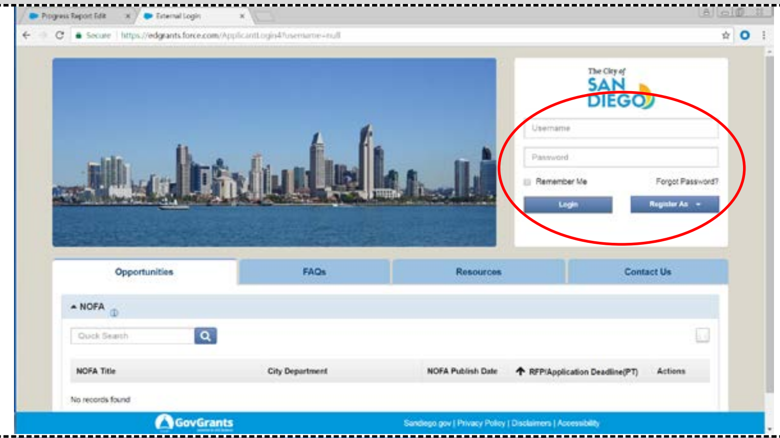
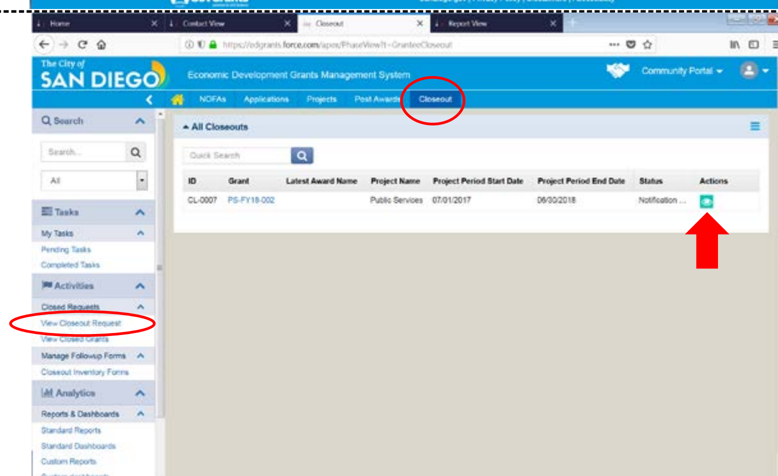
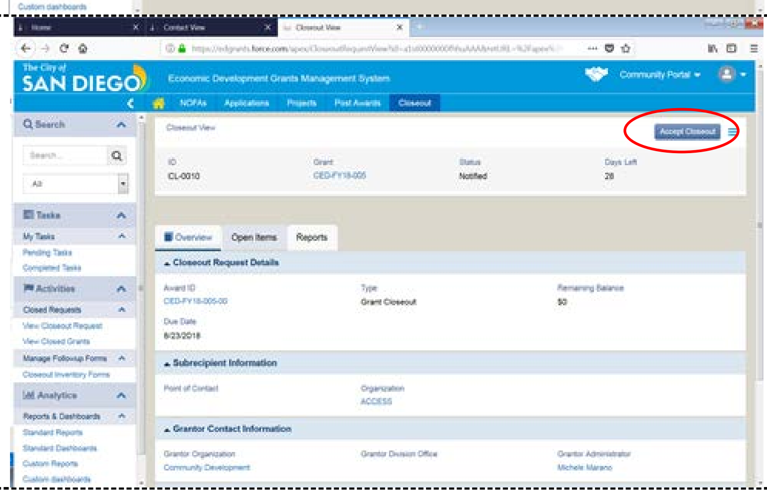
Closeout & Year-End

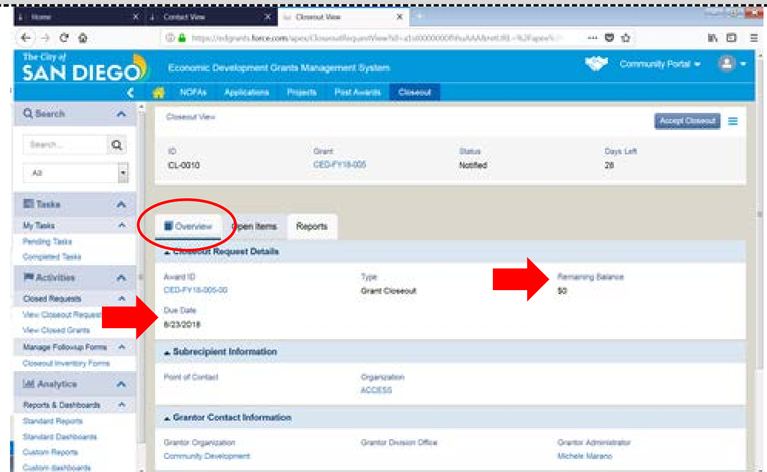
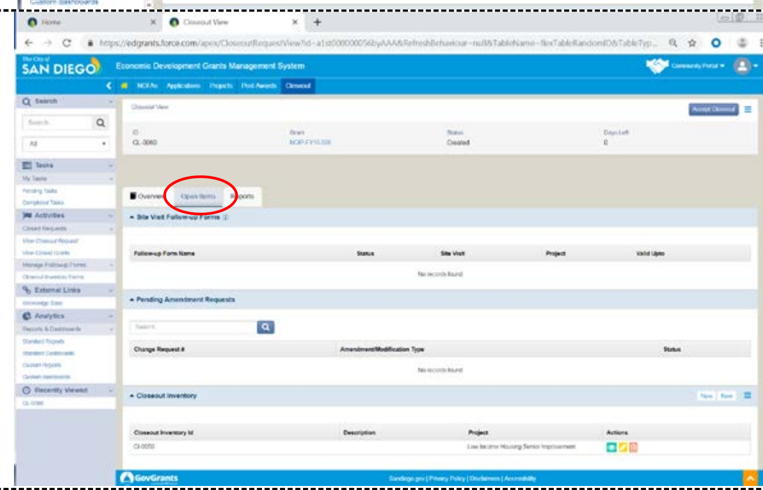
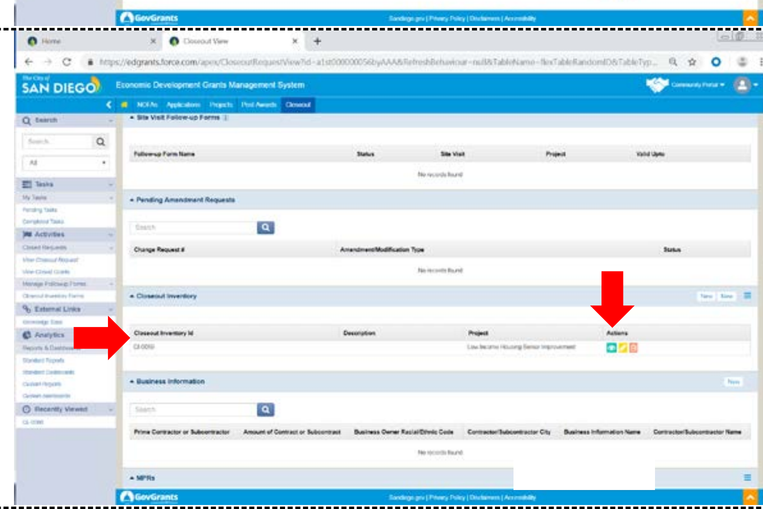
You will learn:

