

## Quick Sheet: Closeout Amendment with Checklist

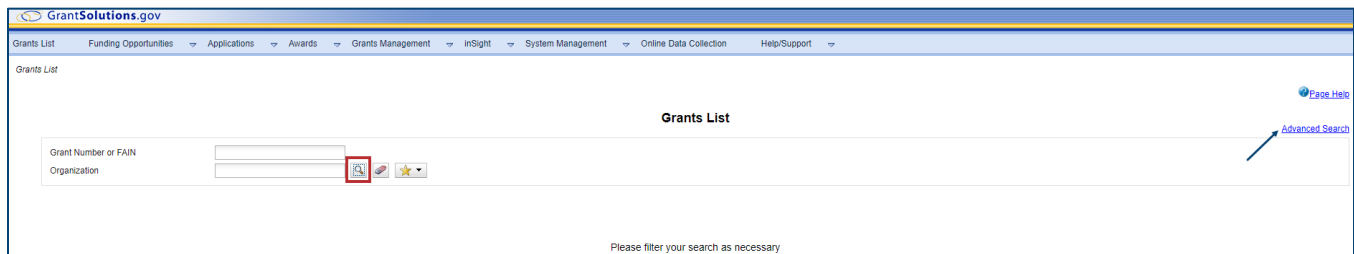
**Audience:** Grants Office

### PURPOSE

This Quick Sheet provides step-by-step instructions for processing a Closeout Amendment with a Checklist.

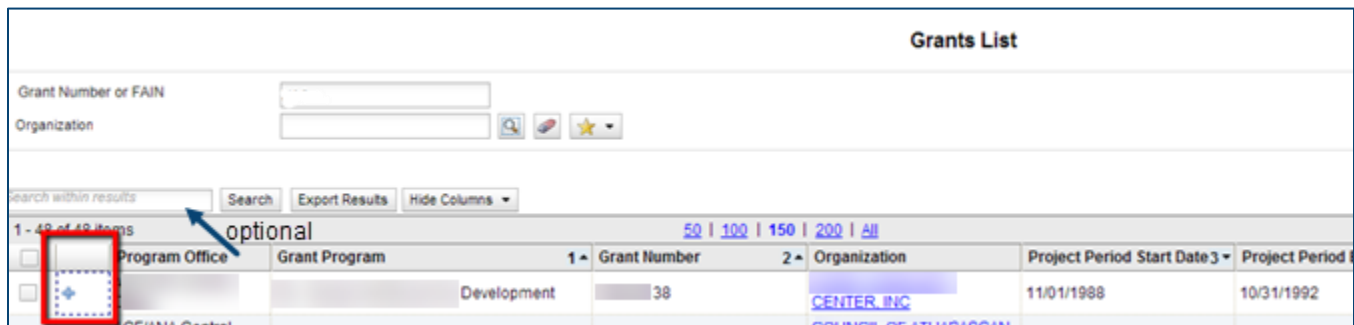
### STEPS

1. Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The “Grants List Simple Search” screen appears. Use this screen or click the optional **Advanced Search** link to enter **search criteria** and click the **Search** icon (magnifying glass).



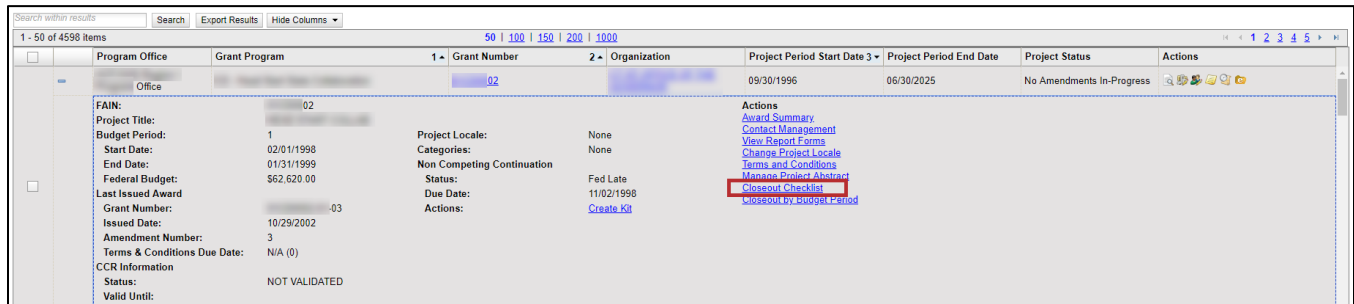
3. Matching results appear in a table below the search fields. Locate the desired grant. From the second column in the table, click the **blue plus sign** to expand the row.

