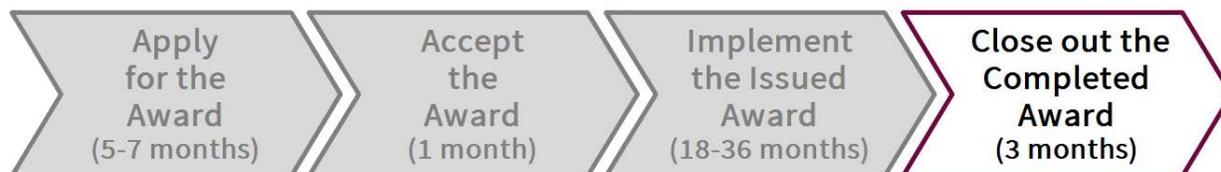




Cooperative Agreement Process

Quick Start Guide, Stage 4

Close out the Completed Award



In this stage, you will prepare and submit final reports and make final drawdowns and payments. This quick reference provides a checklist and basic descriptions of the steps in stage 4. This is an orientation to the process without all of the details.

Note: For complete information on rules and regulations on the process, please refer to requirements of the Office of Management and Budget (OMB) Uniform Guidance, which are codified at 2 C.F.R. Part 200, agency and department terms and conditions, Department of Commerce pre-award requirements, and any special award conditions.

Stage 4 Checklist

Time to Complete: 3 months

Due Date: _____

Request extension to close out if needed

The recipient may request a one-time extension to the closeout period of up to 60 days if additional time is needed to complete closeout responsibilities. Restrictions apply.

Ensure data-sharing plan has been implemented

Ensure the environmental data-sharing and information-sharing plan has been implemented, if environmental data were created or collected.

Submit final progress report

Submit a final progress report that covers the last six months of the award. This report is due 90 days after the award expires.

Submit final equipment and supplies report

Inventory and include in the final progress report equipment or supplies costing \$5,000 or greater per unit value, including its fair market value.

Submit equipment transfer to new award request, if needed

Submit a request to transfer equipment purchased with cooperative agreement funding to a new award if the equipment can be used in the new award for a similar purpose.

Submit real property report, if needed

Complete standard form SF-429 if funds were requested for real property.

Submit a final funding drawdown through the Automated Standard Application for Payments (ASAP recipients)

Before submitting the final financial report, submit a final funding drawdown to pay any remaining invoices through ASAP.gov.

Submit final financial report **Dates:** _____

Submit the final financial report in Grants Online 90 days after the award period ends.

Stage 4 Overview

Closeout is the period in which the coastal management program will prepare and submit final reports and make final drawdowns and payments. The closeout period is the 90 days following the expiration of an award. The only costs that are authorized during the closeout period are those strictly associated with closeout activities (e.g., preparation of final progress, financial, and required project audit reports, unless otherwise approved in writing by the grants officer).

The following provides an overview of the tasks in the above checklist.

Request extension to closeout if needed

If additional time is needed to complete closeout responsibilities, such as a report submission or payment drawdown, the recipient may request a one-time extension to the closeout period of up to 60 days. This request must be submitted 10 days before the end of the closeout period in Grants Online. This request does not allow the recipient more time to conduct programmatic activities.

Ensure data-sharing plan has been implemented

The CZMA awards include a special award condition that applies to activities where environmental data are collected or created. Part of satisfying the condition includes creating and implementing an environmental data-sharing and information-sharing plan.

Submit final progress report

During the closeout period, the coastal management program will submit a final progress report that covers the last six months of the award. This report is due 90 days after the award expires.

Submit final equipment and supplies report

During the closeout period, equipment or supplies (aggregate supplies, not per unit) at a cost of \$5,000 or greater per unit value must be inventoried, to include its fair market value, in the final progress report. Recipients may use the outdated SF-428 form series to report on tangible property or submit

their own customized report, including a description of federally owned equipment, identification information, acquisition cost, and acquisition date.

Submit equipment transfer to new award request if needed

Recipients can submit a request to transfer equipment purchased with cooperative agreement funding to a new award if the equipment can be used in the new award for a similar purpose. The program office recommends that if the equipment is no longer needed after a project's expiration, recipients should request disposition instructions approximately 150 calendar days before the project period ends. NOAA will respond within 120 days with an answer and instructions for disposition of the equipment or property in question. This will allow sufficient time to have equipment disposition requests addressed before the project expiration. The recipient can request equipment disposition instructions by submitting an "other" award action request through Grants Online. Forms SF-428, SF-428C, SF-429, SF-429A, SF-429B, and SF-429C, as applicable, shall be attached with the "other" award request.

Submit real property report if needed

During the closeout period, recipients who requested funds for real property (e.g., land, land improvements, structures, accessory buildings), which is common to construction and acquisition projects (e.g., some types of 306A projects), must complete standard form SF-429.

Submit a final funding drawdown through the Automated Standard Application for Payments (ASAP recipients)

During the closeout period, and before submitting the final financial report, recipients submit a final funding drawdown to pay any remaining invoices through ASAP.gov.

Submit final financial report

A final financial report is due in Grants Online 90 days after the award period ends. Before submitting this report, the recipients should ensure that all funds have been requested and paid by NOAA or drawn down in the ASAP.gov system. All invoices and bills must also be paid before submittal.