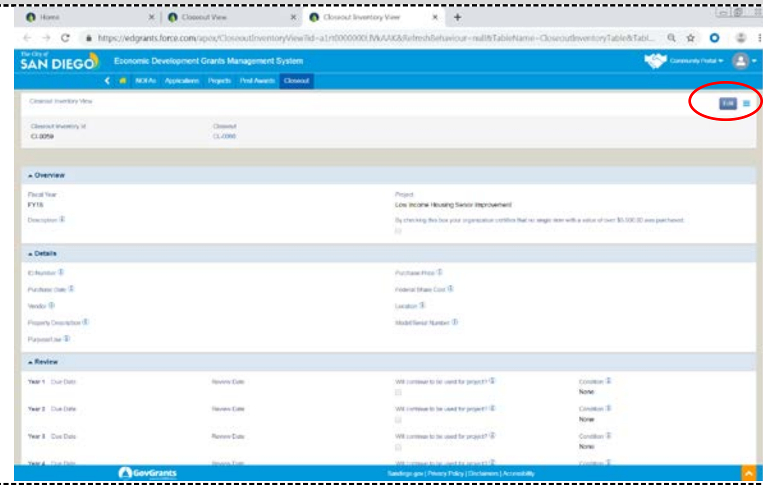
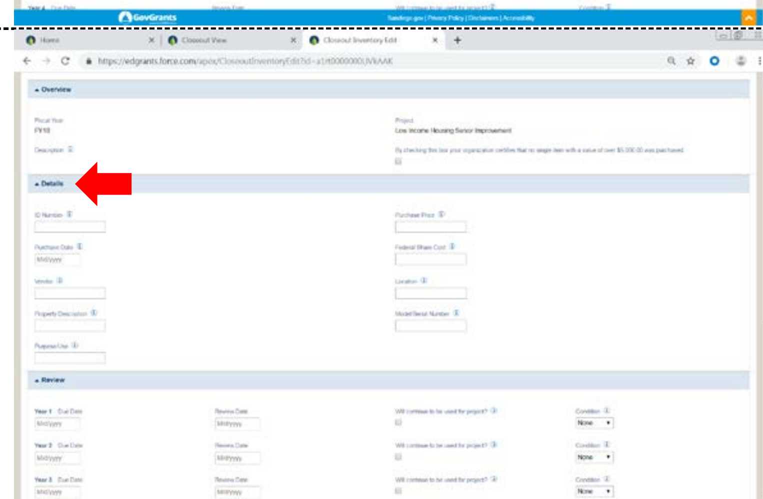
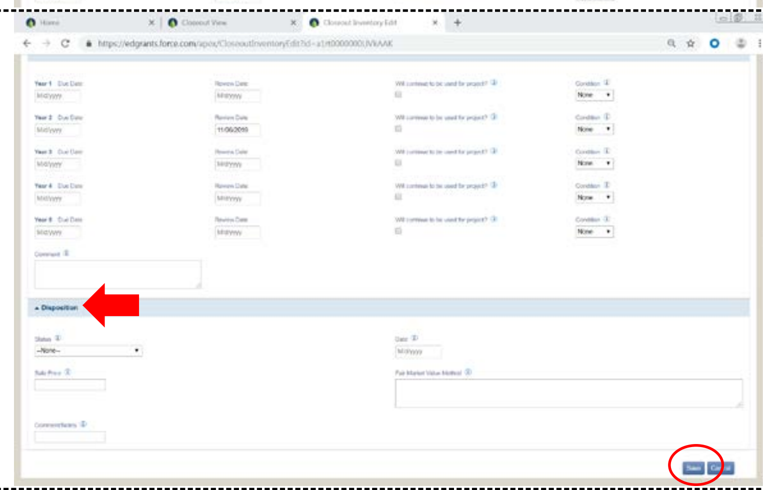
- **How to close out a project in ED Grants**
- **How to complete and submit a year-end report in ED Grants**

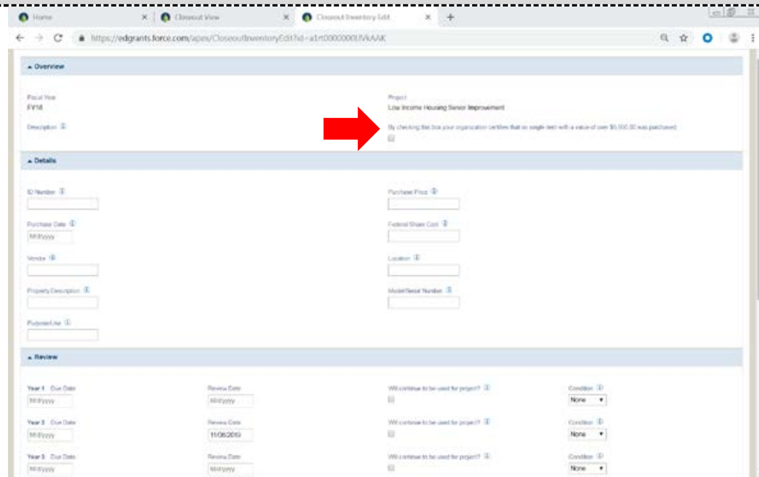
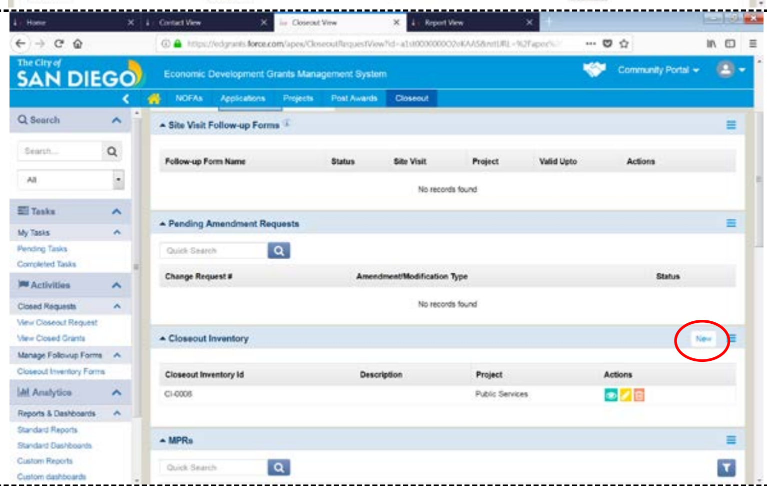
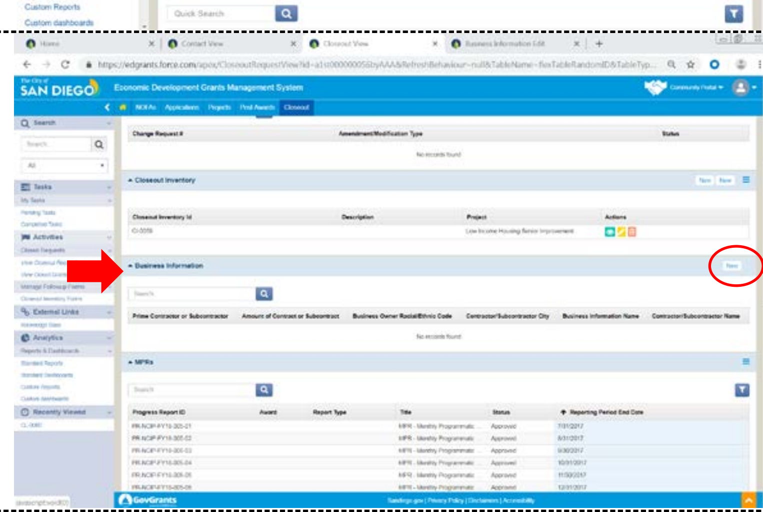
Step	Description	Screenshot
1	Log into http://edgrants.force.com using the credentials for either the Primary Representative or Secondary Representative of your organization. ***NOTE***: *While both the Primary Representative and Secondary Representative are able to work on closeout-related requirements, only the Primary Representative will be able to officially submit it to the City.*	
2	Go to the '**Closeout**' tab and then click on '**View Closeout Request**' along the left side. Find the closeout request associated with the project you would like to work on and click on the eyeball icon to open it.	
3	Click on the '**Accept Closeout**' button to acknowledge that you are aware of the need to close the project. ***NOTE:*** *This screen is known as the 'Closeout View' or the 'Closeout Request' (CL) view.*	

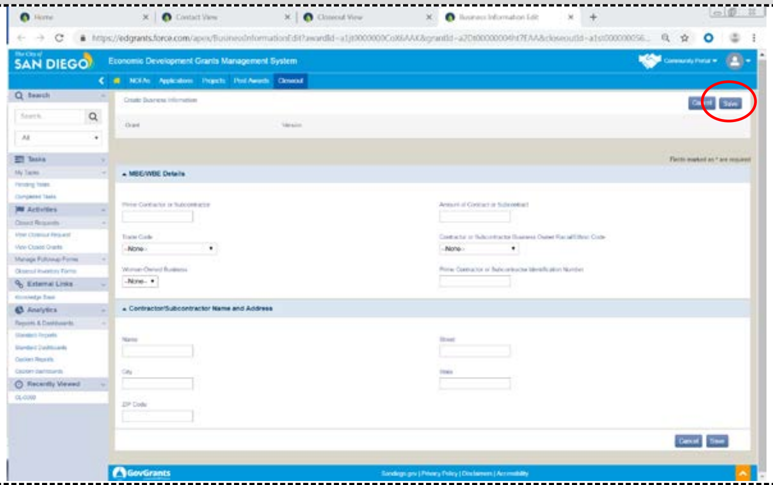
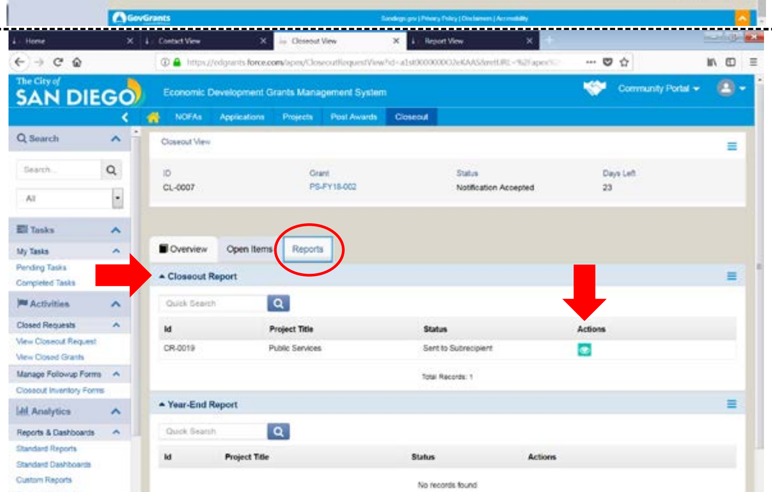
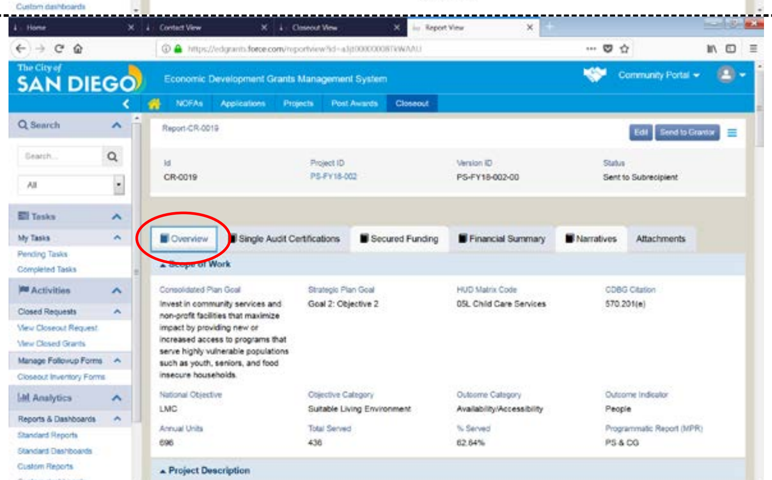
The City of SAN DIEGO