**Note:** An option to search within results is available.



Program Office	Grant Program	Grant Number	Organization	Project Period Start Date	Project Period End Date
CFRMA-Central	Development	38	CENTER, INC	11/01/1998	10/31/1992

4. The row expands. From the **Actions** column, click the **Closeout Checklist** link.



Program Office	Grant Program	Grant Number	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions
Office		02		09/30/1996	06/30/2025	No Amendments In-Progress	<a href="#">Award Summary</a> <a href="#">Contact Management</a> <a href="#">View Report Forms</a> <a href="#">Change Project Locale</a> <a href="#">Terms and Conditions</a> <a href="#">Message Project Abstract</a> <a href="#">Closeout Checklist</a> <a href="#">Closeout by Budget Period</a> <a href="#">Create Kit</a>

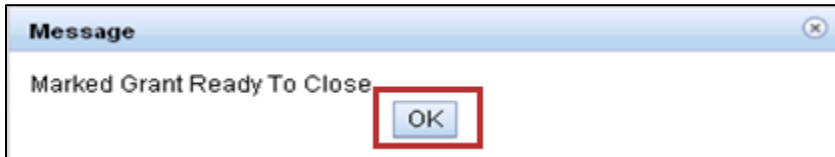
5. The “Process Closeout Checklist” screen appears. Answer each of the required questions. Required questions are marked by an asterisk.

6. Once complete, scroll to the bottom of the page and click the **Save** button.

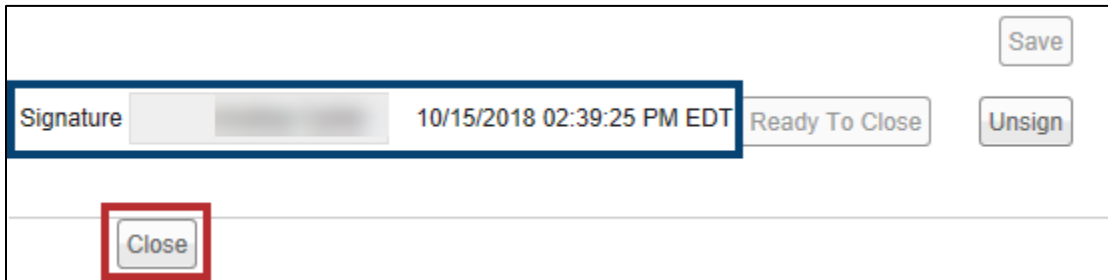
7. A message confirming the answers are successfully updated appears. Click the **OK** button.

8. The Checklist data is saved. At the bottom of the “Process Closeout Checklist” screen, click the **Ready to Close** button.

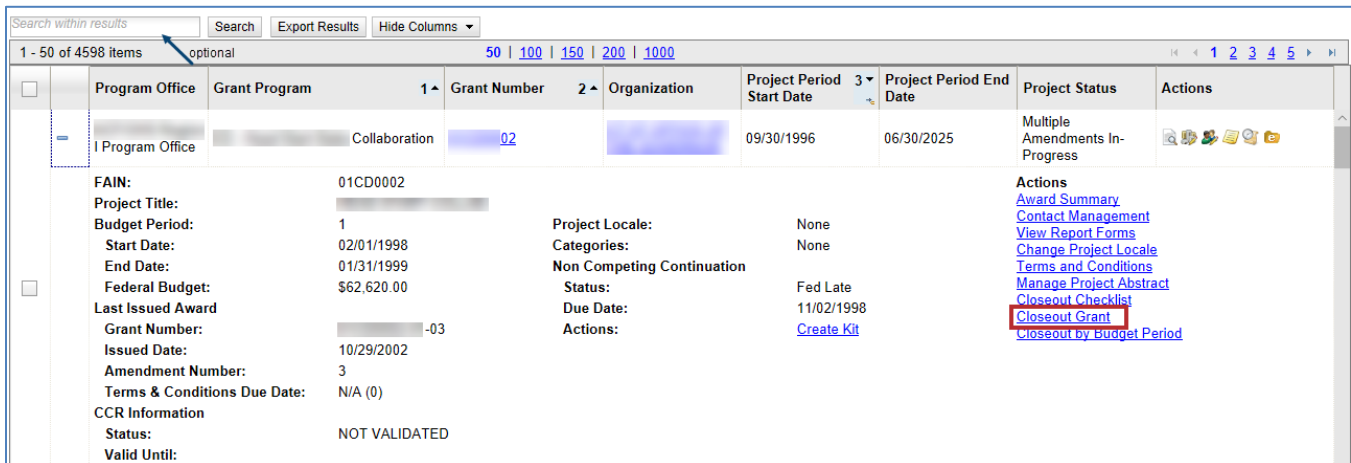
9. A message confirming the grant is *Marked Ready to Close* appears. Click the **OK** button.



