contract Close dates for eCivis projects and grants.
See [Appendix A – Tasks Report: Contract Close](#) for instructions for agencies running multiple projects.
- Need to adjust the team member assigned to a task?
Follow the steps below, which are also shared on page 10 of [SOI User Guide - Closeout](#).
 - 1) The Project Lead will click the respective Task Name to access the Advanced Task Wizard pop-up.
 - a. Step 1 and Step 2 buttons of the Advanced Task Wizard will be addressed later.
 - b. To choose from the Team Members under Assigned To, select *Step 3*.
 - c. Once a task is reassigned to another Project Team member, that Project Team member will be notified by eCivis Grants Network via email.



Once the project lead is adjusted or confirmed, the Closeout Process begins by visiting the eCivis Project Dashboard, finding the Contract Close task under the Pending Tasks section, and clicking the “Done” box.








The Grant Status - Closeout form will open. The Agency eCivis user only needs to click the “Save” button.

NOTE: This just *initiates* the Closeout process and moves the eCivis project and grant to the Grant Closeout stage, but the eCivis Project and grant are not yet closed.

Automatic Tasks at Grant Closeout

Four (4) automatic closeout tasks, labeled as “STEPS”, are generated in the Pending Tasks table.

- STEP 1: Submit and Upload the Final Programmatic (Activity) Report.
- STEP 2: Liquidation End Date.
- STEP 3: Close the Grant/Project in PeopleSoft.
Upload the Grant/Project Review Fund Source Activities Screenshot and Spreadsheet.
- STEP 4: Submit and Upload the Final Financial Report.

Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
STEP 1: Submit and Upload the Final...	US17062: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>
STEP 2: Liquidation End Date.	US17062: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>
STEP 3: Close the Grant/Project in ...	US17062: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>
STEP 4: Submit and Upload the Final...	US17062: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>

NOTE: The Closeout Pending Task “STEPS” should be completed in the order stated, so automatic reminders are sent to the appropriate Project Team Member assigned to the Task.

Click the Task Name to access each STEP’s Advanced Task Wizard pop-up & prepare it for completion.

STEP 1: Submit/Upload the Final Programmatic Report

Option to [update the assigned team member](#). Additionally, not all grants will have a “Final Programmatic (Activity) Report.” If the grant does not have one, the Project Lead will click “delete” and proceed.

STEP 2: Liquidation End Date

If the agency has a fiscal employee on the Project Team, [update the assigned team member](#). The newly assigned team member will be notified by eCivis Grants Network via email of the reassigned STEP.

In STEP 2’s Automatic Task Wizard, click sub-“Step 4” to change the Due Date to the stated date in the governing agreement. *For federal funding, a Prime Recipient has 90 or 120 calendar days, depending on the applicable Federal regulation ([45 CFR 75.381 Closeout](#) or [2 CFR 200.344\(b\) Closeout](#)), from the Contract Close Date entered to liquidate the funding.*

STEP 3: Close the Grant/Project in PeopleSoft

If the agency has a fiscal employee on the Project Team, [update the assigned team member](#). Change the Due Date to the stated date in the governing agreement. If a date is not provided, the Project Lead will align the Due Date to the liquidation end date set in **STEP 2: Liquidation End Date**.






NOTE: [Project Costing Bulletin #1: Closing a Federal Project](#) is attached to this task. To download it, click on the *folder icon* in sub-“Step 1”, then the *download arrow*.

STEP 4: Submit and Upload the Final Financial Report

Option to [update the assigned team member](#). The Project Lead will also update the Due Date to the stated date in the governing agreement for the Final Financial Report, as described for STEPs 2 and 3.