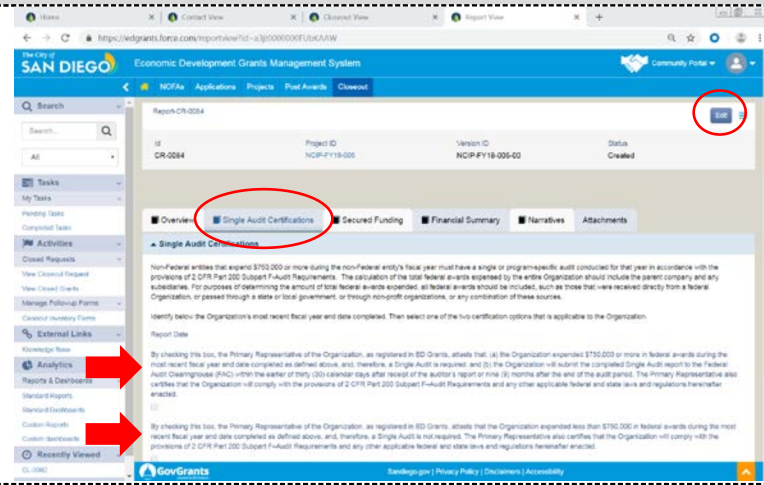
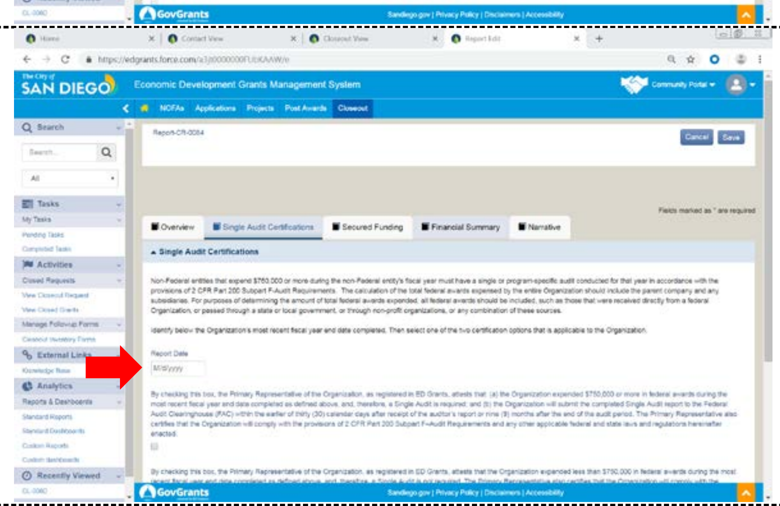
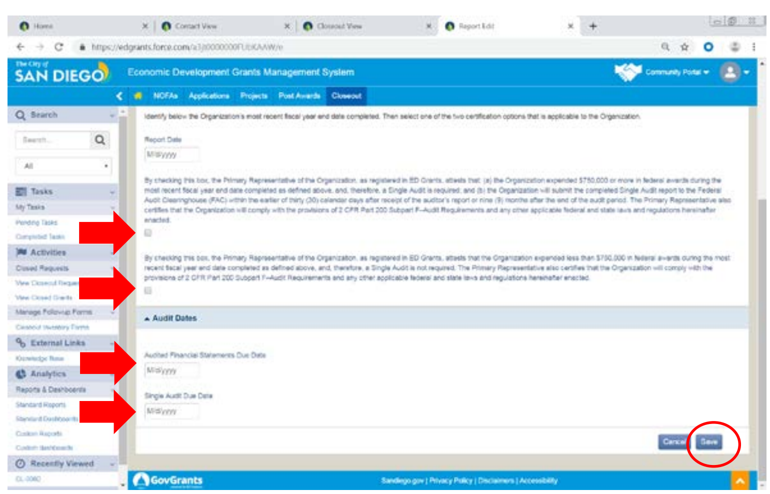
Closeout & Year-End

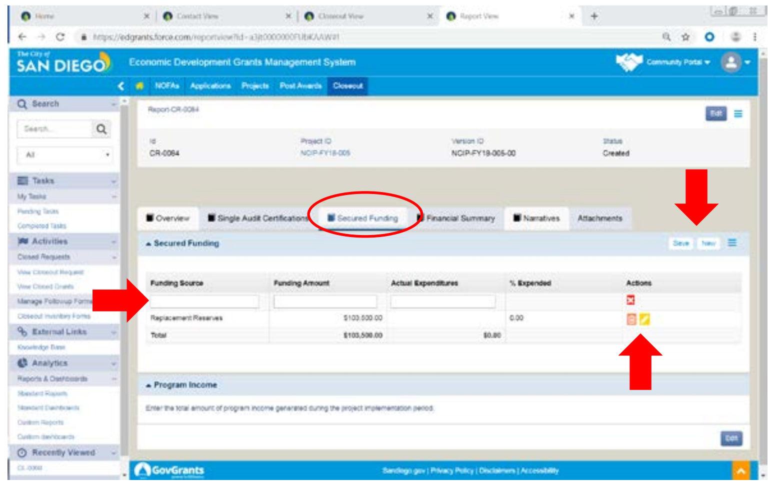
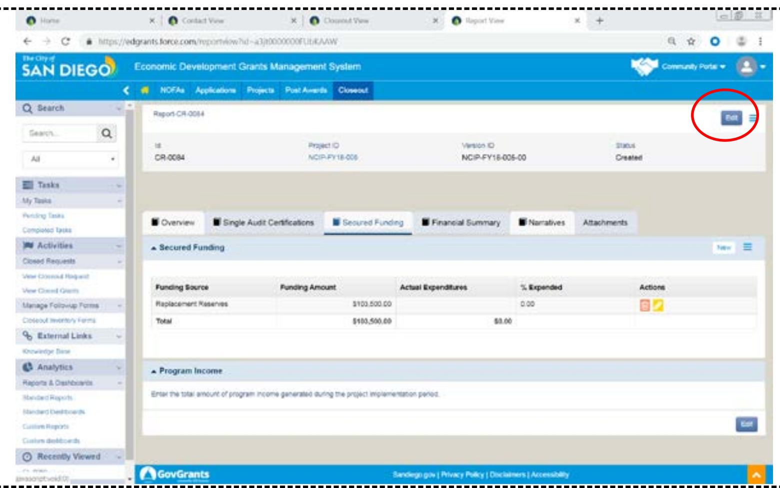
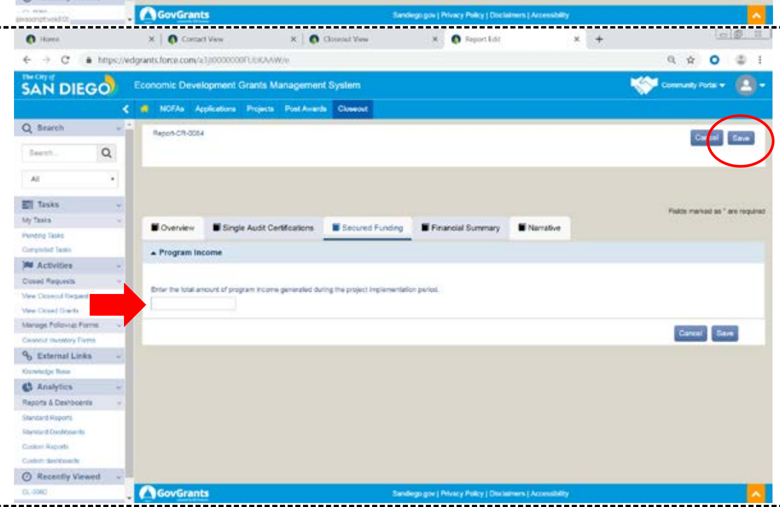
Step	Description	Screenshot
4	Click on the '**Overview**' tab of the Closeout Request and review the information presented for accuracy. Pay particular attention to the '**Due Date**' field (which is when the closeout process should be completed) and the '**Remaining Balance**' field (which tells you how much CDBG funding, if any, is left in the project's budget). Press F5 to refresh the page. If anything needs to be corrected or updated, contact your assigned City project manager for next steps.	
5	Click on the '**Open Items**' tab of the Closeout Request and review the information presented for completeness and accuracy. Here you will find a collection of the following items: **Site Visit Follow-Up Forms**; **Amendment Requests**; **Closeout Inventory**; **Contractor/Subcontractor Information** (if NCIP project); **Monthly Programmatic Reports** (MPRs); and **Requests for Reimbursements** (RFRs). Review each item for accuracy. If anything needs to be corrected or updated, contact you assigned City project manager for next steps.	
6	Scroll to the '**Closeout Inventory**' section. Here you will need to list each item purchased during the implementation period using CDBG funds with a value of more than $5,000. Click on the eyeball icon to open the form to enter the first item.	

