



Closeout Guidance for Non-Construction Awards

Instructions for Recipients:

This document provides guidance to help you prepare for the closeout of your EDA award. These instructions are for your reference and use - **this document does not need to be returned to EDA**. Please retain this information for your records and follow the timeline and requirements outlined below.

CLOSEOUT PREP

Activities to be completed at least 30 days before the award end date

TIME EXTENSIONS (IF APPLICABLE)

#	Requirement	Complete	N/A
1.	The project will be completed by the approved EDA award end date. - If not, the primary EDA point of contact has been contacted regarding delays or challenges. - If not, the delays or challenges have been documented in the semiannual progress report narrative.		

EDA has the right to reject no cost time extension requests, including those submitted less than 10 calendar days before the conclusion of the period of performance. Recipients should allow at least 30 days for EDA to review requests once documentation requirements are met. Please coordinate with your EDA contact(s) for guidance.

REVIEW SACS

#	Requirement	Complete	N/A
2.	All EDA Specific Award Conditions (SACs) have been reviewed to ensure compliance with special requirements associated with the project (e.g. subaward reporting, equipment securitization, procurement) and for guidance on completing final and cumulative performance progress reports (PPRs) and federal financial reports (FFRs).		

PROJECT FILE REVIEW

#	Requirement	Complete	N/A
3.	All previously submitted deliverables and/or reports are approved by EDA and have been accepted in EDGE.		

BUDGET/SCOPE REVISIONS

#	Requirement	Complete	N/A
4.	All requests for revisions to the budget and/or scope of work that require prior approval from EDA have been initiated at least 3 months prior to the award end date to allow sufficient time for review.		

SINGLE AUDIT SUBMISSION (IF APPLICABLE)

#	Requirement	Complete	N/A
5.	Organizations that have spent \$1M or more in federal funding (across all federal programs) in its fiscal year are required to file a Single Audit. After confirming that the latest single audit has been uploaded to the Federal Audit Clearinghouse , upload audit documentation to EDGE and demonstrate that any deficiencies or material findings have been addressed.		

CLOSEOUT PERIOD

Activities to be completed no later than 120 days after the award end date

Recipients experiencing challenges that may prevent the completion of award closeout requirements during the closeout period should notify their EDA point of contact(s) for guidance.

FINAL PAY REQUEST

Note: ASAP closes September - October (exact dates TBD) and payments cannot be completed during this time.

#	Requirement	Complete	N/A
6.	With the exception of costs related to preparing final reports, no further expenses will be incurred after the period of performance (award) end date. Example: If the last day of the award is October 15 and services are performed on October 20, those services cannot be billed to this project. However, if the services were performed on October 12, but the invoice does not arrive until October 20, that would be allowable since the services were completed before the end of the period of performance.		
7.	Log into ASAP and follow up with EDA to resolve pending payments, if needed.		
8.	If funds must be returned, coordinate with EDA to determine the best approach to submit the refund and correct previously submitted reports.		

BUDGET RECONCILIATION

#	Requirement	Complete	N/A
9.	Box 1b of the SF-270 has been checked "Final."		
10.	(If applicable) The required cost share (i.e., matching share) has been met for the award.		

FINAL FEDERAL FINACIAL REPORT (FFR)

#	Requirement	Complete	N/A
11.	The final SF-425 has been submitted as a webform in EDGE. - Affirm that unspent federal funds can be deobligated in the SF-425 Remarks section (#12). - If the final payment has not been approved at the end of the Closeout Period, Recipients can submit a corrected SF-425 after the final payment is processed.		

PERFORMANCE PROGRESS REPORT (PPR)

#	Requirement	Complete	N/A
12.	Recipients with awards that do not end on March 30th or September 30th have reached out to their EDA point(s) of contact for guidance on meeting semiannual PPR reporting requirements.		
13.	The final PPR meets the requirements outlined in the SACs and any applicable deliverables have been submitted.		

POST-CLOSEOUT ACTIVITIES

#	Requirement	Complete	N/A
14.	The GPRA Contact Project Role in EDGE is up-to-date and will be maintained to ensure GPRA reporting requirements, as communicated through the SACs, are met.		
15.	(If applicable) The single audit will be submitted to the Federal Audit Clearinghouse within nine (9) months of the end of the fiscal year.		