

# Grant Closeout Process

---

Updated July 1, 2016

Within thirty (30) calendar days of the end of the grant agreement period, or expenditure of all grant and match funds, whichever occurs first, the Grantee must:

1. **Complete** all eLINK reporting, according to the [eLINK Reporting Guidance](#). Create and submit the appropriate Final Progress Report in eLINK, including changing the status to “Submitted” in eLINK; an eLINK notification will automatically be sent to the Board Conservationist when the report is submitted. After the report is submitted, the Board Conservationist will review the eLINK *All Details* report and cross-reference the work plan and the eLINK reporting guidance to determine if reporting is satisfactory.
2. **Complete** an eLINK final Financial Report that summarizes all expenditures for the grant. This report must be signed by the grantee and a scanned copy uploaded to the Attachments tab for the grant in eLINK for Board Conservationist review.

*(The Report must be signed by an official of the LGU or someone authorized by the LGU. See “Official Signature and Grantee Authorized Representative” in the Grant Terminology chapter.)*

**Returning unspent funds:** If the full grant award has not been spent, the unspent funds will need to be returned to BWSR. This process will vary slightly depending upon whether the grantee has already received 100% of the award or if a portion of the funds has not yet been requested or received.

**For competitive grants,** or grants structured to have a final payment due to the grantee at closeout:

- a. If the final project costs are more than 90% but less than 100% of the grant award, the Grantee can only submit a reimbursement request for the actual project expenditures greater than the 90% of funds already received.
- b. If the final project costs are less than 90% of the grant award that was previously paid by BWSR, the Grantee must fill out a returned funds form and send back any unused funds.
- c. **Return** to BWSR any unspent funds using the Returned Funds form generated in eLINK.
  1. Select report type “Final Report w/Refund,” then enter the amount of returned funds and a check number (or placeholder “0000”) to generate the form.
  2. Upload completed Returned Funds Form in eLINK and send email notification to your Board Conservationist.
  3. Print a copy of the Form and send it to BWSR with the check.

**For non-competitive grants,** or grants in which the grantee received a 100% advance payment at the time of the grant agreement execution:

- a. **Return** to BWSR any unspent funds using the Returned Funds form generated in eLINK.
  1. Select report type “Final Report w/Refund,” then enter the amount of returned funds and a check number (or placeholder “0000”) to generate the form.

Effective July 1, 2016

2. Upload completed Returned Funds Form in eLINK and send email notification to your Board Conservationist.
  3. Print a copy of the Form and send it to BWSR with the check.
3. **For '13 and earlier Clean Water Fund Grants Only, update** CWF stories for Board Conservationist review and approval. In the "Actual Outcomes" text box add a brief 1-3 sentence summary of actual project accomplishments and the estimated pollutant removals. In addition, budget information should be updated, and project photos that you wish to add should be included. Ensure that the pollutant reductions and other project outcomes are the same in the final eLINK report as they are in the final Clean Water Story.

---

*Summary of changes for FY2017:*

- EDITED for consistency with eLINK processes
- ADDED language to clarify differences between competitive/reimbursement payment and noncompetitive/100% advance payment closeout.