

Quick Sheet: Project Closeout Amendment

Audience: Grants Office

Purpose

This Quick Sheet provides step-by-step instructions for processing a Closeout Amendment in the GrantSolutions Grants Management Module (GMM).

Note: Amendment names and workflow steps may vary by Partner agency. Please refer to your agency's Amendment Workflow document.

Steps

1. Login to the GrantSolutions GMM (www.grantsolutions.gov).
2. The "Grants List" screen appears. Search for the grant using the Simple or Advanced Search.
3. The *Results* table appears. Find the desired grant and click the **Manage Amendments** link from the *Actions* column.

Grants List							Advanced Search
<input type="text" value="90FO0006"/> <input type="text"/>   							
<input type="button" value="Search"/> <input type="button" value="Export Results"/> <input type="button" value="Hide Columns"/>							
50 100 150 200 All							
ce	Grant Number	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions	
use RP	90FO0006	Rubicon Programs, Inc.	09/30/2012	09/29/2015	No Amendments In-Progress	   	

4. The “Manage Amendments” screen appears. Click the **New** button.

Manage Amendments

Grant Number	90FO0006
Grantee Name	Rubicon Programs, Inc.
Project Title	OFA - Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project
Project Start Date	09/30/2012
Project End Date	09/29/2015
Last Issued NGA	04/06/2015 (View NGA)

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
							Funding Memo Status	
(There are no Amendments found for this Grant.)								

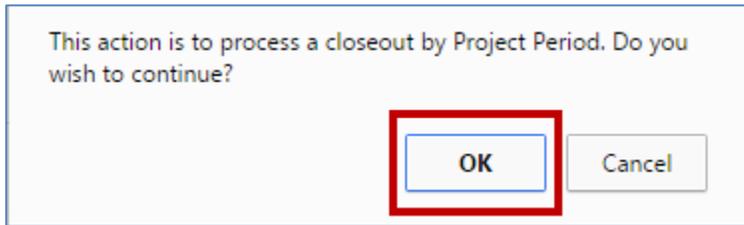
5. The “Select Amendment Type” window appears. Select the **Grant Closeout Action** radio button, and click **Create Amendment**.

Select Amendment Type

Grant Number	90FO0006-3
Project Period	09/30/2012 to 09/29/2015
Budget Period	09/30/2014 to 09/29/2015
Amendment Type	<input type="radio"/> Balance of Funds (Type 6) <input type="radio"/> Budget Revision (Type 3) <input type="radio"/> Budget Revision (Type 6) <input type="radio"/> Carryover Request (Type 6) <input type="radio"/> Change Grantee Address (Type 6) <input type="radio"/> Change in P/PPD (Type 6) <input type="radio"/> Change in Grantee Authorizing Official (Type 6) <input type="radio"/> Change in Scope (Type 6) <input type="radio"/> Closeout by Budget Period (Type 6) <input type="radio"/> EIN Change (Deobligate) (Type 6) <input type="radio"/> EIN Change (Reobligate) (Type 6) <input checked="" style="border: 2px solid red;" type="radio"/> Grant Closeout Action (Type 6) <input type="radio"/> Mandatory Grant Project Extension (Type 6) <input type="radio"/> NGA Revision (Type 6) <input type="radio"/> Name change (Type 6) <input type="radio"/> No Cost Extension (Type 6) <input type="radio"/> Revision & Extension (Type 6) <input type="radio"/> Supplement (Type 6) <input type="radio"/> Supplement & Extension (Type 6) <input type="radio"/> Supplement & Revision (Type 6)

Note: Amendment names differ by agency.

- A pop-up message stating “This action is to process a closeout by Project Period. Do you wish to continue?” may appear. Click **OK**.



Note: This message only appears for agencies that also use Budget Period Closeout.

- The “GrantSolutions Amendment Application Control Checklist” screen appears. Complete any necessary forms.
- When all information is completed, scroll to the bottom of the “Application Control Checklist” screen and click **Verify Submission**.