10. The signature and date that the Checklist is marked *Ready to Close* is visible at the bottom of the checklist. Click the **Close** button.



11. The “Grants List Simple Search” screen appears. Click the **blue plus sign** to expand the grant row. From the *Actions* column, click the **Closeout Grant** link to move the closeout amendment application to the *Complete* status.



12. The “Manage Amendments” screen displays, and the Closeout amendment application is listed as *Complete*. From the *Action* column, click the **Funding Memo** link.

### Manage Amendments

Grant Number: 02  
 Grantee Name: GOVERNOR  
 Project Title:   
 Project Start Date: 09/30/1996  
 Project End Date: 06/30/2025  
 Last Issued NGA: 10/29/2002 ([View NGA](#))

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
01	Complete (Post Award)	10/15/2018 02:52:17 PM	Grant Closeout Action	1 02/01/1998 - 01/31/1999	N/A	N/A	No N/A	<a href="#">View Amendment</a> <a href="#">Delete Amendment</a> <a href="#">Disapproval</a> <a href="#">Funding Memo</a> <a href="#">Set Budget Period</a> <a href="#">Budget Worksheet</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>

13. The “Funding Memo” screen appears. From the *Action* column, click the **ByPass Without Funding** link.

Total Results Count: 1

Select	Application Number / Application Type	Grant Number / Budget Period	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	01 (Amendment: Grant Closeout Action)	01 Budget Period: 4	COLLEGE	Office	Federal: N/A Non-Federal: N/A	Not Started Federal: \$0.00 Non-Federal: \$0.00 <a href="#">Next Workflow Actions</a>	Project Locale:	<a href="#">ByPass Without Funding</a> <a href="#">Set Budget Period</a> <a href="#">Grant Notes</a> <a href="#">Manage Project Abstract</a>

14. The “Funding Memo” screen refreshes and the (Notice of Grant Award) NGA status is *Ready to Generate*. From the *Action* column, click the **Generate** link.


Results Count: 1

Select	Application Number / Application Type	Grant Number / Budget Period	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
<input type="checkbox"/>	01 (Amendment: Grant Closeout Action)	01 Budget Period: 4	COLLEGE	Central Office	Federal: N/A Non-Federal: N/A	Approved Federal: \$0.00 Non-Federal: \$0.00 <a href="#">Next Workflow Actions</a>	Ready to Generate	Project Locale:	<a href="#">History</a> <a href="#">Set Budget Period</a> <a href="#">View</a> <a href="#">Grant Notes</a> <a href="#">Manage Project Abstract</a> <a href="#">Generate</a>

15. The “Generate Draft NGA(s)” transition screen appears. From the *Grant Number* column, click the **Grant Number** link.

Generated Draft NGA(s)				
GrantSolutions Generated Draft NGAs for the following application(s):				
Grant Number	Grantee Name	Budget Start Date	Budget End Date	Application Number
<a href="#">01</a>		09/30/2012	09/29/2013	<a href="#">05</a>

16. The “Award Processing” screen appears with the draft award available in a table. Click the **Open Award Summary** icon.

Workflow Status	Workflow Actions	Actions
<a href="#">Drafted</a>	<a href="#">Next Workflow Actions</a>	

17. The “Award Overview” screen appears. Under the *Award Preparation* column, click **Edit/Validate Organization** link to perform the Central Contractor Registration (CCR) Validation.

