

CLOSE-OUT PROCESS INSTRUCTIONS

Revised 3/2010



Once you have expended all of your grant funds, you are ready to start the close-out process. The following steps will outline this procedure.

1) FINAL FINANCIAL REPORT

Submit your Final Quarterly Financial Report on the OPM Grants Portal. You may submit this report as soon as your funds are expended; you do not need to wait until the end of the quarter.

In order for the Quarterly Financial Report to be considered final, it must show that all funds have been expended. If you have already submitted a Quarterly Financial Report in the second quarter that showed all funds have been expended, **do not submit** another financial report.

2) FINAL REPORTS

You will receive a call from your OPM Grant Manager. (See attached list to find your OPM Grant Manager.) He/she will confirm that you have expended all your funds and are ready to proceed with the rest of the close-out process. He/she will also discuss the types of final reports you need to complete.

a. FINAL PERFORMANCE MEASUREMENT TOOL/PROGRESS REPORT

Each town must fill out this report. It will be emailed to you by your OPM Grant Manager. Please fill out the spreadsheet, attach it to an email, and send it back. You should fill out the report based on your activities within the most recent quarter.

***For example, if you expended all your funds on February 20th, you would be in the January-March quarter. Since your project was completed in February, you would report on your activities from the beginning of the quarter (January) through February 20th.

b. FINAL JOBS (OMB 1512) REPORT (if applicable)

If your town is required to submit a Jobs Report spreadsheet, you will be emailed one by your OPM Grant Manager. Please fill out the spreadsheet, attach it to an email, and send it back. You should fill out the report based on your jobs data within the most recent quarter.

***For example, if you expended all your funds on February 20th, you would be in the January-March quarter. Since your project was completed in February, you would report on your jobs data from the beginning of the quarter (January) through February 20th.

c. PROPERTY INVENTORY REPORT (if applicable)

This report is sent to towns that had any equipment/supplies purchases. If you qualify, you will be sent one by your OPM Grant Manager. Please fill out the spreadsheet, attach it to an email, and send it back. Instructions are included within the report.

d. TIME ACCOUNTABILITY WORKSHEET (if applicable)

This report is sent to towns that reported any jobs data. In order to fill this out, you will need to know the names, dates, numbers of hours, and descriptions of services that were compensated with ARRA JAG funds. If you qualify, you will be sent one by your OPM Grant Manager. Please fill out the spreadsheet, attach it to an email, and send it back. Instructions are included within the report.

3) SITE VISIT

After all reports are completed and approved, your OPM Grant Manager will call you to arrange a mutually convenient time for a compliance monitoring site visit. Separate instructions, including what to expect and what to have available at the meeting, will be sent to you once the date has been arranged.

WE WILL NOT BEGIN SITE VISITS UNTIL APRIL 1ST, 2010.

4) GRANT CLOSE-OUT LETTER

Once all of your town's finances have been reconciled and a successful site visit has been completed, your town's project officer, Chief Executive Official, and financial officer will receive an email with your grant close-out letter. This will signify your grant is officially closed.

Stephen Moniz, Lead Planning Analyst

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Avon	Cromwell	Enfield	Middlefield	Shelton
Berlin	Danbury	Essex	Middletown	Sherman
Bethel	Darien	Fairfield	Monroe	Stamford
Bloomfield	Deep River	Farmington	New Canaan	Stratford
Bridgeport	Durham	Glastonbury	New Fairfield	Trumbull
Bristol	East Granby	Granby	Newtown	Westbrook
Brookfield	East Haddam	Greenwich	Norwalk	Weston
Burlington	East Hampton	Haddam	Old Saybrook	Westport
Canton	East Hartford	Hartford	Portland	Wilton
Chester	East Windsor	Hartland	Redding	
Clinton	Easton	Killingworth	Ridgefield	

Kelly Sinko, Project Manager

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Andover	Ellington	Middlebury	Preston	Union
Ansonia	Franklin	Milford	Prospect	Vernon
Ashford	Goshen	Montville	Putnam	Voluntown
Barkhamsted	Griswold	Morris	Putnam (CSP)	Wallingford
Beacon Falls	Groton City	Naugatuck	Rocky Hill	Warren
Bethany	Groton Long Point	New Britain	Roxbury	Washington
Bethlehem	Point	New Hartford	Salem	Waterbury
Bolton	Groton Town	New Haven	Salisbury	Waterford
Bozrah	Guilford	New London	Scotland	Watertown
Branford	Hamden	New Milford	Seymour	West Hartford
Bridgewater	Hampton	Newington	Sharon	West Haven
Brooklyn	Harwinton	Norfolk	Simsbury	Wethersfield
Canaan	Hebron	North Branford	Somers	Willington
Canterbury	Kent	North Canaan	South Windsor	Winchester
Chaplin	Killingly	North Haven	Southbury	Windham
Cheshire	Lebanon	North	Southington	Windham (CSP)
Colchester	Ledyard	Stonington	Sprague	Windsor
Colebrook	Lisbon	Norwich	Stafford	Windsor Locks
Columbia	Litchfield	Old Lyme	Sterling	Wolcott
Cornwall	Lyme	Orange	Stonington	Woodbridge
Coventry	Madison	Oxford	Suffield	Woodbury
Derby	Manchester	Plainfield	Thomaston	Woodstock
East Haven	Mansfield	Plainville	Thompson	
East Lyme	Marlborough	Plymouth	Tolland	
Eastford	Meriden	Pomfret	Torrington	