GrantSolutions Amendment Application Control Checklist

Post Award Action: Grant Closeout Action

Received (Post Award Paper Submission)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application:
[Original Submission](#)

Applicant	Rubicon Programs, Inc.
Grant Number	90FO0006
Application Number	(To be assigned) 
Action	Grant Closeout Action
Project Title	OFA - Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Grant Closeout Request Instructions	View PDF View Original Version	N/A	—
SF-425 Download	View Web Page	N/A	—
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
SF-425 Upload	No Comments Entered	0 Uploaded Files 0 Mail-in Items	
Final Project Report	No Comments Entered	0 Uploaded Files 0 Mail-in Items	
Property Inventory Statement - Upload	No Comments Entered	0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Received (Post Award Paper Submission)

9. The “GrantSolutions Amendment Submission Verification” screen appears. Click **Final Submission**.

10. The next message prompts “Are you sure you want to submit this application?” Click **OK**.

GrantSolutions Amendment Submission Verification

You are about to submit the following application:

Applicant	Rubicon Programs, Inc.
Grant Number	90FO0006
Project Title	OFA - Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project
Action	Grant Closeout Action

The page at <https://demo.grantsolutions.gov> says: ×

Are you sure you want to submit this application? You may not alter any information once it is submitted.

t complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.

The grantee can view this amendment submission: Yes No

11. Click the **Application Control Checklist** button.

Amendment Status Confirmation

Grants has marked the following application as submitted:

Applicant	Rubicon Programs, Inc.
Grant Number	90FO0006
Project Title	OFA - Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project
Action	Grant Closeout Action
Submitted Date	05/06/2016 03:41 PM Eastern Time

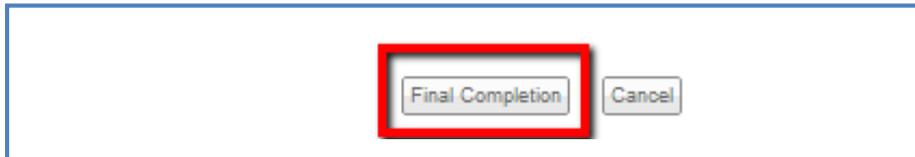
Application Details

Items

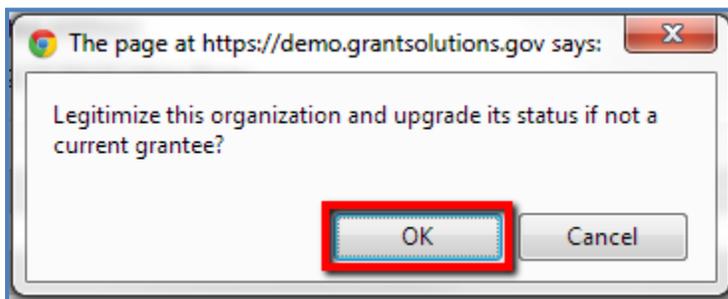
12. The “Application Control Checklist” screen appears. From the bottom of the screen, click **Verify Completion**.



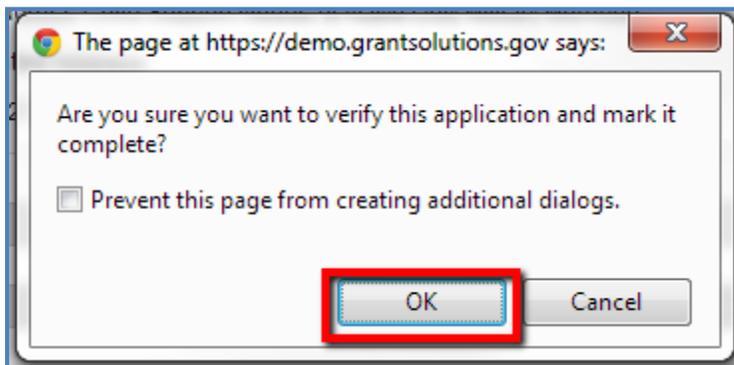
13. The “Completion Verification” screen appears. Click **Final Completion**.



14. The prompt “Legitimize this organization?” appears. Click **OK**.



15. Another prompt appears. Click **OK** to Verify and mark the application Complete.



16. The “Amendment Status Confirmation” screen appears. Click the **Application Control Checklist** button.

Amendment Status Confirmation

Grants has marked the following application as "Complete (Post Award)"....

