



GRANT CLOSEOUT SCHEDULE AND ACTIVITIES

Please provide complete information:

Project Name: _____

Granting Agency: _____

Grant Identification Number: _____

Grant Program Officer (primary agency contact): _____

BMCC Project Director: _____

Grant Award Period: (start) _____ to (end) _____

Due Date of Final Report: _____

Other Essential Information:

Nine Months Before Grant Ends

Start Date	Target Completion	Activity	Responsible Parties	Category and Notes	Date Completed
		Initiate closeout activities	Project director or designee	Project management	
		Fill in checklist (start dates, responsible parties, additional activities) and submit to grant accountant and director of grants for review	Project director or designee	Project management	Initialed by grant accountant: Date:
		Review budget issues / forecast ending balance	Project director or designee, and grant accountant	Budget	
		Confirm that all equipment is inventoried appropriately and in accordance with grant requirements , with all documentation and maintenance schedules on file	Project director or designee	Equipment	
		Identify and prepare a written plan for use of remaining office or other space(s), furnishings, equipment, supplies, and other tangibles that will remain at the college <ul style="list-style-type: none"> • Confirm that inventory list is current and complete. • How long must inventory items be 	Project director or designee, in concert with business and operations staff	Equipment, facilities, and supplies	

		tracked?			
		Identify procedures, programs, services, and partnerships that will continue after the grant <ul style="list-style-type: none"> • Prepare a written document identifying the responsible institutional party, timeline issues, and financial obligations for each item • Review the document with the appropriate vice president(s); may require additional review by President's Cabinet, specific committees, etc. 	Project director or designee	Programs and services	
		Identify in writing any procedures, programs, and services that will not continue after the grant <ul style="list-style-type: none"> • Report to the appropriate vice president any specific issues or concerns related to their closeout 	Project director or designee	Programs and services	
		Review staff positions and identify those slated for continuation and for termination	Project director or designee	Personnel	
		Notify the college community that the grant will be ending; and communicate the institutionalization plan, personnel retention/departure plan, and other closeout issues affecting the college	Project director or designee, and Office of Human Resources	Project management, personnel, programs and services, facilities	
Six Months Before Grant Ends					
Start Date	Target Completion	Activity	Responsible Parties	Category and Notes	Date Completed
		Update checklist as needed and submit to grant accountant for review	Project director or designee	Project management	Initialed by grant accountant: Date:
		Review budget issues / forecast ending balance	Project director or designee, and grant accountant	Budget	
		Review project activities and forecast completion dates; consider need for no-cost extension or other post-grant activity ; prepare no-cost extension request if appropriate	Project director or designee	Project management, budget	
		Notify Human Resources of upcoming personnel actions (continuations, terminations) and prepare for transitions <ul style="list-style-type: none"> • Notify terminating staff of official last day; develop individual employee plan to use vacation time or for the director to budget payment from grant funds 	Project director or designee, and Office of Human Resources	Personnel	

		<ul style="list-style-type: none"> • Work with continuing staff to develop a transition plan • Notify other college staff of plans for institutionalizing (absorbing or transferring) grant activities or duties • Notify grant-supported staff of their responsibilities as grant ends: purge and organize records according to records management rules, assess status of tasks and activities, train staff who will assume specific ongoing tasks 			
		<p>Meet with external partners and review plans for continuation or termination of project activities</p> <ul style="list-style-type: none"> • Obtain feedback on or approval of plan for continuing activities and services, with designated responsible parties and timelines • Review alternatives, if appropriate, to terminating services or activities 	Project director or designee	Programs and services	
		Develop records consolidation plan in accordance with grant requirements and state archiving/records management requirements: Identify and begin sorting permanent records from extraneous copies, develop plan for purging files and recycling or archiving documents, designate responsible party for oversight of retained records	Project director or designee	Records	
Three Months Before Grant Ends					
Start Date	Target Completion	Activity	Responsible Parties	Category and Notes	Date Completed
		Update checklist as needed and submit to grant accountant for review	Project director or designee	Project management	Initialed by grant accountant: Date:
		Review budget issues / forecast ending balance	Project director or designee, and grant accountant	Budget	
		Review project activities and forecast completion dates; consider need for no-cost extension request or other post-grant activity	Project director or designee	Project management	
		Review status of personnel issues for continuing and terminating staff, including staff vacation time usage and progress in training other college staff to assume ongoing tasks	Project director or designee	Personnel	
		Confirm requirements of final report to agency; begin to assemble documentation and data	Project director or designee, and grant accountant	Project management, budget	

		Process necessary paperwork for staff transitions (continuing, terminating)	Project director or designee, and Office of Human Resources	Personnel	
		Begin assessment of grant successes, failures, challenges, lessons learned	Project director or designee	Project management	
Two Months Before Grant Ends					
Start Date	Target Completion	Activity	Responsible Parties	Category and Notes	Date Completed
		Update checklist as needed and submit to grant accountant for review	Project director or designee	Project management	Initialed by grant accountant: Date:
		Review budget issues / forecast ending balance	Project director or designee, and grant accountant	Budget	
		Review project activities and forecast completion dates; consider need for no-cost extension request or other post-grant activity	Project director or designee	Project management	
		Complete and confirm final plans, schedule, and arrangements for disposition of continuing equipment, facilities, and supplies	Project director or designee	Equipment, facilities, and supplies	
		Notify staff of schedule for clearing offices, file cabinets, etc.	Project director or designee	Personnel, equipment, facilities, and supplies	
		Begin drafting final report narrative	Project director or designee	Project management	
		Begin drafting internal assessment of grant successes, failures, challenges, lessons learned	Project director or designee	Project management	
One Month Before Grant Ends					
Start Date	Target Completion	Activity	Responsible Parties	Category and Notes	Date Completed
		Update checklist as needed and submit to grant accountant for review	Project director or designee	Project management	Initialed by grant accountant: Date:
		Review budget issues / forecast ending balance	Project director or designee, and grant accountant	Budget	
		Review project activities and forecast completion dates; consider need for no-cost extension request or other post-grant activity	Project director or designee	Project management	
		Draft final report with place-holders for final data; if project director will terminate at the end of the grant, confirm responsible party for completing	Project director or designee, grant accountant	Project management, budget	

		and submitting the final report to the granting agency			
		Complete any final paperwork for staff transitions	Project director or designee, and Office of Human Resources	Personnel	
		Complete final grant activities	Project director or designee	Project management	
		Complete internal report on grant successes, failures, challenges, lessons learned; submit report to supervisor	Project director or designee	Project management	
		Complete consolidation of long-term and permanent records and destruction of extraneous records; as needed, transfer retained records to designated responsible party	Project director or designee	Records	
		Submit fully completed checklist, along with any necessary documentation or materials, to grant accountant for final review and sign-off	Project director or designee, and grant accountant		Initialed by grant accountant: Date:

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Admin Procedure BO-01-2007-0006 Rev. 08/11