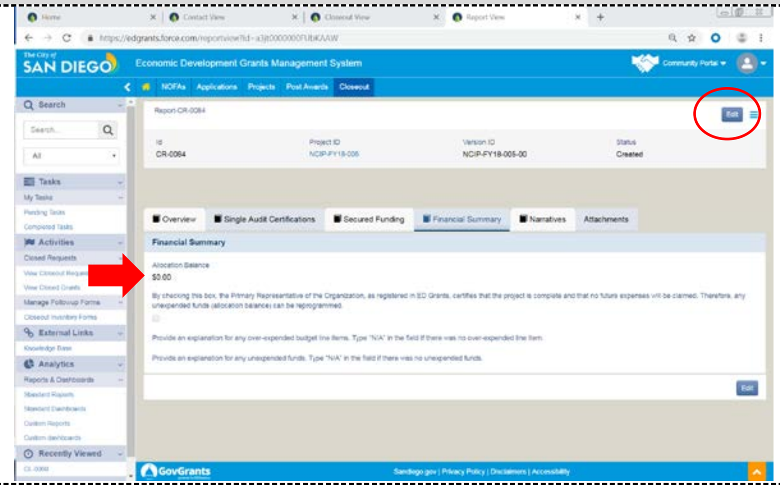
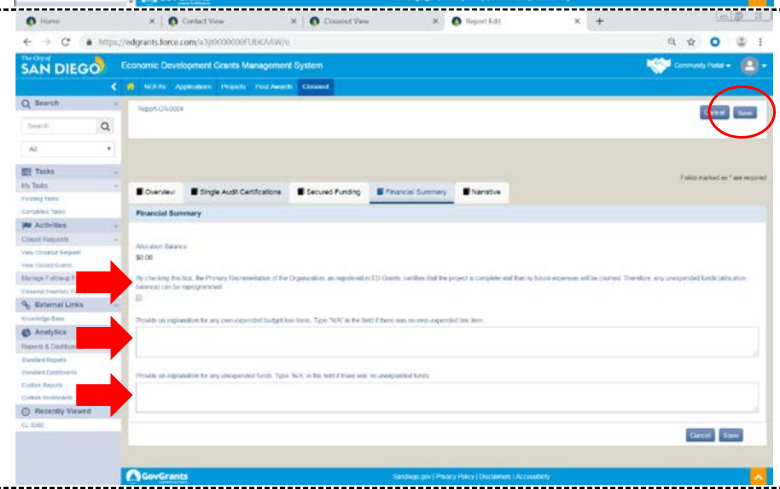
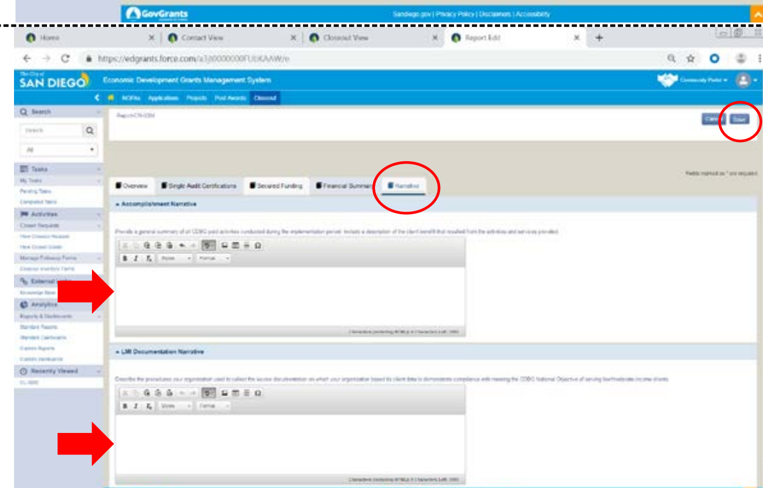
Step	Description	Screenshot
7	To populate the first form, click on the ‘**Edit**’ button. The fields will open for you to enter information into.	
8	Populate all the fields in the ‘**Details**’ and ‘**Disposition**’ (if applicable) sections <u>only</u> of the form. Make sure you enter an accurate description of the item in the ‘**Property Description**’ field. ***NOTE:*** *The other sections are for City staff use only and should not be populated by your organization.*	
9	After you are done completing the form, click on the ‘**Save**’ button to preserve your entries.	

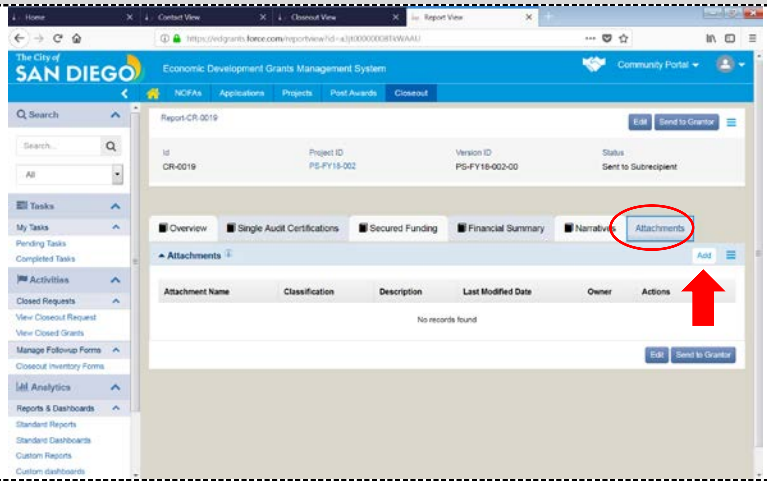
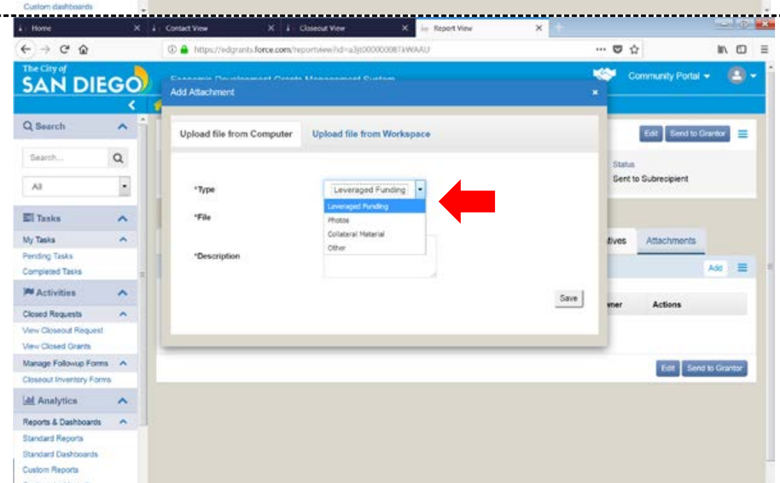
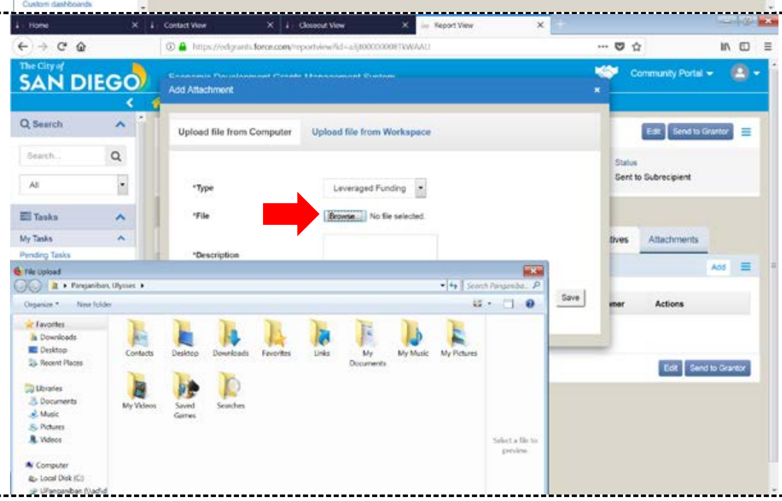
Step	Description	Screenshot
10	If you have no item to report worth more than $5,000 and purchased using CDBG funds, check the box in the ‘**Overview**’ section that says, “By checking this box your organization certifies that no single item with a value of over $5,000 was purchased.” ***NOTE:*** *You must check the box if you have no items to report. Otherwise, you will be precluded from completing the closeout process.*	
11	If you have other items to report, click on the ‘**New**’ button to create another form. Populate the form by following steps 7–9 above. Repeat until all items necessary have been reported.	
12	Scroll to the ‘**Business Information**’ section. ***NOTE:*** *This section is applicable only to construction projects (such as facility improvements).* Here you will need to report each contractor and subcontractor that worked on the construction project. Click on the ‘**New**’ button to create a form to populate.	