Applicant	Rubicon Programs, Inc.
Grant Number	90FO0006
Project Title	OFA - Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project
Action	Grant Closeout Action
Submitted Date	05/06/2016 03:41 PM Eastern Time

Application Details

Items

Application Control Checklist

17. The “Application Control Checklist” screen appears. Scroll to the bottom of the screen and click **Close**.

Family Assistance Discretionary Grant Office is currently not expecting

Application Notes

Uncomplete Amendment

Close

18. The “Manage Amendments” screen appears. Click the link **Funding Memo** from the *Action* column.

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
							Funding Memo Status	
FO2016000378 	Complete (Post Award)	05/06/2016 03:41:36 PM	Grant Closeout Action	3 09/30/2014 - 09/29/2015	N/A	N/A	No N/A	View Amendment Disapproval <div style="border: 2px solid red; padding: 2px; display: inline-block;"> Funding Memo </div> Set Budget Period Budget Worksheet Grant Notes History Send Message

19. The “Funding Memo” screen appears. From the *Action* column, click the link **ByPass Without Funding**.

Application Number / Application Type	Grant Number Budget Period	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
FO2016000378 (Amendment: Grant Closeout Action)	90FO0006 Budget Period: 3	Rubicon Programs, Inc.	The Office of Family Assistance	Federal: N/A Non-Federal: N/A	Not Started Federal: \$0.00 Non-Federal: \$0.00 Next Workflow Actions	Project Locale :	ByPass Without Funding Create Set Budget Period Grant Notes Manage Project Abstract Project Assignments

Note: Follow Agency policy and the approved workflow. If required, work with the Program Office to Approve the Funding Memo.

20. The “Funding Memo” screen refreshes and the NGA status is Ready to Generate. From the *Action* column, click the link **Generate**.

Application Number / Application Type	Grant Number Budget Period	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
FO2016000378 (Amendment: Grant Closeout Action)	90FO0006 Budget Period: 3	Rubicon Programs, Inc.	The Office of Family Assistance	Federal: N/A Non-Federal: N/A	Approved Federal: \$0.00 Non-Federal: \$0.00 Next Workflow Actions	Ready to Generate	Project Locale :	History Set Budget Period View Grant Notes Manage Project Abstract Project Assignments Generate

21. The “Generate Draft NGA(s)” screen appears. Click the **grant number** link or the **Award Processing** link to proceed to the “Award Processing” screen.

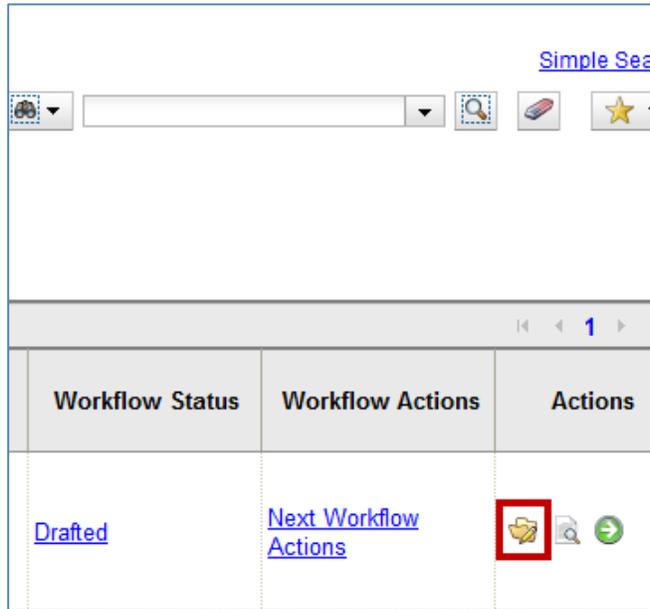
Generated Draft NGA(s)

GrantSolutions Generated Draft NGAs for the following application(s):

