

# Quick Sheet: Closeout with Checklist

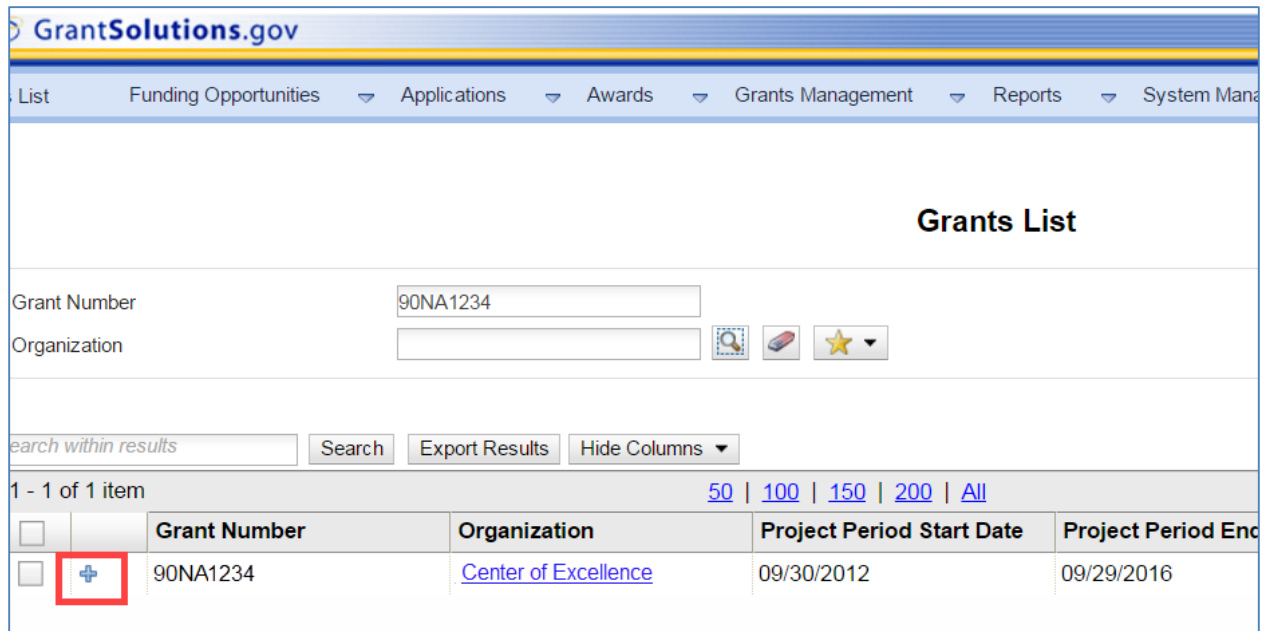
**Audience:** Grants Office

## Purpose

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

## Steps

1. Login to the GrantSolutions Grants Management Module (GMM) ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The “Grants List” screen appears. Search for a grant using the simple or advanced search screen.
3. The “Results” table appears. Find the desired grant and click the **Blue Plus sign** icon from the far left column to expand the row.



GrantSolutions.gov

List Funding Opportunities Applications Awards Grants Management Reports System Man

### Grants List

Grant Number

Organization

Search within results  Search Export Results Hide Columns

1 - 1 of 1 item [50](#) | [100](#) | [150](#) | [200](#) | [All](#)

<input type="checkbox"/>	Grant Number	Organization	Project Period Start Date	Project Period End
<input type="checkbox"/> <b>+</b>	90NA1234	<a href="#">Center of Excellence</a>	09/30/2012	09/29/2016

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

Grant Number	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions
90NA1234	Center of Excellence	09/30/2012	09/29/2016	No Amendments In-Progress	<a href="#">Award Summary</a> <a href="#">Grant Project Assessment</a> <a href="#">Contact Management</a> <a href="#">View Report Forms</a> <a href="#">Change Project Locale</a> <a href="#">Manage Commitment Terms and Conditions</a> <a href="#">Manage Project Abstract Categories</a> <a href="#">Task Management</a> <a href="#">Closeout Checklist</a>

5. The “Process Closeout Checklist” screen appears. Answer each of the required questions. Once complete, scroll of the bottom of the page and click the **Save** button.