Award Preparation	Award Actions	Award Information
<a href="#">Edit/Validate Organization</a>	<a href="#">Ready for Review</a>	<a href="#">Application</a>
<a href="#">Select Org Address</a>	<a href="#">Change Type to Replacement</a>	<a href="#">Award Workflow History</a>
<a href="#">Project Assignments</a>	<a href="#">Delete Notice of Award</a>	<a href="#">Next Workflow Actions</a>
<a href="#">Budget Worksheet</a>		<a href="#">Funding Memo</a>
<a href="#">Terms and Conditions</a>		<a href="#">Award Summary</a>
<a href="#">Manage Project Abstract</a>		<a href="#">View/Print Notice Of Award</a>
<a href="#">Application Notes</a>		
<a href="#">Edit Notice of Award</a>		

18. The “Organization Information” window appears. Scroll to the bottom of the page and click **CCR Validation**. If the organization is inactive in SAM.gov, the validation can be bypassed on the *Edit Notice of Award* screen.

19. Click **Close** to return to the “Award Overview” screen.

<input type="button" value="Edit"/>	<input type="button" value="CCR Validation"/>	<input type="button" value="Close"/>
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20. From the *Award Preparation* column, click the **Select Org Address** link to select and validate the address that appears on the Notice of Award (NOA).

**Award Preparation**

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

21. The “Select Grantee Address” screen appears. **Select** a previously validated address to appear on the NOA, **edit** an existing address, or **add** a new address.

22. When done, click the **Save** button.

**Note:** The selected address must be validated, as this populates the Congressional District on the NOA.

**Select Grantee Address**

Name: [Grantee Name]

Level: Grantee

EIN: [EIN]

DUNS: [DUNS]

Please select the address to use for Award Number: [Award Number] -00

Select	Address Type	Attention Line	Department and Division	Street Address and Mail Stop	City and State/Province	Zip/Postal Code	Address Validated	Li
<input type="radio"/>	Primary Address			[Street Address]	[City and State]	[Zip/Postal Code]	No	00
<span style="border: 2px solid red; padding: 2px;"><input checked="" type="radio"/></span>	Alternate Address			[Street Address]	[City and State]	[Zip/Postal Code]	Yes	00

23. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Project Assignments** link.

**Award Preparation**

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

24. The “Project Assignments” screen appears. Ensure users with the following roles are assigned to the project: **GMO, PO, AO, FMO, ADO,** and **PI/PD**.

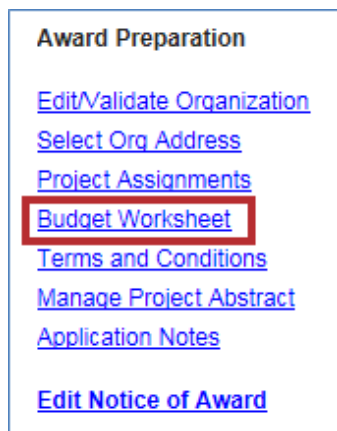
**Note:** Click the **edit** icon (pencil) to enter optional start and end dates.

Project Assignments							
Organization: <input type="text"/> Services							
Grant Number: <input type="text"/> 124 DUNS: <input type="text"/>							
Display: <input checked="" type="radio"/> All Users <input type="radio"/> Grantees <input type="radio"/> Grantors							
Active Assignments		New Assignments Expired Assignments					
Assigned	Name / Email	Username	Role	Primary	Start Date	End Date	Add Role
<input checked="" type="checkbox"/>		P	Grants Management Officer	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>		P	Grantee Administrative Official / Grantee Authorized Representative	<input checked="" type="checkbox"/>	02/26/2016		<a href="#">Add PIVD Role</a>
<input checked="" type="checkbox"/>		P	Grants Management Specialist	<input checked="" type="checkbox"/>	02/26/2016		
<input checked="" type="checkbox"/>		P	Program Officer	<input checked="" type="checkbox"/>	02/26/2016		
<input checked="" type="checkbox"/>			Grantee Administrative Official / Grantee Authorized Representative	<input type="checkbox"/>	05/01/2017		<a href="#">Add PIVD Role</a>
<input checked="" type="checkbox"/>		P	Grantee Principal Investigator / Program Director	<input checked="" type="checkbox"/>	02/26/2016		<a href="#">Add ADO Role</a>
<input checked="" type="checkbox"/>		P	Authorizing Official	<input checked="" type="checkbox"/>	02/26/2016		

25. When done, click the **Save & Close** button at the bottom of the page.

26. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Budget Worksheet** link to view or edit the budget that displays on the NOA.