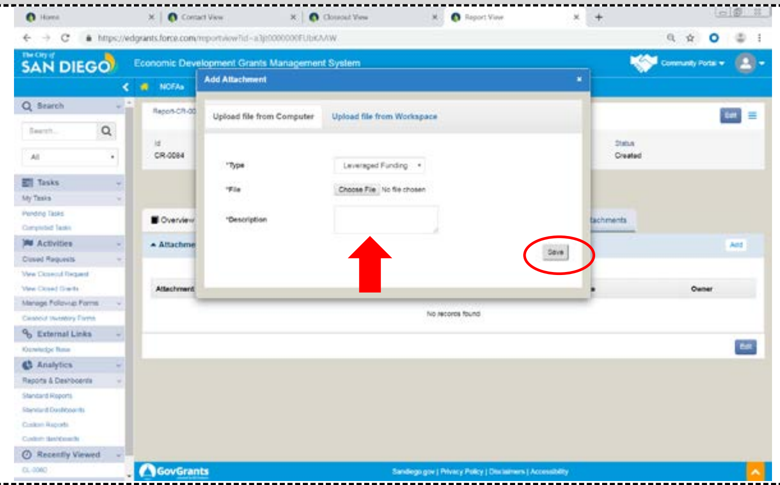
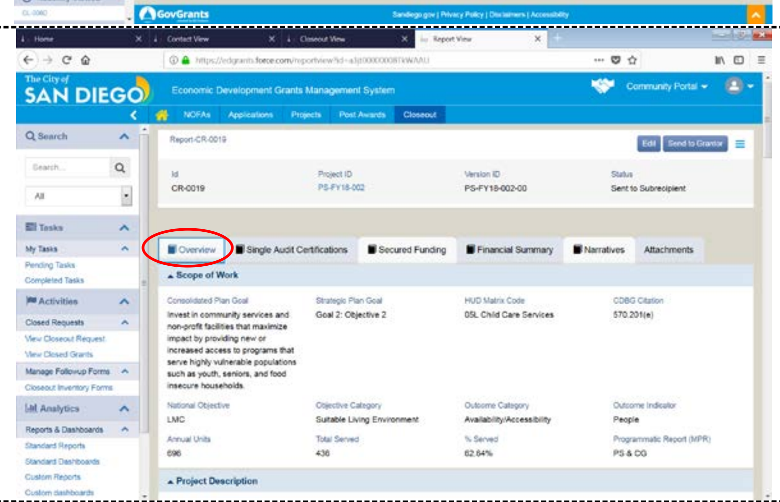
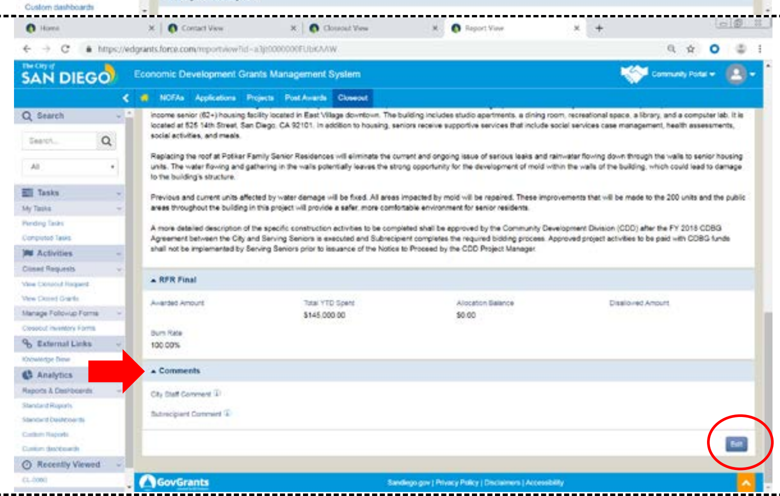
Step	Description	Screenshot
13	Populate all the fields in the form and then click on the ‘**Save**’ button to preserve your entries. If you have other contractors and subcontractors to report, click on the ‘**New**’ button and repeat steps 12 and 13 until you have entered all of them. ***NOTE:*** *Each contractor and subcontractor will need to be entered separately as its own line.*	
14	Click on the ‘**Reports**’ tab of the Closeout Request. Here you will find two sections: ‘**Closeout Report**’ and ‘**Year-End Report**.’ Click on the eyeball icon to open the Closeout Report in the ‘**Closeout Report**’ section. ***NOTE:*** *Projects with an implementation period of more than one year have at least one Year-End Report (one report to cover each year of implementation, minus the final year). Projects with an implementation period of only one year have only the Closeout Report.*	
15	You will find the following tabs in the Closeout Report: **Overview**; **Single Audit Certifications**; **Secured Funding**; **Financial Summary**; **Narratives**; and **Attachments**. Click on the ‘**Overview**’ tab and carefully review the information for accuracy. Contact your assigned City project manager if there are any corrections or updates needed. Review the ‘**Comments**’ section at the bottom for any additional instructions or guidance from the City.	

Step	Description	Screenshot
16	Click on the ‘**Single Audit Certifications**’ tab. Review the certification language and determine which option applies to your organization (i.e., whether or not your organization expended $750,000 or more in federal awards during the most recent fiscal year end date). Click on the ‘**Edit**’ button to open the fields in the tab.	
17	Enter in the ‘**Report Date**’ field the date of your organization’s most recent fiscal year end date using the pop-up calendar to select the appropriate date. ***NOTE:*** *Implementation of the project should have been done and completed on or before this date.*	
18	Select the appropriate option in terms of the $750,000 expenditure threshold in federal funds during the most recently completed fiscal year of your organization. In addition, enter in the ‘**Audited Financial Statements Due Date**’ field the date when you expect to have your Audited Financial Statements approved by your Board of Directors and ready to be sent to the City. If applicable, enter in the ‘**Single Audit Due Date**’ field the date when you expect to have your Single Audit approved by your Board of Directors, submitted to the Federal Audit Clearinghouse, and ready to be sent to the City. Click on the ‘**Save**’ button to preserve your entries. ***NOTE:*** *The above-mentioned reports must cover the fiscal year whose end date you entered in the* ***‘Report Date’*** *field.*	

Step	Description	Screenshot
19	Click on the '**Secured Funding**' tab. You will see the non-CDBG secured funding sources and related amounts your organization had committed to spend on the project. Review the information presented for accuracy and completeness. You may edit the actual expenditure amounts using the pencil icon ( ), however, you cannot delete a line. To add a source, click on the '**New**' button and populate the fields that open. Click on the '**Save**' button to preserve your entries. ***NOTE:*** *The information entered here will be compared to the total amount of leveraged funding previously committed by your organization to this project and may impact your organization's performance evaluation and scores of future proposals.*	
20	Click on the '**Edit**' button to open the '**Program Income**' field.	
21	Enter the total amount of program income generated during the project implementation period as a result of using CDBG funds. Click on the '**Save**' button to preserve your entry. ***NOTE:*** *Consult with the current edition of the Operating Manual for more information on what constitutes program income.*	

Step	Description	Screenshot
22	Click on the ‘**Financial Summary**’ tab and review the pre-populated ‘**Allocation Balance**’ figure for accuracy. If the figure needs to be edited, consult with your assigned City project manager. Click on the ‘**Edit**’ button to open the fields.	
23	If the ‘**Allocation Balance**’ figure is correct, check the box to certify that the project is complete and that no future expenses will be claimed. Provide an explanation for any over-expended budget line items. Type ‘N/A’ in the field if there was no over-expended line item. Provide an explanation for any unexpended funds. Type ‘N/A’ in the field if there were no unexpended funds. Click on the ‘**Save**’ button to preserve your responses.	
24	Click on the ‘**Narratives**’ tab and then click on the ‘**Edit**’ button to open the fields for ‘**Accomplishment Narrative**’ and ‘**LMI Documentation Narrative**.’ Read the instructions and provide a response in each field. Click on the ‘**Save**’ button to preserve your responses. ***NOTE:*** *There is a character count limit imposed. Provide well thought-out responses. Your assigned City project manager may ask you to revise your responses if he or she deems them inadequate.*	

Step	Description	Screenshot
25	Click on the ‘**Attachments**’ tab to upload documents pertinent to the project, including, but not limited to, audited financial statements, collateral material distributed, photos, leveraged funding expenditure table, success stories, etc. Click on the ‘**Add**’ button to initiate the uploading process.	
26	In the ‘**Add Attachment**’ pop-up window, select the appropriate type of document you would like to upload. Make sure you are under the ‘**Upload File from Computer**’ tab.	
27	Click on the ‘**Choose File**’ button and navigate to the file you would like to update. Select the file and click on the ‘**Open**’ button to upload the file. ***NOTE:*** *The system will only accept the following file types: PDF, JPEG, and PNG.*	

Step	Description	Screenshot
28	In the '**Description**' field, add a short narrative describing the file uploaded. Click on the '**Save**' button to complete the uploading process. Repeat steps 26–28 until you have uploaded all the files desired/required.	
29	Click on the '**Overview**' button again and scroll to the bottom to the '**Comments**' section.	
30	Click on the '**Edit**' button to open the field for '**Subrecipient Comment**.'	