**Process Closeout Checklist**

Grant Number: 90NA1234  
Organization Name: Centers of Excellence  
Location: SAN YSIDRO, NM  
Program: Native Americans  
Project Period (MM/DD/YYYY): 09/30/2012 - 09/29/2016

Grant Checklist | Program Checklist

9. Question: Action on Indirect Costs, if applicable  
Answer: Not Applicable  
Comments: [Text Area]

10. Question: Closeout Letter sent  
Answer: Yes  
Date (MM/DD/YYYY): 2/6/2017  
Attachment: Upload Document

Signature: Anna-Lisa Walters | Ready To Close | Unsign | **Save**

Close

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

**Message**

Successfully updated the answers

OK

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

**Process Closeout Checklist**

Grant Number: 90NA1234  
Organization Name: Centers of Excellence  
Location: SAN YSIDRO, NM  
Program: Native Americans  
Project Period (MM/DD/YYYY): 09/30/2012 - 09/29/2016

Grant Checklist | Program Checklist

9. Question: Action on Indirect Costs, if applicable  
Answer: Not Applicable  
Comments:

10. Question: Closeout Letter sent  
Answer: Yes  
Date (MM/DD/YYYY): 2/6/2017  
Attachment: Upload Document

Signature: Anna-Lisa Walters | **Ready To Close** | Unsign | Save

- A message confirming the grant is Ready to Close appears. Click **OK**.

**Message**

Marked Grant Ready To Close.

OK

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

Date (MM/DD/YYYY): 02/06/2017  
Attachment:

Signature: Anna-Lisa Walters | 02/13/2017 09:52:09 AM EST | **Ready To Close** | Unsign | Save

Close

**Note:** Some grant programs require the Program Office to complete an additional checklist. Both checklists must be marked Ready to Close before the next step, Closeout Grant, is available. Additionally, only the person that signed the checklist can click the Unsign button to reopen.

10. The “Grants List” screen appears. Expand the grant row again, and click the **Closeout Grant** link to move the Closeout amendment application to the *Complete* status.

Project Period Start Date	Project Period End Date	Project Status	Actions
	Creation Economic Development- Agriculture/Gardening Economic Development- Subsistence Lifestyles Economic Development- Job/Skills Training Economic Development- Addressing Poverty		<a href="#">Objective Work Plan</a> <a href="#">Objective Progress Report</a> <a href="#">Grant Project Assessment</a> <a href="#">Contact Management</a> <a href="#">View Report Forms</a> <a href="#">Change Project Locale</a> <a href="#">Manage Commitment</a> <a href="#">Terms and Conditions</a> <a href="#">Manage Project Abstract</a> <a href="#">Categories</a> <a href="#">Task Management</a> <a href="#">Closeout Checklist</a> <a href="#">Closeout Grant</a>
<b>Competing Continuations:</b>		Not Required	

11. The “Manage Amendments” screen displays and the Closeout amendment application is listed as Complete. Click the **Funding Memo** link.

Manage Amendments								
Grant Number	90NA1234							
Grantee Name	Center of Excellence							
Project Title	Pueblo of Zia Sustainable Agriculture, Farmers Markets and Growers Cooperative							
Project Start Date	09/30/2012							
Project End Date	09/29/2016							
Last Issued NGA	10/20/2015 <a href="#">(View NGA)</a>							
Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
NA17002169	Complete (Post Award)	02/13/2017 10:34:03 AM	Grant Closeout Action	3 09/30/2014 - 09/29/2016	N/A	N/A	No	<a href="#">View Amendment 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>

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

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"/>	<a href="#">NA17002169</a> (Amendment: Grant Closeout Action)	90NA1234 Budget Period: 3	Center of Excellence	Central Office	Federal: N/A Non-Federal: N/A	Not Started Federal: \$0.00 Non-Federal: \$0.00 <a href="#">Next Workflow Actions</a>	<a href="#">Categories:</a> Economic Development- Job Creation Economic Development- Agriculture/Gardening Economic Development- Subsistence Lifestyles Economic Development- Job/Skills Training Economic Development- Addressing Poverty <a href="#">Project Locale:</a>	<a href="#">ByPass Without Funding</a> <a href="#">Create</a> <a href="#">Manage Commitment</a> <a href="#">Set Budget Period</a> <a href="#">Grant Notes</a> <a href="#">Manage Project Abstract</a> <a href="#">Project Assignments</a> <a href="#">Budget Worksheet</a>

