

DIVERSE BUSINESS ASSISTANCE: GRANTEE CLOSEOUT CHECKLIST

The close out process includes completing a closeout report for approval by the grant program. Reports are due **within 90 days** of the end of the performance period identified in the terms and conditions of your grant agreement and include a final accounting of how your funds were expended. If funds received have not been expended by the end of the performance period, they must be returned to the program.

1. Locate or request the closeout report form in advance of the anticipated end of your project.

At least three months before your anticipated completion date:

2. Consult your grant agreement for specific goals and timeline items:

Have you met the completion dates on your Timeline? Does anything remain to be done?

Do you need an extension? Consult your program contact. An amendment can take several months and can't be done during closeout.

Have any subawardees (loan recipients, partners) missed deadlines?

3. Consult your budget and accounting system:

Do the expenditures you're attributing to the project match the grant agreement and any budget amendments?

No → Consult your program contact.

Have all funds been expended in each category?

Yes → Collect all documentation of expenses and plan to retain these records, including subawardee expenses, for 5 years.

No → Have you exceeded in other approved categories?

Yes → Consult your program contact about an amendment as soon as possible.

No → Are there expensed items that were critical to success of the project, but NOT in an approved category? Consult your program contact about the *possibility* of a grant amendment. Be advised, the amendment may not be approved. Amendments cannot be approved during closeout – raise your concerns early!

If none of the above apply → consult your grant agreement to arrange the return of unspent funds.

If funds awarded have not been requested and will not be spent, notify the program as soon as possible that you will be unable to expend these funds.

4. If you had subawardees, have you

Documented their expenditures?

Provided them a closeout checklist of items you'll need from them and a deadline?

Ensured appropriate completion of all terms and conditions of their subaward?

Have you completed the subaward addendum of the Semi-Annual Report and Payment Request and recorded for each subawardee the

street address

EIN

kind of activity the business conducts

- whether it was a loan, grant or forgivable loan
- the dollar amount loaned, granted or forgiven
- how the grantee intends to use the funds
- the date provided or originated
- closeout date
- any interest charged

5. Reflect on the audience and deliverables for your project.

- Have you documented the number of people/businesses/clients etc. you served?
- Can you provide census tracts and demographic information to support the goals of the program?
- Do you have evidence of attendance at programming or training?

6. Review the acknowledgements you have made for the funds you received.

- Did you credit the program for funds in press releases or signage for your project?
 - Do you have a photo you can share in the closeout report or for the Badger BounceBack Wisconsin website? ([Badger Bounceback \(wi.gov\)](http://BadgerBounceback.wi.gov)) Please provide written permission for use with any photos.
- Did you take pictures of any promotional activities or services the grant enabled?
 - Do you have a photo you can share in the closeout report or for the Badger BounceBack Wisconsin website? Please provide written permission for use with any photos.

One month before end of performance period or grant closing

7. Check for documents requested by the program.

- Have you provided the program with any recent audit reports?
- Have any outstanding requests for documentation, monitoring, etc. been met?

8. Prepare the narrative responses for your closeout report. You should go beyond the short description from your Scope of Work or Semi-Annual Reports. Consider the following:

- a. What were the goals of your project?
 - Did you meet or exceed them? If so, consider the larger impact on your community, organization, clients.
 - Did you miss a target? If so, what did you do to correct it? What impact did it have on your organization/community?
 - Have the funds led to any long-term changes in the way you operate or work?
 - Have the funds impacted your capacity to serve your clients or do your work?

9. Consider impacts that can be quantified.

- a. Did your project support new jobs or retain employees?
 - i. If so, how many? Are these long-term positions? What impact did they have on your organization and the services you provide?
- b. Were there changes in your organization's capacity to serve the community?
 - i. If so, by what percentage or other numeric impact?
 - ii. Were you able to build new partnerships?
 - iii. Could you measure changes such as behavior or clients needing service, etc.
 - iv. Do you have any measures of the broader economic impact of the loans, grants or technical assistance you provided?

Be sure to file your close out report and meet any other grant closing requirements on time to avoid any penalties.