

Award Close Out: M&E PoCs Role

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Close Out

- When an activity concludes, Missions and Washington OUs execute formal close out procedures.
- Close out reports allow the Agency to “close the file” officially on an activity or instrument programmatically and financially.

Physical Completion

An award is generally considered physically complete when:

<u>Acquisition</u>	<u>Assistance</u>
The contractor has completed the contractually required deliveries, and the Government has inspected and accepted the supplies; or	The funding period, or the date of completion as specified in the terms and conditions of the award or in agency implementing instructions, has expired; or
The contractor has performed all contractually required services, and the Government has accepted these services; and	The total award amount has been expended; and
All option provisions, if any, have expired.	The recipient has complied with all applicable terms and conditions of the award, and the Government has confirmed compliance.

Missions and Washington Operating Units' Role

- Consider how the knowledge and learning gained during the implementation of an activity will be captured and shared.
 - ✓ Written final report,
 - ✓ An evaluation,
 - ✓ A conference/event,
 - ✓ A video, or
 - ✓ Online materials.
- Regardless of the format, the production of these learning materials should be included in the activity budget.

explain the results and lessons learned

The Contracting Officer/Agreement Officer's Role

- Initiates the administrative closeout of an award as soon as possible after physical completion, but no later than three months after physical completion.
- CO/AO may designate another individual to perform many of the contract closeout functions
- Only a warranted CO or AO, has the authority to sign the completion statement
- Responsible for closing out these instruments and will provide guidance to CORs/AORs on their roles in the process.

CORs/AORs and GATRs* Role

- Receive guidance from AO/CO on their roles in the process;
- Certify that all supplies or services for a specific award have been received. Include--
 - ✓ Delivery of all required reports,
 - ✓ Proper disposition of property, and any other award requirements.
- Regularly monitors the financial status of the award and works with the CO or AO to deobligate excess funds as soon as they are identified;
- The GATR is responsible for closing out partner country instruments

*Contracting Officer's Representatives/Agreement Officer's Representative (CORs/AORs) and Government Agreement Technical Representative (GATR)

IP M&E PoCs' Role

- Compilation of
 - ✓ Results over life of activity/project
 - ✓ Compilation of Success Stories
- Filing of Evaluation Report – Is it in the Development Experience Clearing House? Just find out.
- Filing of any other relevant/useful material
- Remember to have back-ups

**Help
explain
the
results
and
lessons
learned**

Guidance

ADS 201.3.4.14: General Guidance On Activity Close Out

ADS 302: Guidance on Closeout Procedures for A&A Awards

ADS 220: Guidance on for closing out partner country instruments

Thank you