13. The “Funding Memo” screen refreshes and the NGA status is *Ready to Generate*. From the *Action* column, click the link **Generate**.

tee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
	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	<a href="#">Categories:</a> Economic Development-Job Creation Economic Development- Agriculture/Gardening Economic Development- Subsistence Lifestyles Economic	<a href="#">History</a> <a href="#">Manage Commitment</a> <a href="#">Set Budget Period</a> <a href="#">View</a> <a href="#">Grant Notes</a> <a href="#">Manage Project Abstract</a> <a href="#">Project Assignments</a> <a href="#">Budget Worksheet</a> <a href="#">Disapprove</a> <a href="#">Generate</a>


14. The “Generate Draft NGA(s)” transition screen appears. 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="#">90NA1234_03-03</a>	Center of Excellence	09/30/2014	09/29/2016	NA17002169

Please go to [Award Processing](#) to find grant and edit.

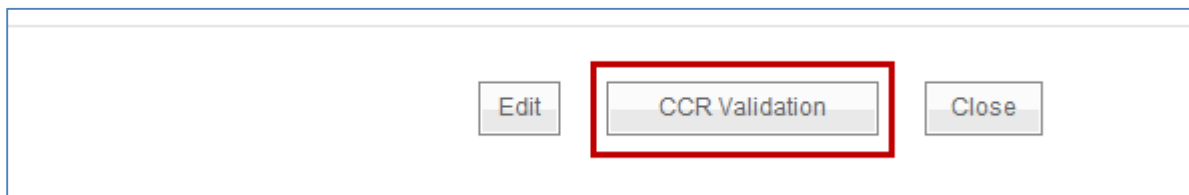
15. The “Award Processing” screen appears with the draft award available in the *Results table*. Click the **Open Award Summary** (  ) icon.

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

16. The “Award Overview” screen appears. From the *Award Preparation* column, click **Edit/Validate Organization** to perform the CCR Validation.

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

17. The “Organization Information” screen opens. 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.



18. Click **Close** to return to the “Award Overview” screen.
19. From the Award Preparation column, click **Select Org Address** 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](#)

20. The “Select Grantee Address” screen appears. Select a previously validated address to appear on the Notice of Award, Edit and existing address, or Add a new one.
21. When done, click the **Save** button.

**Select Grantee Address**

Name: [blurred text]

Level: Grantee

EIN:

DUNS:

Please select the address to use for Award Number: 90FO0013-01-00

Select	Address Type	Attention Line	Department and Division	Street Address and Mail Stop	City and State/Province	Zip/Postal Code	Address Validated	Lat
<input type="radio"/>	Primary Address			[blurred text]	[blurred text]	[blurred text]	No	08
<input checked="" type="radio"/>	Alternate Address	[blurred text]		[blurred text]	[blurred text]	[blurred text]	Yes	02

Show

*Note: The selected address must be validated as this populates the Congressional District on the Notice of Award.*

22. The “Award Overview” screen appears. Click the **Project Assignments** link from the *Award Preparation* column.

**Award Preparation**

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

23. The “Project Assignments” screen appears. Ensure users with the following roles are assigned to the project: GMO, PO, AO, FMO, ADO, and PI/PD. When done, click the **Save & Close** button.

### Project Assignments

Organization: **Fuelis of Zuri**

Grant Number: **WPCD19TC05E** DUNS: **089421410**

Display:  All Users  Grantees  Grantors

Active Assignments | New Assignments | Expired Assignments

[Add New Grantee](#)