Completing Closeout Tasks

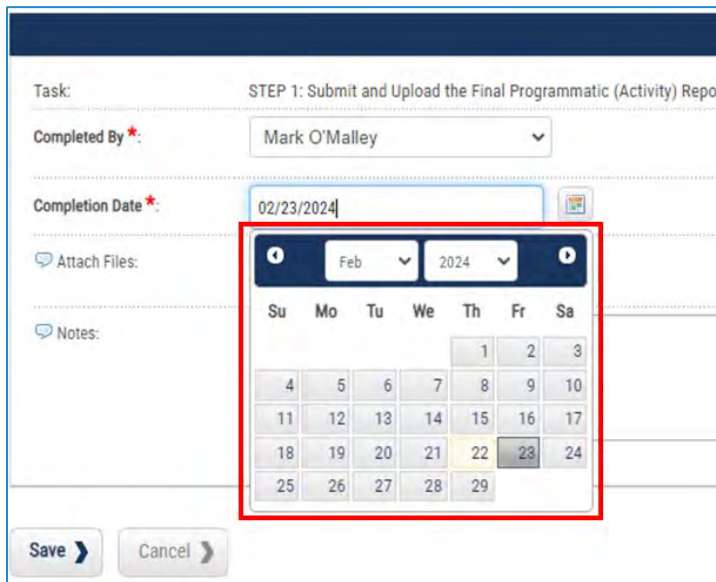
Now that each Grant Closeout Automatic STEP/Task has been edited, the assigned Project Team member may begin the closeout process for each task, by clicking the “Done” box on each corresponding task line.

Pending Tasks	Completed Tasks	Approval History					
Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
STEP 1: Submit and Upload the Final...	US17084: FY2024	Grant Closeout	M. O'Malley	02/23/2024			<input type="checkbox"/>
STEP 2: Liquidation End Date.	US17084: FY2024	Grant Closeout	M. O'Malley	02/23/2024			<input type="checkbox"/>
STEP 3: Close the Grant/Project in ...	US17084: FY2024	Grant Closeout	M. O'Malley	02/23/2024			<input type="checkbox"/>
STEP 4: Submit and Upload the Final...	US17084: FY2024	Grant Closeout	M. O'Malley	02/23/2024			<input type="checkbox"/>

NOTE: If “STEP 1: Submit and Upload the Final Programmatic (Activity) Report” was deleted, due to there not being a Final Programmatic (Activity) Report, skip to “STEP 2: Liquidation End Date” below.

Completing STEP 1: Submit and Upload the Final Programmatic (Activity) Report

After clicking the “Done” box, the Agency eCivis user only needs to edit the Completion Date if the final programmatic report was submitted before or after the stated date, which defaults to the Due Date.



The Agency eCivis user will upload the Final Programmatic (Activity) Report submitted by clicking on the *File icon* in the Attach Files row, upload the file, & clicking both the “Close” and “Save” buttons.

This task will be removed from the Pending Tasks section and an email is sent to the Project Team from eCivis Grants Network informing the Project Team of “STEP 1: Submit and Upload the Final Programmatic (Activity) Report” completion. This email should prompt the Project Team member assigned “STEP 2: Liquidation End Date” to complete that task.

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Completing STEP 2: Liquidation End Date

Before clicking the done box, the assigned fiscal employee will confirm all financial transactions are completed including that there are no pending or outstanding submissions. Once all transaction activity has been confirmed to be completed, the Project Team member will click the Done box for that STEP, & the “Save” button, so this task is removed from the Pending Tasks section.

NOTE: No financial transactions should occur after the liquidation end date.

Pending Tasks	Completed Tasks	Approval History					
Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
STEP 2: Liquidation End Date.	FD21858: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>
STEP 3: Close the Grant/Project in ...	FD21858: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>
STEP 4: Submit and Upload the Final...	FD21858: FY2024	Grant Closeout	M. O'Malley	12/13/2023			<input type="checkbox"/>

An email will be sent to the Project Team from eCivis Grants Network informing of STEP 2: Liquidation End Date completion and to begin STEP 3. This Task is removed from the Pending Tasks section, and the Project is now ready for closeout in PeopleSoft.

Completing STEP 3: Close the Grant/Project in PeopleSoft

The fiscal user assigned to complete this needed to follow “The Project Costing Bulletin [#1: Closing a Federal Project](#)” instructions, as this Task requires two attachments. The fiscal user will click the “Done” box and attach the required screenshot and spreadsheet by clicking on the *folder icon*, uploading the documents, and clicking “Save”. Please remember to assign specific naming conventions to your documents.

Task: STEP 3: Close the Grant/Project in PeopleSoft. Upload the Grant/Project Review Fund Source Activities Screenshot and Spreadsheet.

Completed By*: Mark O'Malley

Completion Date*: 12/12/2023

Attach Files:

- G&R Review Fund Source Activities IN Depart of Alpha.xlsx (8.5 Kb)
- G&R review fund source IN Dept of Alpha.PNG (5.4 Kb)
- Project Costing Bulletin 1_Closing A Federal Project_10-19-2021.pdf (148.1 Kb)

Notes:

An email will be sent to the Project Team from eCivis Grants Network informing of STEP 3: Close the Grant/Project in PeopleSoft completion and to begin STEP 4. This task is removed from the Pending Tasks section.

