



USAID
FROM THE AMERICAN PEOPLE

Close Outs of Awards

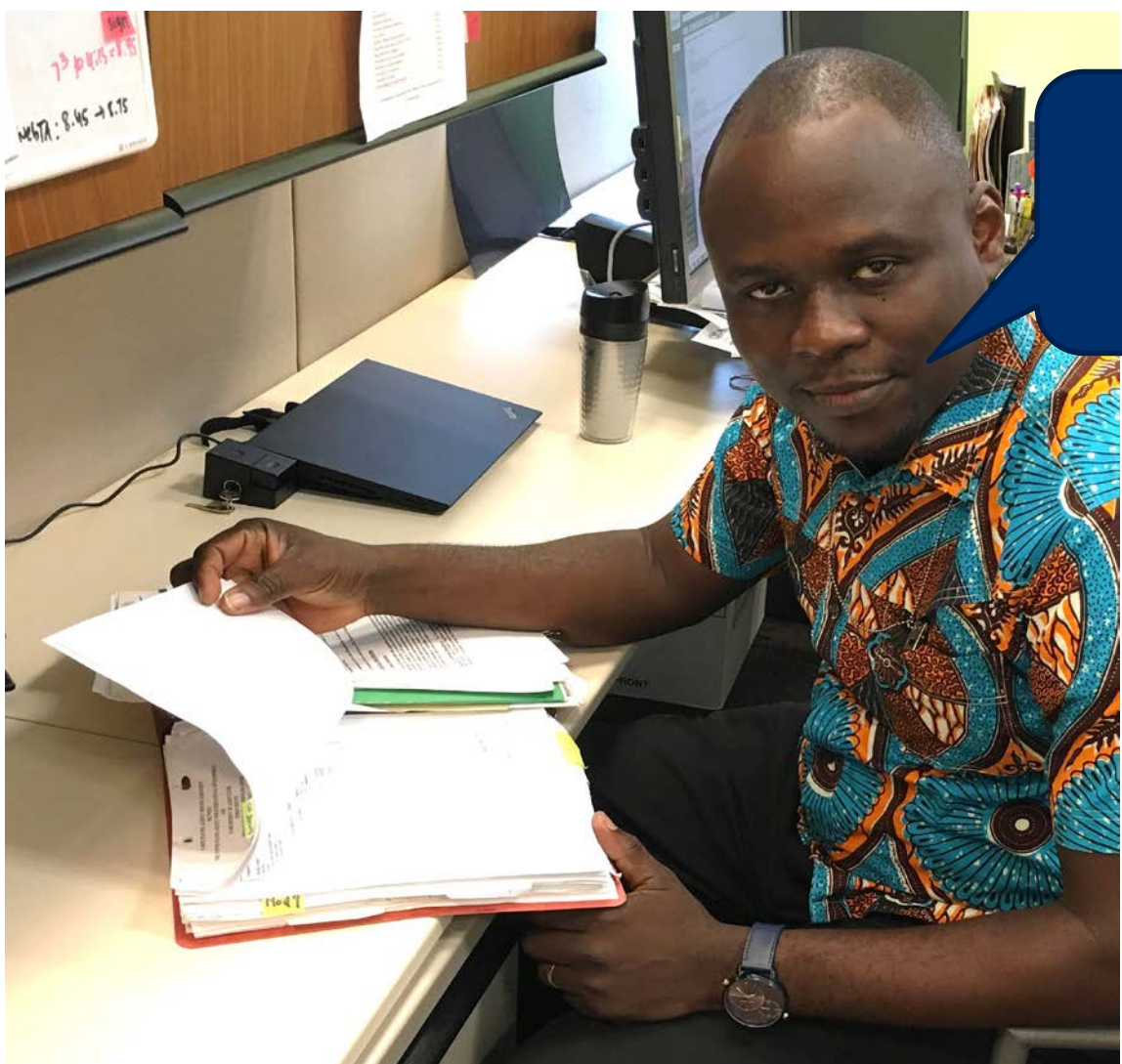
Grants, Cooperative Agreements, and Contracts

Presented by:

USAID/West Africa Regional Acquisition and Assistance Office (RAAO)

What is Step 1?





**Read your
award!!**



Typical Provisions Related to Closeout in Assistance

1. Final Report- submit 90 days after the completion date of the award
2. Inventory of Property– maintain inventory list and submission of a disposition report for items valued at over \$5,000 to AO for approval
3. Development Experience Clearinghouse submission of “Intellectual Work” and “Datasets”
4. Trafficking in Persons- certification submitted to AO if award valued at over \$500,000
5. Host Government Taxes (VAT) report to USAID/Mission Controller VAT not paid for supplies, materials, goods or equipment over \$500
6. Cost Share- meet the cost share requirements and report in SF425 (if applicable)



Typical Clauses Related to Closeout in Acquisitions

1. Final Report- submit 30 days prior to contract end date
2. Closeout and Disposition Plan submit 90 days prior to contract end date
3. Inventory of Property- submission of an annual report for items valued at more than \$500.
4. Development Experience Clearinghouse submission of “Intellectual Work” and “Datasets”
5. Host Government Taxes (VAT) report to USAID/Mission Controller VAT not paid for supplies, materials, goods or equipment over \$500
6. Trafficking in Persons- annual certification submitted to CO (if updated clause is in award)
7. Grants Under Contract- all grants must be closed out no later than six months prior to the end date of the contract.

After PoP Ends

RAAO's Closeout Specialist will contact you and ask for the following:

- Verify all requirements were met
- Final expenditure report to the paying office
- Final Federal Financial Report to the paying office
- Final NICRA form



After PoP Ends (cont.)

- Audit Certification form
- A final patent, copyright and royalty report
- A list of “limited official use” or “classified” materials
- De-obligate any residual funds
- Release of claims



Thank
you!!





Phased Approach for Implementation

Instrument: Acquisition & Assistance

Response Time: Incorporated in the design or during implementation

Appropriate: For any quick response situation