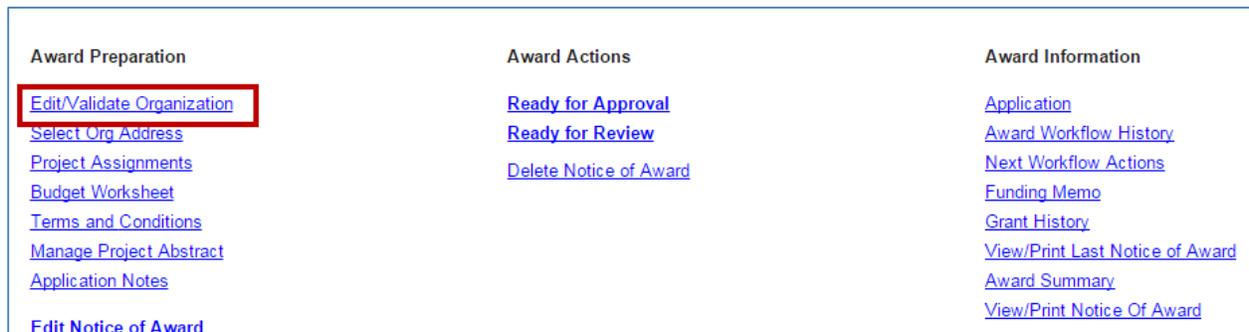
Grant Number	Grantee Name
FO2016000378	Warren & Forest Counties Economic Opportunity Council

Please go to [Award Processing](#) to find grant and edit.

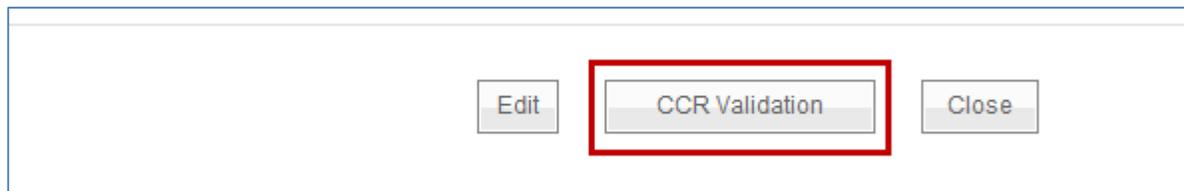
22. The “Award Processing” screen appears with the draft award available in the *Results Table*. Click the **Open Award Summary** () icon.



23. The “Award Overview” screen appears. From the *Award Preparation* column, click **Edit/Validate Organization** to perform the CCR Validation.



24. The “Organization Information” screen opens. Scroll to the bottom of the page and click **CCR Validation**. If the CCR is inactive, the CCR validation may be bypassed on the Edit Notice of Award screen.



25. Click **Close** to return to the “Award Overview” screen.

26. From the Award Preparation column, click **Select Org Address** to select and validate the address that appears on the Notice of Award (NoA).

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

27. The “Select Grantee Address” screen appears. There is an option to edit an existing address or add a new one. Please select **Edit** or **Add New Address**.
28. Make the necessary changes to the address and click **Validate** at the bottom of the “Edit Grantee Address” screen.

Edit Grantee Address

Organization Name: The Sewel Chair Center

Grant Number: NLR02P540008

Country: UNITED STATES

Department.:

Division:

***Street Address:** 1535 Happy Lane

Mail Stop:

***City:** Rockville

***State:** MD - Maryland ▾

County: Montgomery ▾

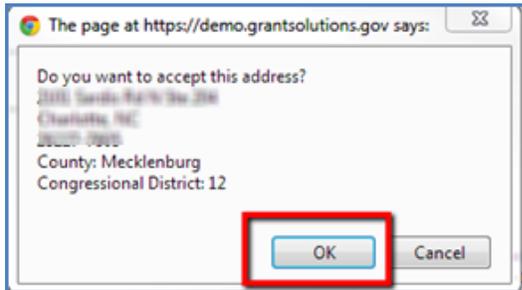
***Zip Code:** 20853 -

Congressional District:

Attention Line:

The Address is not validated

29. A pop-up message appears asking if you want to accept the address. Click **OK**.



30. Once the address is validated, the congressional district automatically appears. The congressional district on this screen populates the Award. Click **Save**.

31. The “Select Grantee Address” screen appears. Verify the correct address is selected and click **Save**.

Select Grantee Address

Name: The Swivel Chair Center
Level: Grantee
EIN: 541601170241
DUNS: 123456788

Please select the address to use for Award Number: NU58DP140006

Select	Address Type	Attention Line	Department	Division	Street Address	Mail Stop	City	State/Province	Zip/Postal Code	Action
<input type="radio"/>	Alternate Address				1536 Happy Lane		Rockville	MD	20853	Edit Delete
<input checked="" type="radio"/>	Primary Address				1535 Happy Lane		Rockville	MD	20853	Edit Delete

32. The “Award Overview” screen appears. Click the **Project Assignments** link from the *Award Preparation* column.

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

33. The “Project Assignments” screen appears. Verify the roles GMO, AO, PO, FMO, ADO, and PI/PD are assigned. When done, click the **Save and Close** button.