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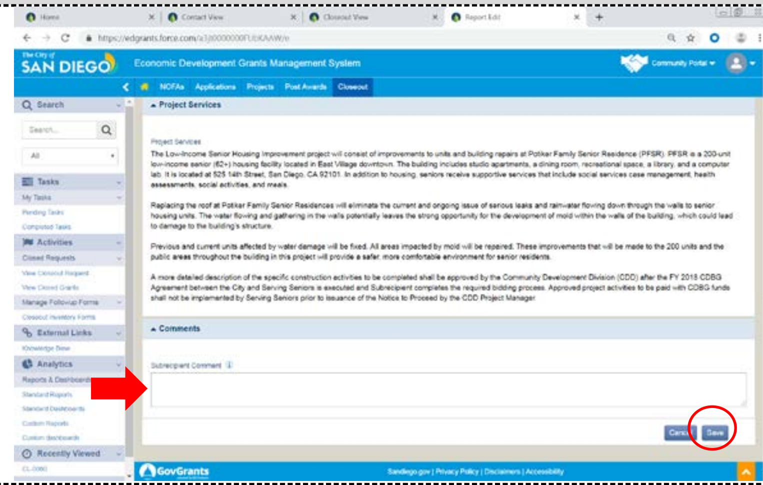
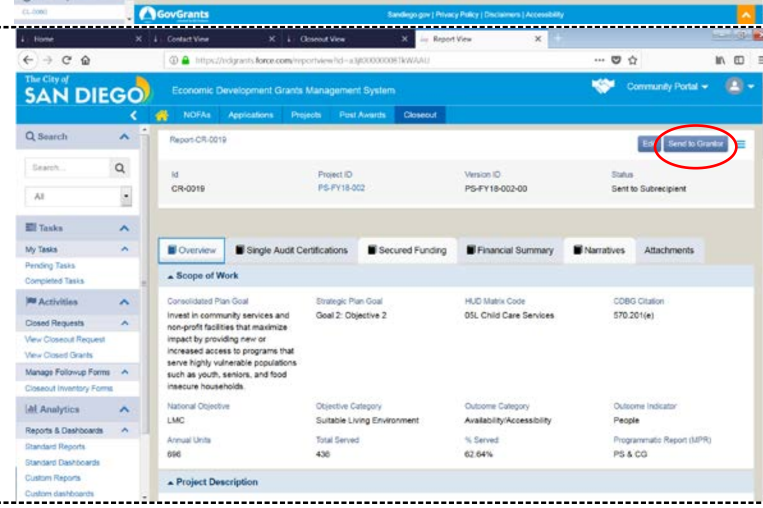
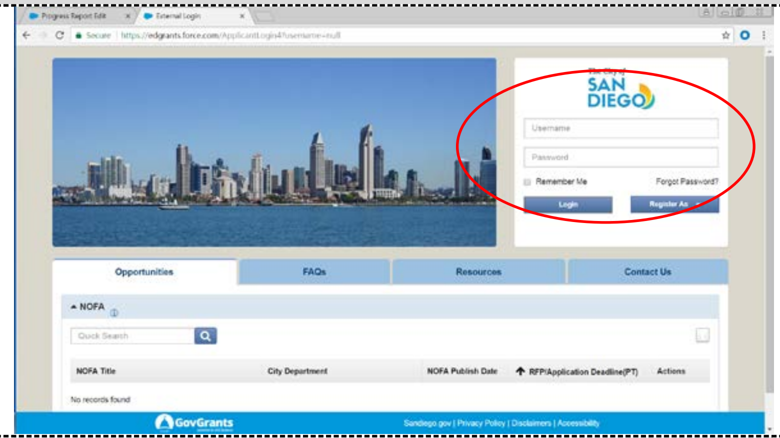
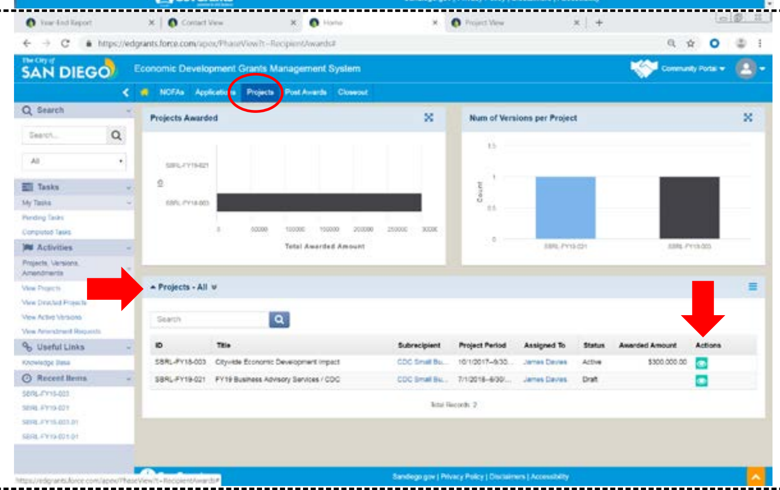
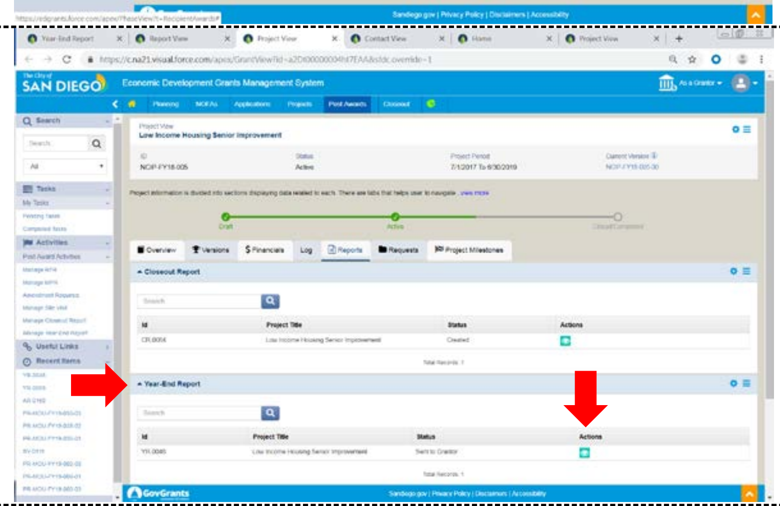
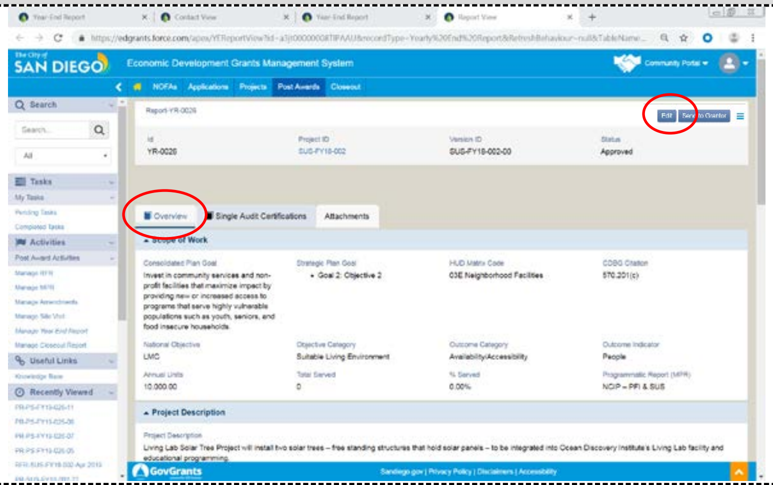
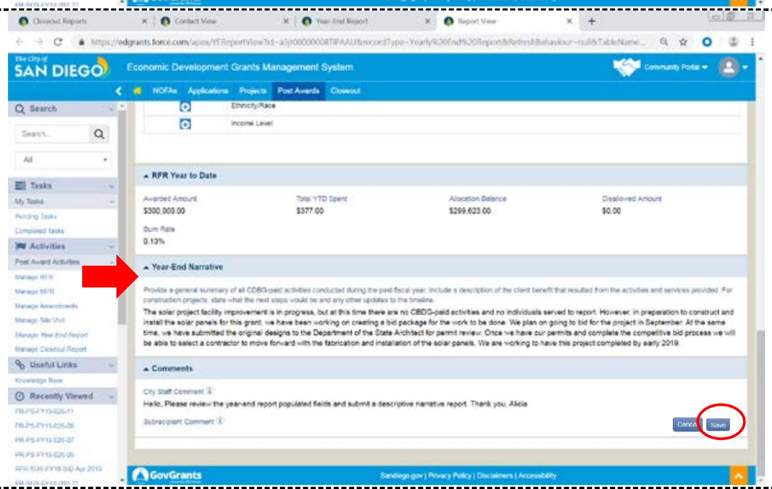
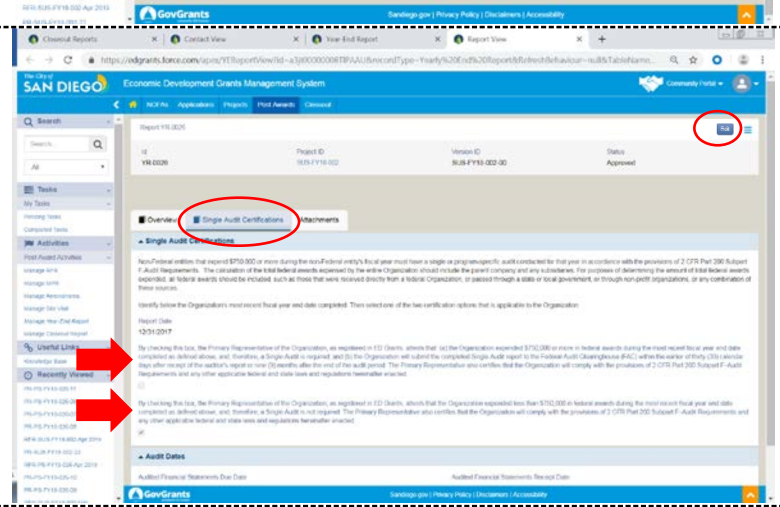
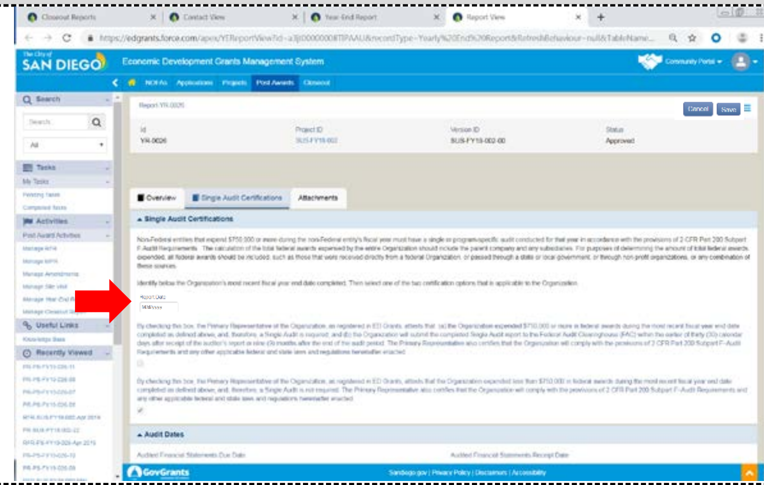
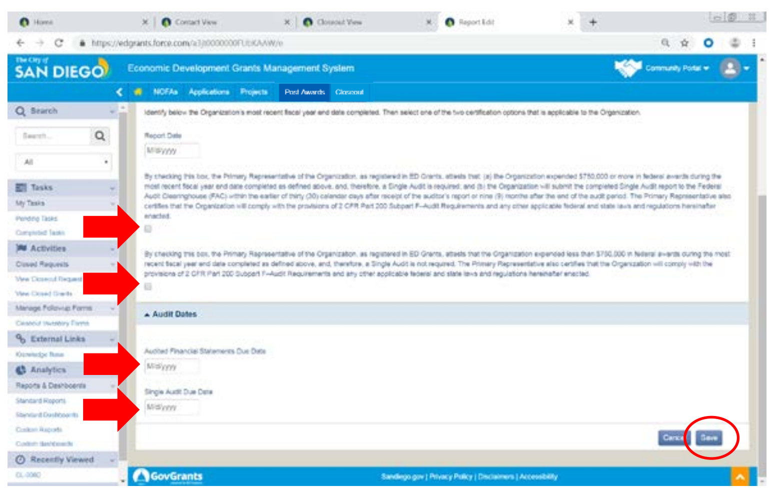
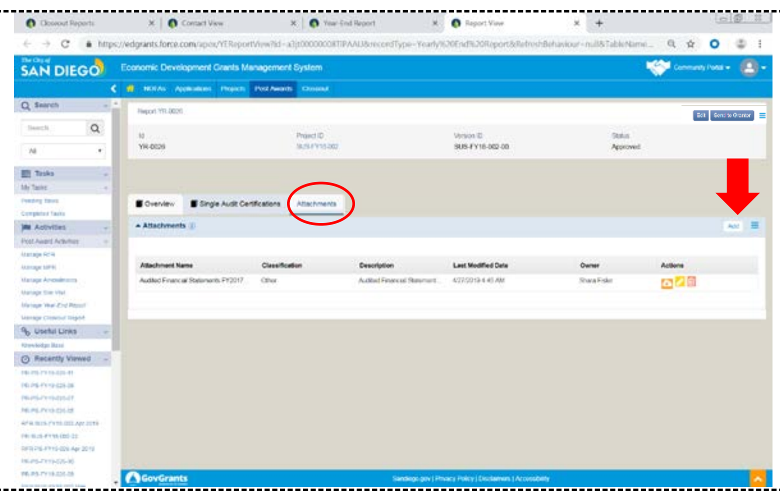
Step	Description	Screenshot
31	Enter a comment in the field. Include any questions you may have to City staff and/or any other information regarding the project and its closeout that you would like to document. Click on the ‘**Save**’ button to preserve your entry.	
32	Review all the tabs once again for accuracy and completeness. Make any necessary edits following the steps above. If you are ready to submit the Closeout Report to the City for review and approval, click on the ‘**Send to Grantor**’ button. Email your assigned City project manager that you have submitted the Closeout Report. ***NOTE:*** *Only the Primary Representative will have access to the ‘Send to Grantor’ button.*	
33	Your assigned City project manager will review the Closeout Report, as well as the overall Closeout Request. If any modifications or clarifications are needed, he or she will send the Closeout Report back to you with comments in the ‘**City Staff Comment**’ field. Follow the steps above to make any edits and resubmit the Closeout Report and/or Closeout Request to the City.	**End**