**Note:** Modifying the Budget Worksheet for a Closeout is only necessary when there is a monetary disallowance.



27. The “Budget Worksheet” appears. When there is more than one tab, the first tab contains the combined *Totals*, and the *Direct Cost* section is read-only. Click one of the other **tabs** to edit.





28. Enter any deobligation to the active budget period of the amendment by entering the *negative amount* in the *Recommended* column.

- Deobligations are made to budget categories with enough funds to support the deobligation. They are entered with a negative sign (-) in front of the number.
- To deobligate funds from one or more prior budget periods, enter the **positive amount** of the funds to be deobligated in the *Unobligated Balance* column on the right side of the Budget Worksheet. This action is normally performed when funds were not used, but were also not allowed to carryover.

Category	Previous Budget	Requested		Adjustment	Recommended	Total	Federal	Unobligated Balance
		Agency Adjusted	Requested					
Personnel	4,420.00	0.00		-4420.00	-4420.00	0.00	0.00	0.00
Fringe Benefits	2,584.00	0.00		0.00	0.00	2,584.00	2,584.00	0.00
Travel	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Contractual	27,654.00	0.00		-27654.00	-27654.00	0.00	0.00	0.00
Facilities/Construction	0.00	0.00		0.00	0.00	0.00	0.00	0.00

29. The amount in the *Total* column for a budget category row should *never* be negative. The lowest value can be \$0.

Category	Previous Budget	Requested		Adjustment	Recommended	Total
		Agency Adjusted	Requested			
Personnel	4,420.00	0.00		-4420.00	-4420.00	0.00
Fringe Benefits	2,584.00	0.00		0.00	0.00	2,584.00
Travel	0.00	0.00		0.00	0.00	0.00
Equipment	0.00	0.00		0.00	0.00	0.00

30. When there is more than one tab, click the **Totals** tab and scroll to the *Final Budget Totals* table. The *Total This Action* should be a negative amount.

Final Budget Totals	
Total Budget ?	18,163.00
Non-Federal (May Include Program Income) ?	0
Federal ?	18,163.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	0.00
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	50,237.00
Total This Action ?	-32,074.00

31. Once the Budget Worksheet is complete, click the **Save and Verify** button at the bottom of the screen. When saved successfully, click the **Close** button.

Save	Save and Verify	Close
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32. The “Award Overview” screen appears. If needed, click the **Terms and Conditions** link from the *Award Preparation* column to make changes to the Terms and Conditions on the NOA.

**Note:** This step may not be necessary for a Closeout amendment action.

<p><b>Award Preparation</b></p> <p><a href="#">Edit/Validate Organization</a></p> <p><a href="#">Select Org Address</a></p> <p><a href="#">Project Assignments</a></p> <p><a href="#">Budget Worksheet</a></p> <p><a href="#">Terms and Conditions</a></p> <p><a href="#">Manage Project Abstract</a></p> <p><a href="#">Application Notes</a></p> <p><a href="#">Edit Notice of Award</a></p>
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33. From the *Award Preparation* column on the “Award Overview” screen, click the **Edit Notice of Award** link to edit the draft NOA.

**Award Preparation**

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

**[Edit Notice of Award](#)**

34. Complete all required fields (marked by a red asterisk).

Check the following:

35. Ensure that the *Amount Awarded This Action* is correct. There should not be a positive number for a Closeout transaction.
36. Select the correct *Financial Account Numbers* for the document numbers that are being closed. Compare the *Financial Account Number* against the Award History.
37. All the Financial Accounts used in previous awards appear in the *Financial Information* section. If funds are not being deobligated from those Financial Accounts, enter \$0.

*24. FINANCIAL INFORMATION:							
ORGN	DOCUMENT NO.	APPROPRIATION	FINANCIAL ACCOUNT NO.	NEW AMT.	UNOBLIG	NONFED %	Treasury Account Symbol Account Code
	90FD016602	751501	1-G9911CD	\$ -22000			0000
	90FD016601	751501	1-G9911CD	\$ -10074			0000
			--Please select a financial account--	\$			0000
			--Please select a financial account--	\$			0000
			--Please select a financial account--	\$			0000
			--Please select a financial account--	\$			0000

38. There are three sections on the Notice of Award Draft screen relating to Federal Funding Accountability and Transparency Act (FFATA). These must be filled out correctly before the award is validated. The FFATA information is displayed on USASpending.gov. The FFATA information prepopulates from previous awards. If fields are not prepopulated, enter **information**.