Project Assignments

Organization: The COE Training Center
 Grant Number: 1G1CMS331450 DUNS: 123456789
 Display: All Users Grantees Grantors

Active Assignments | New Assignments | Expired Assignments

Assigned	Name / Email	Username	Role	Start Date
<input checked="" type="checkbox"/>	-Car, LaWanne demo874309@gmail.com	L-Car1	Grants Management Specialist	10/15/2015
<input checked="" type="checkbox"/>	-Car, LaWanne demo874306@gmail.com	L-Car2	Authorizing Official	10/15/2015
<input checked="" type="checkbox"/>	-Car, LaWanne demo874306@gmail.com	L-Car2	Program Officer	10/15/2015
<input checked="" type="checkbox"/>	-Car, LaWanne demo874312@gmail.com	L-Car	Financial Management Officer	10/15/2015
<input checked="" type="checkbox"/>	-Car, LaWanne demo874309@gmail.com	L-Car1	Grants Management Officer	10/15/2015
<input checked="" type="checkbox"/>	Jones, Peter pj@demo.xyz	Create Account	Grantee Administrative Official / Grantee Authorized Representative	10/15/2015
<input checked="" type="checkbox"/>	Jones, Peter pj@demo.xyz	Create Account	Grantee Principal Investigator / Program Director	10/15/2015

Save Save & Close Cancel

34. The “Award Overview” screen appears. From the *Award Preparation* column, click **Budget Worksheet** to view or Edit the budget that is displayed on the NoA.

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

35. The “Budget Worksheet opens. Scroll to the Direct Cost section

- When there is more than one tab, the first tab contains the combined Totals, and the Direct Cost section is read-only. Enter or modify amounts in the other available Activity tabs

36. Enter any deobligation to the active budget period of the amendment by entering the negative amount in the *Recommended* column.

- Deobligations are made to budget categories with enough funds to support the deobligation and entered with a negative sign in front.

FO - Fatherhood Reentry					
Direct Cost (FO - Fatherhood Reentry)					
Category	Previous Budget	Requested Agency Adjusted Requested	Adjustment	Recommended	Total
Personnel	498,849.00	0.00	-5500.00	-5500.00	493,349.00
Fringe Benefits	126,027.00	0.00	-20000.00	-20000.00	106,027.00
Travel	3,818.00	0.00	0.00	0.00	3,818.00

- In order to deobligate funds from one or more prior budget periods, enter the positive amount of the funds to be de-obligated in the Unobligated Balance column on the right side of the Budget Worksheet. This is normally done when funds were not used but were also not allowed to carryover.

Direct Cost (FO - Fatherhood Reentry)					
Adjustment	Recommended	Total	Non-Federal	Federal	Unobligated Balance
-5500.00	-5500.00	493,349.00	0.00	493,349.00	3000.00
-20000.00	-20000.00	106,027.00	0.00	106,027.00	10000.00
0.00	0.00	3,818.00	0.00	3,818.00	0.00

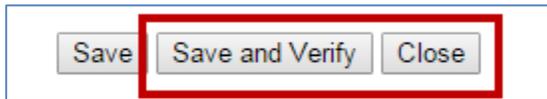
- c. The amount in the Total column for a budget category row should *never* be negative. The lowest value can be \$0.

Direct Cost (FO - Fatherhood Reentry)					
Adjustment [?]	Recommended [?]	Total [?]	Non-Federal [?]	Federal [?]	Unobligated [?]
-5500.00	-5500.00	493,349.00	0.00	493,349.00	
-20000.00	-20000.00	106,027.00	0.00	106,027.00	
0.00	0.00	3,818.00	0.00	3,818.00	