Assign	Name / Email	Username	Role	Primary	Start Date	End Date	Add Role
<input type="checkbox"/>	Michelle Adams m.adams@fuelisofzuri.gov	MAdams7	Program Officer	<input type="checkbox"/>			
<input type="checkbox"/>	Michelle Adams m.adams@fuelisofzuri.gov	MAdams11	Grants Support Staff	<input type="checkbox"/>			
<input type="checkbox"/>	Anyanike anyanike@fuelisofzuri.gov	Anyanike	Program Support Staff	<input type="checkbox"/>			
<input type="checkbox"/>	<a href="#">View User</a> m.adams@fuelisofzuri.gov	<a href="#">Create Account</a>	Grantee Principal Investigator / Program Director	<input type="checkbox"/>			<a href="#">Add ADO Role</a>
<input type="checkbox"/>	<a href="#">View User</a> m.adams@fuelisofzuri.gov	<a href="#">Create Account</a>	Grantee Principal Investigator / Program Director	<input type="checkbox"/>			<a href="#">Add ADO Role</a>
<input type="checkbox"/>	Michelle Adams m.adams@fuelisofzuri.gov	MAdams	Grants Management Specialist	<input type="checkbox"/>			
<input type="checkbox"/>	<a href="#">View User</a> m.adams@fuelisofzuri.gov	<a href="#">Create Account</a>	Grantee Principal Investigator / Program Director	<input type="checkbox"/>			<a href="#">Add ADO Role</a>
<input type="checkbox"/>	Michelle Adams m.adams@fuelisofzuri.gov	MAdams	Program Support Staff	<input type="checkbox"/>			
<input type="checkbox"/>	Michelle Adams m.adams@fuelisofzuri.gov	MAdams	Program Support Staff	<input type="checkbox"/>			



24. The “Award Overview” screen appears. From the *Award Preparation* column, click **Budget Worksheet** to view or Edit the budget that is displayed on the NoA.

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

**Award Preparation**

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

25. 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 make edits.

Totals							
NA - Social And Economic Development1		NA - Social And Economic Development					
Direct Cost							
Category	Previous Budget	Requested	Adjustment	Recommended	Total	Non-Federal	Federa
		Agency Adjusted Requested					
Personnel	172,478.00	0.00	0.00	0.00	172,478.00	21,344.00	151,134
Fringe Benefits	52,088.00	0.00	0.00	0.00	52,088.00	6,328.00	45,760
Travel	5,625.00	0.00	0.00	0.00	5,625.00	1,125.00	4,500

26. 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 and entered with a negative sign (-) in front of the number.
- In order 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 is normally done when funds were not used but were also not allowed to carryover.

Totals NA - Social And Economic Development1 NA - Social And Economic Development							
Direct Cost (NA - Social And Economic Development1)							
Category	Previous Budget	Requested Agency Adjusted Requested	Adjustment	Recommended	Total	Non-Federal	Federal
Personnel	17,637.00	0.00	-4000.00	-4000.00	13,637.00	21344.00	-7,707.00
Fringe Benefits	5,326.00	0.00	0.00	0.00	5,326.00	6328.00	-1,002.00
Travel	1,125.00	0.00	-500.00	-500.00	625.00	1125.00	-500.00
Equipment	12,000.00	0.00	0.00	0.00	12,000.00	12000.00	0.00
		0.00					

27. 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 Agency Adjusted Requested	Adjustment	Recommended	Total
Personnel	17,637.00	0.00	-4000.00	-4000.00	13,637.00
Fringe Benefits	5,326.00	0.00	0.00	0.00	5,326.00

28. Towards the bottom of the *Totals* tab (if there is more than one tab), the **Total This Action** row should be negative.

Total Budget <sup>?</sup>	490,563.00
Non-Federal (May Include Program Income) <sup>?</sup>	99012.00
Federal <sup>?</sup>	391,551.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	11364.00
In Kind Contribution <sup>?</sup>	0.00
Program Income <sup>?</sup>	0.00
Previous Award (Doesn't Include Non-Federal) <sup>?</sup>	384,687.00
<b>Total This Action <sup>?</sup></b>	<b>-4,500.00</b>

29. Once the Budget Worksheet is complete, click **Save and Verify** towards the bottom of the screen. Then click **Close**.

Save	<b>Save and Verify</b>	Close
------	------------------------	-------

30. The “Award Overview” screen appears. If needed, click **Terms and Conditions** to make changes to the Terms and Conditions on the Notice of Award. This step may not be necessary for a Closeout action.