39. From the *Funding Transparency Act Award Recipient Information* section, click the **Show/Hide** button.

Funding Transparency Act Award Recipient Information: **Show/Hide**

Funding Transparency Act Award Project & Award Information: Show/Hide

Funding Transparency Act Award Principal Place Of Performance Information: Show/Hide

40. The *Congressional District* and *Dun & Bradstreet Confidence Code* prepopulate once the CCR is validated.  
If necessary, select a **Recipient Type** from the *Recipient Type* drop-down list.

Funding Transparency Act Award Recipient Information: Show/Hide

City Code	65000
County Name	St. Louis (city)
County Code	510
Congressional District	01
State Code	29
Country Code	USA
Country Name	UNITED STATES
Bypass Address Validation Requirement	<input type="checkbox"/>
*Dun & BradStreet Confidence Code	<input checked="" type="checkbox"/> Please select this box if you wish to bypass Confidence Code validation for this award.
*Recipient Type	--Please Select Type of Recipient--

41. From the *Funding Transparency Act Award Principal Place of Performance Information* section, click the **Show/Hide** button.

Funding Transparency Act Award Recipient Information: Show/Hide

Funding Transparency Act Award Project & Award Information: Show/Hide

Funding Transparency Act Award Principal Place Of Performance Information: **Show/Hide**

42. If necessary, click the **Edit** buttons to change information.

43. Once finished, click the **Save and Verify** button to check for any errors or missing information.

\*Country <sup>?</sup> UNITED STATES

Country Code <sup>?</sup> USA

\*POP Code <sup>?</sup> 09\*\*\*\*\* [edit...](#)

County or City/Place <sup>?</sup>

\*Congressional Contacts [edit...](#)

State	Congressional Districts	Congressional Representatives
Connecticut	01	John B. Larson
	02	Joe Courtney
	03	Rosa L. DeLauro
	04	Jim Himes
	05	Elizabeth Esty

State	Senators
Connecticut	Richard Blumenthal Christopher Murphy

Primary Congressional District Unknown ☐

Zip Code <sup>?</sup> N/A

[Save](#) [Save and Verify](#) [Close](#)

44. Carefully review the warnings/errors to make sure all issues have been addressed and resolved.

**Note:** Some common errors include missing FFATA information, the organization is not validated, or the Amount Awarded This Action does not match the Funding Memo amount.

A warning appears when there is a disallowance as the amount on the NOA is less than the \$0 in the Funding Memo. This warning is expected and acceptable.

45. Once all errors are resolved, the Award is ready to proceed through the approval process.

46. From the “Award Overview” screen, click the **Ready for Review** link.

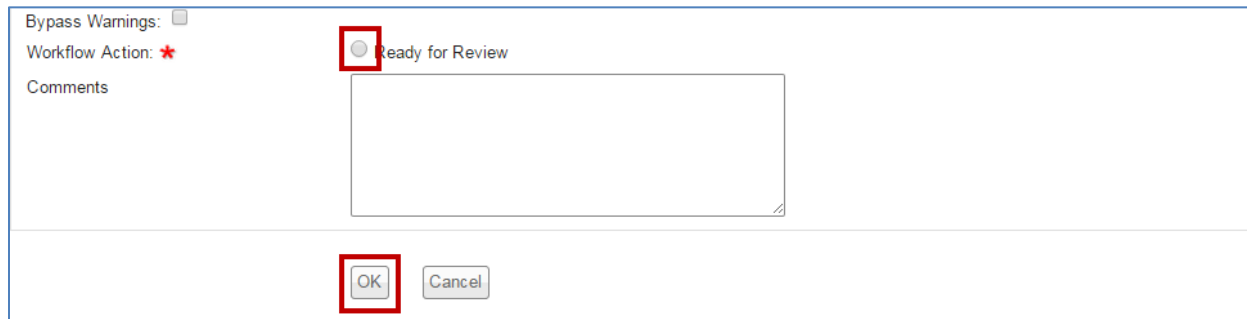
Award Actions

[Ready for Review](#)

[Change Type to Replacement](#)

[Delete Notice of Award](#)

47. The “Transition Status” screen appears. Select the **Ready for Review** radio button and add any necessary comments. Click the **OK** button.



48. The “Changed Notices of Grant Awards” screen appears. Click the **Continue** button to return to the “Award Processing” screen.
49. Continue to move the draft award forward through the workflow until it is issued.