How to Complete and Submit a Year-End Report in ED Grants:

Step	Description	Screenshot
1	Log into http://edgrants.force.com using the credentials for either the Primary Representative or Secondary Representative of your organization. ***NOTE**: While both the Primary Representative and Secondary Representative are able to work on the Year-End Report, only the Primary Representative will be able to officially submit it to the City.*	
2	Click on the '**Projects**' tab and find the project you would like complete the Year-End Report on in the '**Projects – All**' section. Click on the corresponding eyeball icon.	
3	Click on the '**Reports**' tab and scroll down to the '**Year-End Report**' section. Click on the corresponding eyeball icon to open the report.	

Step	Description	Screenshot
4	You will find the following tabs in the Year-End Report: **Overview**; **Single Audit Certifications**; and **Attachments**. Click on the '**Overview**' tab and carefully review the information for accuracy. Contact your assigned City project manager if there are any corrections or updates needed. Review the '**Comments**' section at the bottom for any additional instructions or guidance from the City. Click on the '**Edit**' button to open the '**Year-End Narrative**' section.	
5	Scroll to the '**Year-End Narrative**' section, read the instructions, and provide a response in the field. Click on the '**Save**' button to preserve your response. ***NOTE:*** *There is a character count limit imposed. Provide a well thought-out response. Your assigned City project manager may ask you to revise your response if he or she deems it inadequate.*	
6	Click on the '**Single Audit Certifications**' tab. Review the certification language and determine which option applies to your organization (i.e., whether or not your organization expended $750,000 or more in federal awards during the most recent fiscal year end date). Click on the '**Edit**' button to open the fields of the tab.	

Step	Description	Screenshot
7	Enter in the '**Report Date**' field the date of your organization's most recent fiscal year end date using the pop-up calendar to select the appropriate date.	
8	Select the appropriate option in terms of the $750,000 expenditure threshold in federal funds during the most recently completed fiscal year of your organization. In addition, enter in the '**Audited Financial Statements Due Date**' field the date when you expect to have your Audited Financial Statements approved by your Board of Directors and ready to be sent to the City. If applicable, enter in the '**Single Audit Due Date**' field the date when you expect to have your Single Audit approved by your Board of Directors, submitted to the Federal Audit Clearinghouse, and ready to be sent to the City. Click on the '**Save**' button to preserve your entries. ***NOTE:*** *The above-mentioned reports must cover the fiscal year whose end date you entered in the '**Report Date**' field.*	
9	Click on the '**Attachments**' tab to upload documents pertinent to the project, including, but not limited to, audited financial statements, collateral material distributed, photos, leveraged funding expenditure table, success stories, etc. Click on the '**Add**' button to initiate the uploading process.	