37. Towards the bottom of the *Totals* tab, the **Total This Action** row should be negative.

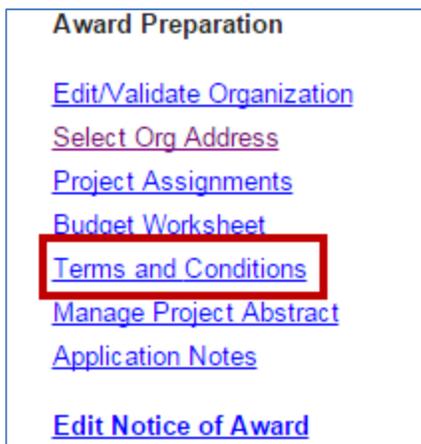
Final Budget Totals	
Total Budget [?]	1,473,500.00
Non-Federal (May Include Program Income) [?]	0.00
Federal [?]	1,473,500.00
Unobligated Funds - Reprogram	13,000.00
Unobligated Funds Offset	70000.00
In Kind Contribution [?]	0.00
Program Income [?]	0.00
Previous Award (Doesn't Include Non-Federal) [?]	1,430,000.00
Total This Action [?]	-39,500.00

38. Once the Budget Worksheet is complete, click **Save and Verify** towards the bottom of the screen. Then click **Close**.

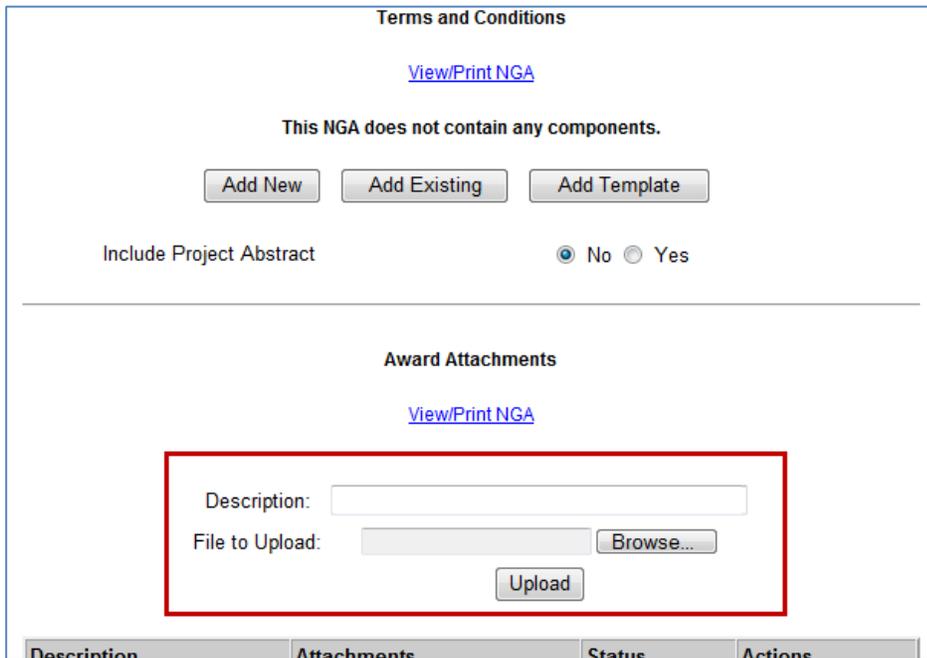


Note: A warning message appears when there are unobligated amounts since the Budget Worksheet total is less than the Funding Memo. This warning is acceptable.

39. The “Award Overview” screen appears. Click **Terms and Conditions**.



40. The “Terms and Conditions screen appears”. Add or remove terms or conditions.



41. When done, click **Close** to return the “Award Overview” screen.

Description:

File to Upload:

Description	Attachments	Status	Actions
Remarks	Remarks.pdf	QUEUED	   

* Status updates every 10 seconds

42. From the “Award Overview” screen, click **Edit Notice of Award** from the *Award Preparation* column to edit the draft NoA.

Award Preparation

- [Edit/Validate Organization](#)
- [Select Org Address](#)
- [Project Assignments](#)
- [Budget Worksheet](#)
- [Terms and Conditions](#)
- [Manage Project Abstract](#)
- [Application Notes](#)
- [Edit Notice of Award](#)

43. Complete all required fields and check the following:

- a. Ensure that the *Amount Awarded This Action* is correct. There should not be a positive number for a Closeout transaction.
- b. Select the correct *Financial Account Numbers* for the document numbers that are being closed.
- c. Enter the closeout amount in the New Amount column.

41.45 - Demonstration

***24. FINANCIAL INFORMATION:** Unobligated Action Assistance

Do not send transaction to accounting system.

