**Grant Agreement Closeout Instructions**

**General information and Instructions**

1. The Recipient completes and certifies the [Grant Agreement Final Closeout](http://intra/Budget/Agreement%20Management%20Website/Closeout/Forms/Grant%20Agreement%20Final%20Closeout.xlsx) form and submits to the DEO Program Area.

**Header Section**

* Enter the FLAIR Contract ID, Recipent Name, Vendor ID, Contract End Date, and Contract Amount as it appears in FACTS.
* Deobligated Funds and Final Contract Amount will be populated as a function of the information entered in Section A, Financial Reconciliation. The Deobligated Funds represent the total amount reduced from the contractual obligation at closeout.

**Section A: Financial Reconciliation**

* The reconciliation documents the total amount of funds received and expended by the recipient under this agreement, along with the balance of any unexpended program income and will indicate whether the recipient has a surplus or a need. Any surplus held by the recipient must be refunded to the department per § 215.971 (2)(c) F.S.
1. *Total Recipient Funds Received from DEO*. Enter the total amount of funds received from DEO.
2. *Total Recipient Expenditures.* Enter the total amount of funds expended under this agreement.
3. *Balance of Unexpended Program Income*. The formula in this section will pull the total balance directly from the Section B.
4. *If negative, this amount must be refunded to the Department.*  *If positive, this amount is to be remitted to the Recipient.* The formula in this section will determine the action needed at closeout as a result of the financial reconciliation. If a refund is due to the Department, the recipient must mail a check in the amount indicated along with the completed closeout form. Any positive amounts due to the Recipient should be addressed with the final invoice.

**Section B: Statement of Recipient Income**

* Under this section, the recipient must certify whether or not recipient income was earned under this contractual agreement.
* Program income is defined as income that resulted through the use of federal or state financial assistance. Program income should be expensed before a request for reimbursement has been made, and should reduce the total reimbursement. Any remaining balance shall be deducted from the total expenditures on the reconciliation.
* The recipient must list all sources of program income, the amount received, the amount expended, and the ending balance of each source.

**Section C: Property Inventory Certification**

* Under this section, the recipient must certify whether or not property was purchased within the contract period this contractual agreement.
* Property is considered to be all non-expendable and non-consumable tangible property having a useful life of more than one year and acquired at a cost of $1,000 or more per unit with grant funds.

**Section D: Recipient Certification**

* Under this section, the recipient must certify Financial Reconciliation, Recipient Income, and Property Inventory are true and accurate.

**Section E: DEO Internal Review and Approval**

* Under this section, the DEO Program Area must certify Financial Reconciliation, Recipient Income, and Property Inventory are true and accurate.
1. Program Area reviews and approves the close out form.
2. Program areas completes the [State and Federal Subaward Closeout Routing Review Form](http://intra/Budget/Agreement%20Management%20Website/Closeout/Forms/SubAward_Closeout_Routing_Review_Form.doc) routing and submits the closeout package to Debbie Keene in Grants Management.
3. Grants Management reviews and approves the Grant Agreement Final Closeout. Grants Management will ensure that expenditures reflected on the closeout are reconciled with FLAIR and FACTS. If a refund is due to DEO, the refund must be received and recorded in FLAIR prior to completing the closeout in FACTS. Once the agreement closeout and FLAIR reconciliation has been completed and approved, Grants Management will update FACTS to reflect any deobligated funds and update the status to “Closed / Expired.”
4. Grants Management will contact the Program Area to pick up the completed closeout package.