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Completing STEP 4: Submit and Upload the Final Financial Report

The assigned Agency eCivis user must upload the Final Financial Report by clicking on the *Folder icon* and uploading the document to this Task. *Each final report will be specific to the Grant requirements.* Click “Save” and an email will be sent to the Project Team from eCivis informing the Project Team of **STEP 4: Submit and Upload the Final Financial Report** completion. This task is removed from the Pending Tasks section.

NOTE: At this point, there should be no tasks listed for this project and grant.

Final Closeout Steps

Upon receiving the “STEP 4” completion email, the Project Lead will navigate to the Project’s Dashboard to confirm there are no remaining tasks. **If there is a task, it must be resolved prior to continuing.**

Under Available Actions, the Project Lead will click “*I am ready to close this grant*”.

The screenshot shows a project dashboard with tabs for Overview, Documents, Grant Lifecycle, and Goals. Under 'Active Grants', a grant titled 'US16179 Advanced Transportation Technologies and Innovative M... Transportation Technology and Innovation (ATTAIN) Program - FY 2...' is listed with a stage of 'Grant Closeout' and an awarded amount of '\$7,500,000.00 *'. The 'Available Actions' section contains a list of radio button options, with 'I am ready to close this grant' highlighted by a red box.

When closing the eCivis Project, notes can be kept simple to confirm no additional activity or financial activity will occur and this is the official closeout. No files need to be attached.

Upon clicking “Save”, the eCivis Project’s History page will open. A Project link will still appear on the Project Team members’ Grants Network Dashboards, but it will only contain the number at eCivis Support needed to reach if the Project should ever be opened, again.

The screenshot shows the 'History' page of the eCivis project dashboard. The 'History' tab is highlighted with a red box. Below the navigation tabs, a message box is highlighted with a red box, stating: 'Active Grants All grants associated with this project have been moved to the Project History page. In order to reopen a closed grant, please contact your Client Services Associate at: (877) 232-4847 ext. 2.' The 'Project Team' section shows 'M. O'Malley (Lead)' as the lead.

Grant Closeout Checklist - reference [SOI User Guide - Grantee Closeout.pdf](#) for related guidance.

Prior to initiating Grant Closeout (Section 4 – Closeout Conditions):

- Deliverables specified by the governing agreement have been accomplished.
 - Including the submission of a final programmatic report, if required.
- The program’s objectives have, to the extent practicable, been achieved.
- Any outstanding findings from program audits have been rectified.

- Final Report: For grants and other resources where the Federal government is the awarding entity, the final Federal Financial Report (FFR) has been filed.
 - An equivalent final report, if required, has been filed for grants and other resources where the Federal government is not the awarding entity.
- All financial transactions such as drawdowns, disbursements, and liquidations have been completed.
- Any expenditure-matching requirements have been met.

Initiating the Closeout Process within eCivis Grants Network (Section 5 – Closeout Process):

- The term has ended: at Contract Close Date plus 1 day.
- Contract Close task: marked “Done” & “Saved”.
 - eCivis Project has updated to the “Grant Closeout” Stage.

Automatic Tasks at Grant Closeout (Section 5a):

- Reassign automatic tasks to other Project Team Members, if applicable.
- Update due dates for each of the four tasks “STEPS”, as needed.

Completing Closeout Tasks (Section 5b):

- STEP 1: Submit and Upload the Final Programmatic (Activity) Report.
 - Attached Final Programmatic (Activity) Report?
- STEP 2: Liquidation End Date.
 - The assigned fiscal employee confirmed all financial transactions have been completed? (Including drawdowns, disbursements, and liquidations, and no pending or outstanding submissions and/or payments by Subrecipients and/or contractor invoices exist.)
- STEP 3: Close the Grant/Project in PeopleSoft.
 - Completed all steps of [Project Costing Bulletin #1 - Closing A Federal Project?](#)
 - Attached *Grant/Project Review Fund Source Activities Screenshot and Spreadsheet?*
- STEP 4: Submit and Upload the Final Financial Report.
 - Attached Final Financial Report?

Final Closeout Steps (Section 5c):

- No Pending Tasks should remain. If there is a task, it needs to be resolved, now.
- Available Actions -> “I am ready to close this grant.”
- Project History tab shows the eCivis Project/ grant is in “Closed” Status.