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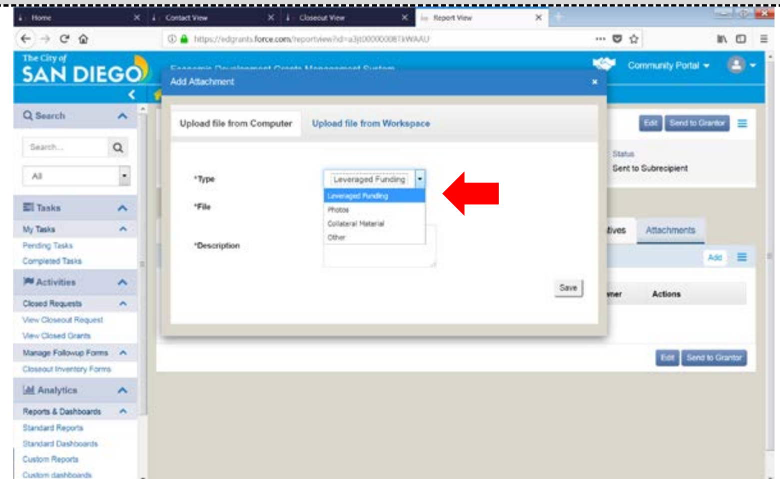
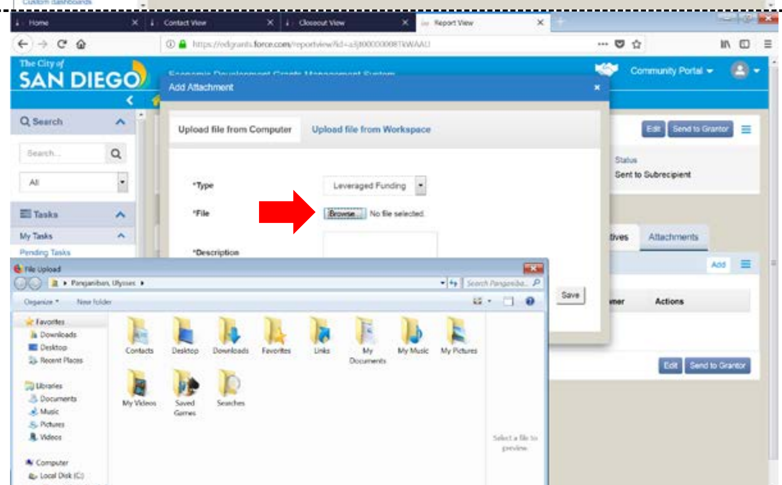
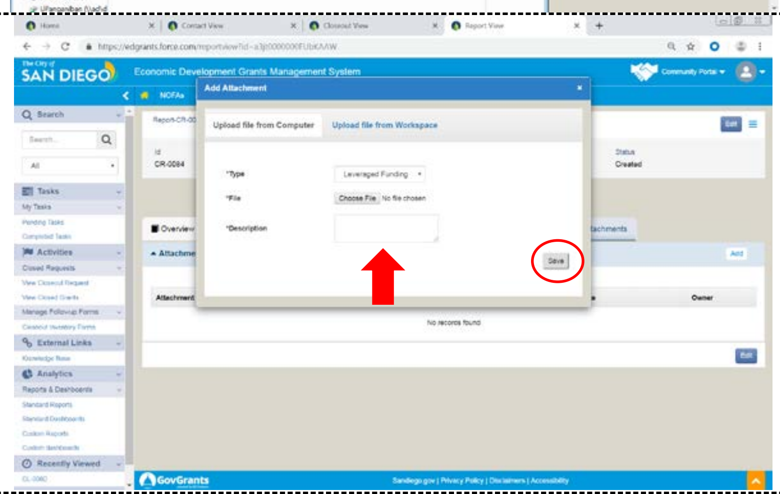
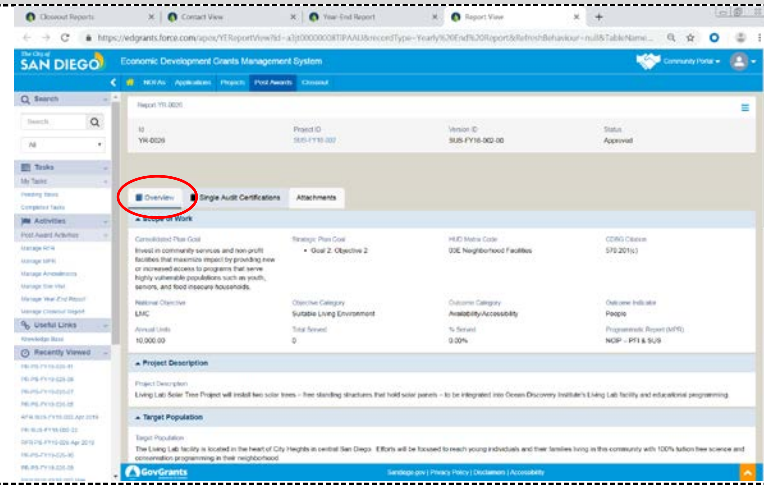
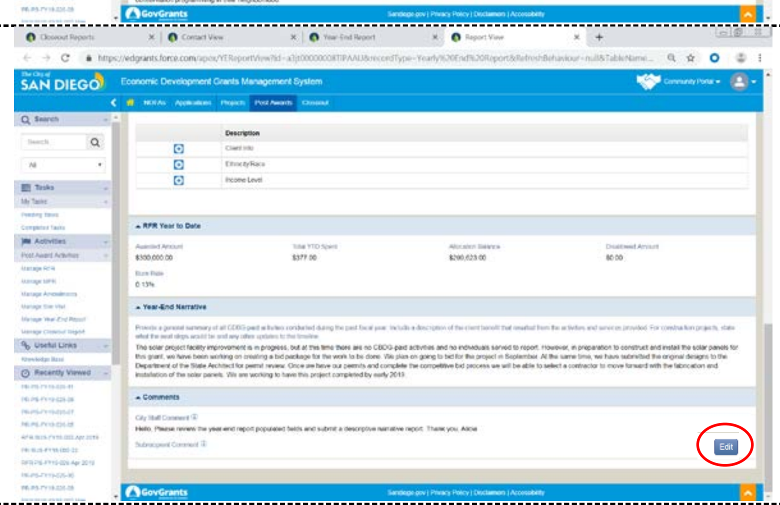
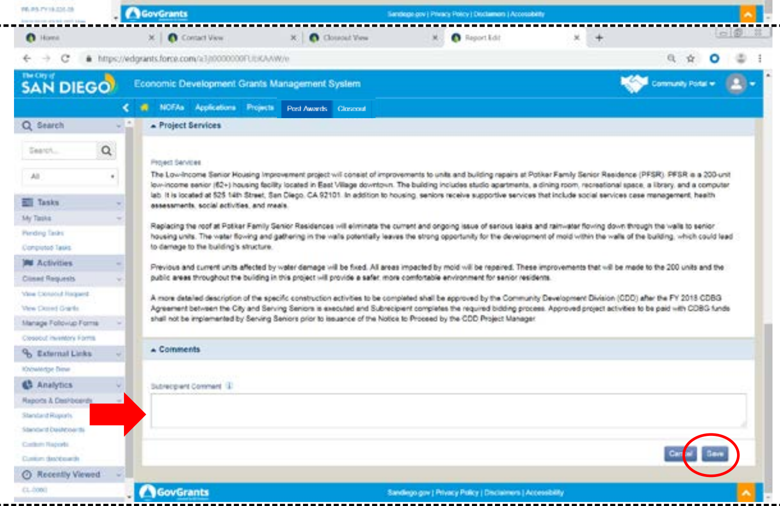
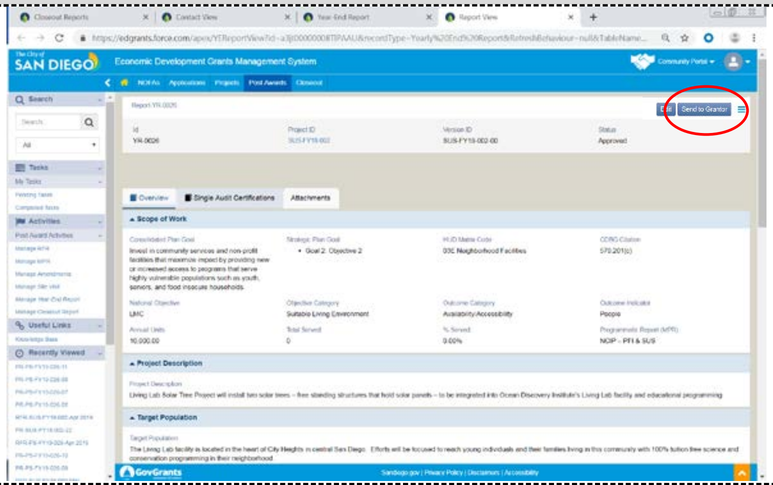
Step	Description	Screenshot
10	In the '**Add Attachment**' pop-up window, select the appropriate type of document you would like to upload. Make sure you are under the '**Upload File from Computer**' tab.	
11	Click on the '**Choose File**' button and navigate to the file you would like to update. Select the file and click on the '**Open**' button to upload the file. ***NOTE:*** *The system will only accept the following file types: PDF, JPEG, and PNG.*	
12	In the '**Description**' field, add a short narrative describing the file uploaded. Click on the '**Save**' button to complete the uploading process. Repeat steps 9–12 until you have uploaded all the files desired/required.	

Step	Description	Screenshot
13	Click on the '**Overview**' button again and scroll to the bottom to the '**Comments**' section.	
14	Click on the '**Edit**' button to open the field for '**Subrecipient Comment**.'	
15	Enter a comment in the field. Include any questions you may have to City staff and/or any other information regarding the project and its Year-End Report that you would like to document. Click on the '**Save**' button to preserve your entry.	

Closeout & Year-End

Step	Description	Screenshot
16	Review all the tabs once again for accuracy and completeness. Make any necessary edits following the steps above. If you are ready to submit the Year-End Report to the City for review and approval, click on the '**Send to Grantor**' button. Email your assigned City project manager that you have submitted the Year-End Report. ***NOTE:*** *Only the Primary Representative will have access to the 'Send to Grantor' button.*	
17	Your assigned City project manager will review the Year-End Report. If any modifications or clarifications are needed, he or she will send the Year-End Report back to you with comments in the '**City Staff Comment**' field. Follow the steps above to make any edits and resubmit the Year-End Report to the City.	**End**

For additional support, email CDBG@sandiego.gov or visit the 'Resources' tab at edgrants.force.com.