**Award Preparation**

- [Edit/Validate Organization](#)
- [Select Org Address](#)
- [Project Assignments](#)
- [Budget Worksheet](#)
- [Terms and Conditions](#)**
- [Manage Project Abstract](#)
- [Application Notes](#)
- [Edit Notice of Award](#)

31. From the “Award Overview” screen, click **Edit Notice of Award** from the *Award Preparation* column 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](#)**

32. Complete all required fields and check the following:
33. Ensure that the *Amount Awarded This Action* is correct. There should not be a positive number for a Closeout transaction.
34. Select the correct *Financial Account Numbers* for the document numbers that are being closed. Compare the Financial Account Number against the Award History.
35. All of the Financial Accounts used in previous awards appear in the Financial Information section. If funds are not being deobligated from some of those Financial Accounts, enter \$0.

**\*24. FINANCIAL INFORMATION:**

Do not send transaction to accounting system.

ORGN	DOCUMENT NO.	APPROPRIATION	FINANCIAL ACCOUNT NO.	NEW AMT.	UNOBLIG	NO %
	90NA1234	75121536	2-G995101	\$ -4000		
	90NA1234	75121536	2-G995101	\$ -500		
	90NA1234	75121536	2-G995101	\$		

36. There are three sections on the NoA Edit screen relating to FFATA. These must be filled out correctly before the award is validated. The FFATA information is displayed on USASpending.gov. Please note that most of the FFATA information prepopulates from previous awards.
37. Click **Show/Hide** next to Funding Transparency Act Award Recipient Information.
38. The Congressional District, Dun, & Bradstreet Confidence Code pre-populates once the CCR is validated. If necessary, select the **Recipient Type**.

Funding Transparency Act Award Recipient Information: [Show/Hide](#)

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

39. Click **Show/Hide** next to Funding Transparency Act Award Principal Place of Performance Information. Make edits as needed.

Count	Congressional District/ Rep Name	Primary
1	01 - Jo Bonner	<input checked="" type="checkbox"/>

40. From the bottom of the screen, click **Save and Verify** to check for any errors or missing information.

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

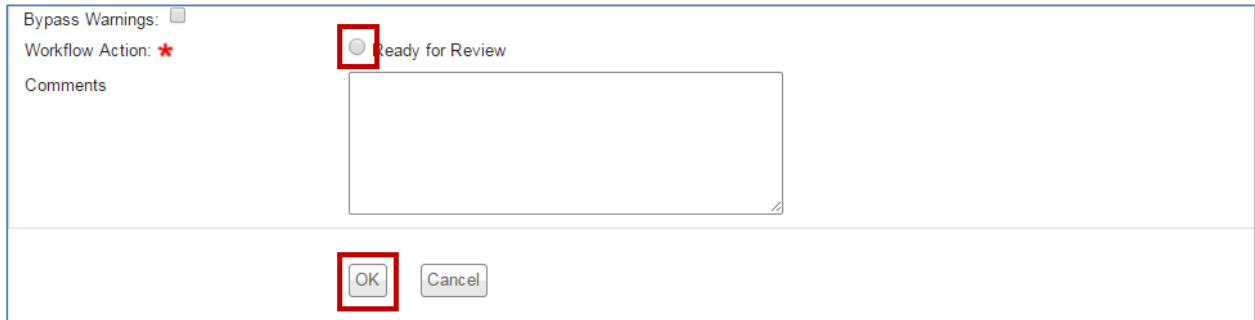
*Note: Some common errors include missing FFATA information, the organization is not validated, or the Amount Awarded This Action does not match the Funding Memo amount.*

*A warning does appear when there is a disallowance as the amount on the Notice of Award is less than the \$0 Funding Memo. This warning is expected and acceptable.*

42. Once all errors are resolved, the Award is ready to proceed through the approval process. From the "Award Overview" screen, click the link **Ready for Review**.

Award Preparation	Award Actions	Award Information
<a href="#">Edit/Validate Organization</a>	<a href="#">Ready for Review</a>	<a href="#">Application</a>

43. The “Transition Status” screen appears. Select the **Ready for Review** radio button and then click the **OK** button.



The screenshot shows a form titled "Transition Status". At the top left, there is a checkbox labeled "Bypass Warnings:". Below it, the text "Workflow Action: \*" is displayed. To the right of this text is a radio button labeled "Ready for Review", which is highlighted with a red square. Below the radio button is a large, empty text area labeled "Comments". At the bottom of the form, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red square.

44. The “Changed Notices of Grant Awards” screen appears. Click the **Continue** button to return to the Award Processing screen.

45. Continue to move the draft award forward through the workflow until it is issued.