ORGN	DOCUMENT NO.	APPROPRIATION	FINANCIAL ACCOUNT NO.	NEW AMT.	UNOBLIG	NONFED %	T/A
	90FO000601	75121552	2-G996144	\$ -39500			
	90FO000603	75121552	2-G996144	\$			
	90FO000602	75131552	3-G996144	\$			
	90FO000603	75141552	4-G996144	\$			

25. REMARKS:
This is a Closeout action.

44. There are three sections on the NoA Edit screen relating to FFATA. These must be filled out correctly before the award is validated. The FFATA information is displayed on USASpending.gov.

45. Click **Show/Hide** next to Funding Transparency Act Award Recipient Information.

46. The Congressional District, Dun, & Bradstreet Confidence Code pre-populates once the CCR is validated. Select the **Recipient Type**.

Funding Transparency Act Award Recipient Information: [Show/Hide](#)

City Code

County Name

County Code

Congressional District

State Code

Country Code

Country Name

Bypass Address Validation Requirement

*Dun & BradStreet Confidence Code

Please select this box if you wish to bypass Confidence Code validation for this award.

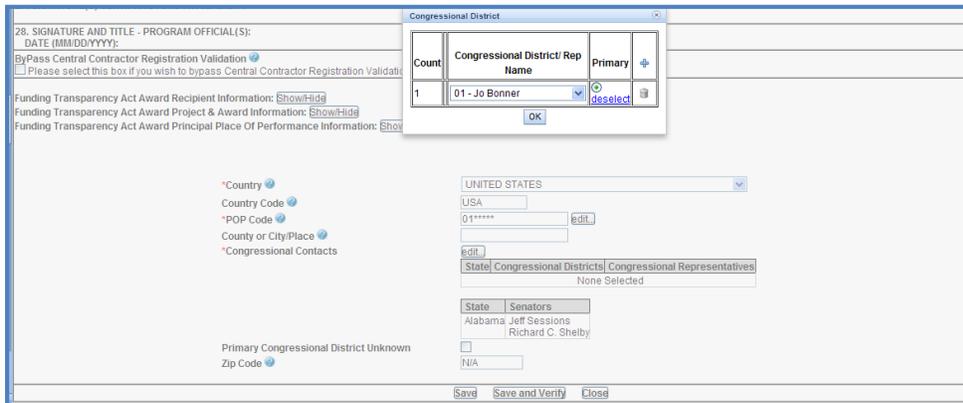
*Recipient Type

47. Click **Show/Hide** next to Funding Transparency Act Award Project & Award Recipient Information and verify that all of the information is correct. This section is read-only.

48. Click **Show/Hide** next to Funding Transparency Act Award Principal Place of Performance Information. Click **Edit** next to POP Code and select the **State**.

49. Click **Edit** next to Congressional Contacts.

50. Click the **plus icon** and select the appropriate *Congressional Representative*. Select **Primary** and click **OK**.



28. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S):
DATE (MM/DD/YYYY):
ByPass Central Contractor Registration Validation
 Please select this box if you wish to bypass Central Contractor Registration Validation
Funding Transparency Act Award Recipient Information: [Show/Hide](#)
Funding Transparency Act Award Project & Award Information: [Show/Hide](#)
Funding Transparency Act Award Principal Place Of Performance Information: [Show](#)

Count	Congressional District/ Rep Name	Primary
1	01 - Jo Bonner	

OK

*Country 
Country Code 
*POP Code 
County or City/Place 
*Congressional Contacts 

Country: UNITED STATES
Country Code: USA
POP Code: 01***** [edit](#)
County or City/Place: [edit](#)

State | Congressional Districts | Congressional Representatives
None Selected

State | Senators
Alabama, Jeff Sessions
Richard C. Shelby

Primary Congressional District Unknown
Zip Code 

[Save](#) [Save and Verify](#) [Close](#)

51. From the bottom of the screen, click **Save and Verify** to check for any errors or missing information.
52. Carefully review the warnings/errors to make sure all issues have been addressed and resolved.
Note: Some common errors include missing FFATA information, the organization is not validated, or the Amount Awarded This Action does not match the Funding Memo amount.
53. Once all errors are resolved, the Award is ready to proceed through the approval process. From the "Award Overview" screen, click the link **Ready for Review**.
54. A transition screen appears. Click **OK**.