

PART 7

CLOSEOUT

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7.1 CLOSEOUT PROCEDURES

PROCEDURE:

(a) The closeout of a financial assistance agreement is the process by which BPA confirms that all applicable administrative actions and work funded by the award have been completed by the recipient and BPA.

(b) All BPA financial assistance awards should be closed out within 90 days after completion, termination or receipt of final report.

(c) The BPA actions that must precede closeouts are:

(1) Receipt of all required reports;

(2) Disposition or recovery of BPA-owned or furnished property (as distinct from property acquired under the award); and

(3) Reconciliation of the award amount and the amount of Federal funds paid the recipient.

(d) The FAO shall send the Notice of Financial Assistance Award in Process of Closeout letter (Exhibit 7-A) to the recipient, and then send a request for a "Final Acceptance by Project Technical Representative" memorandum (Exhibit 7-B) to the PTR.

(e) Upon receipt of the documents requested in the Notice of Financial Assistance Award in Process of Closeout, (Exhibit 7-A), and the PTR's final acceptance memo, (Exhibit 7-B), the FAO shall proceed to administratively close out the award.

7.2 PROPERTY

PROCEDURE:

(a) BPA-Owned Personal Property: The recipient is required to provide an inventory listing of all BPA-owned personal property in the custody of the recipient (Exhibit 7-A, Item 4). The BPA Asset Center Representative (ACR) will screen the property for reutilization in accordance with BPA's property management policy. The FAO will forward written disposition instructions to the recipient.

(b) Property Acquired with Project Funds Procedure: Exhibit 7-A requires the recipient to indicate whether it is in possession of any personal property acquired with project funds which BPA has reserved the right to transfer title, or direct the title transfer. If there is no such property in the possession of the recipient, no further action is required by the FAO. If there is such property, the recipient should list each item and request disposition instructions.

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7.3 PERFORMANCE

PROCEDURE: Upon receipt of the final report, the PTR will review the report and indicate on Exhibit 7-B, whether the report is considered to be satisfactory. If so, the PTR need only check the appropriate box on the form. However, if the report is not considered to be satisfactory, the PTR shall check the appropriate box and list the deficient areas and explain them. The PTR should also indicate the remedial steps needed to make the report acceptable.

7.4 FINANCIAL

PROCEDURE:

(a) All recipients must submit a final Financial Status Report (SF-269a) (FSR), and a final Request for Advance or Reimbursement (SF 269a or 270).

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FORMS REQUIRED	TIMING (Unless otherwise specified in the award)	Recipient submits an original and two copies to PTR, who reviews, authorizes, and forwards the original to Accounts Payable, retains one copy, and forwards the other copy to the FAO.	Accounts Payable	FAO
SF-270	Within 90 days after end of project period	Request final reimbursement of costs	ORIGINAL Required for payment	COPY
SF-425	Within 90 days after end of project	Provide financial closeout information	ORIGINAL	COPY

(b) Review of final Financial Documents.

(1) The PTR shall review the final FSR and the request for advance or reimbursement to assure that the BPA share of outlays and unliquidated obligations reported for the project does not exceed the amount of BPA funds authorized. If there is no apparent discrepancy, the PTR will forward the payment request to Disbursement Operations for payment. If the total expenditures and encumbrances claimed exceed the amount authorized in the approved budget, the PTR will notify the FAO who will notify the recipient in writing that any over-expenditures are the responsibility of the recipient and may not be charged to this or any other Federal award. The FAO will submit the request for payment, as adjusted to reflect any over expenditures, to Disbursement Operations for payment.

(2) The recipient shall submit a final Request for Advance or Reimbursement Form (SF-270). If the FAO finds no discrepancies in the final Financial Status Report or final cost report, the PTR will then compare the final Request for Advance or Reimbursement with the final Financial Status Report or final cost report to assure that the common elements on the two forms coincide. Any discrepancies shall be communicated to the recipient by the FAO.

(c) Remittance of Unencumbered Cash Advanced to Recipients.

(1) Recipients who have cash on hand in excess of total encumbrances are required to remit the excess funds to BPA with the final financial reports. Amounts exceeding \$50,000 should be transferred to BPA by electronic funds transfer methods.

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(2) Any funds paid to a recipient in excess of the amount to which the recipient is finally determined to be entitled under the terms of the award constitute a debt to the federal Government. If not paid within 30 days after request, BPA or the Federal Government may reduce the debt by:

- (A) Making an administrative offset against other requests for reimbursements;
- (B) Withholding or modifying advance payments otherwise due to the recipient; or
- (C) All other actions permitted by law.

(3) Except where otherwise provided by statutes or regulations, BPA will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards (31 CFR CH 9). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

(d) Cash Adjustments. BPA will make prompt payment to the recipient of allowable reimbursable costs.

(e) The closeout of an award does not affect:

- (1) BPA's right to disallow costs and recover funds on the basis of a later audit or other review; or
- (2) The recipient's obligation to return any funds due as a result of later refunds, corrections, or other transactions; or
- (3) Records retention as required in clause 4-3, Examination of Records, or
- (4) Audit requirements.

7.5 CLOSEOUT COMPLETION

PROCEDURE:

(a) The FAO should notify the recipient of closeout completion.

(b) For closeouts involving an obligation or deobligation of BPA funds, the FAO shall notify in writing Disbursement Operations and the program office.

BONNEVILLE FINANCIAL ASSISTANCE INSTRUCTIONS
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EXHIBIT 7-A
LETTER TEMPLATE

NOTICE OF FINANCIAL ASSISTANCE AWARD IN PROCESS OF CLOSEOUT

(Name and address of Recipient)

Attn: Responsible Recipient Official:

CLOSEOUT OF AWARD NO.:

TITLE:

Our records indicate that this award expired (terminated) on (date of expiration or termination). In order to facilitate closeout, it is requested that you provide the following information by (no longer than 90 days from date of letter) to:

Project Technical Representative's Name - Routing
Bonneville Power Administration
Address of Project Technical Representative

1. A Final Financial Status Report (SF-269a).

(a) If funds are due your organization, a final payment request on the appropriate payment form used throughout the project period, generally the SF-270, Request for Advance or Reimbursement; or

(b) If excess funds have been advanced to your organization, they must be returned. If the amount is less than \$50,000, attach a check drawn in the amount of the unencumbered cash advanced and made payable to the Bonneville Power Administration. If the amount exceeds \$50,000, an electronic funds transfer method is to be used.

2. A final report.

3. Two copies of the latest audit report for the recipient organization unless already provided at time of audit or a statement as to when such an audit will be performed if it has been two years or more since the last such audit of the recipient.

4. A final property report including:

(a) An inventory listing of equipment acquired with award funds which BPA has reserved the right to transfer title, or which BPA has indicated that title is to be transferred.

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(b) Disposition request or request for continued use of any property listed in 6(a); and

(c) A listing of any federally owned equipment and/or real property currently in your custody provided by this award.

All of the above documents shall be submitted with an original and two copies. If any questions should arise concerning this matter, please contact me at telephone number (503) 230- .

Sincerely,

Financial Assistance Officer

cc:

Project Technical Representative

BONNEVILLE FINANCIAL ASSISTANCE INSTRUCTIONS
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EXHIBIT 7-B
TEMPLATE

FINAL ACCEPTANCE BY PROJECT TECHNICAL REPRESENTATIVE

AWARD NO.

RECIPIENT

TO: PROJECT TECHNICAL REPRESENTATIVE

The subject award is in the process of being closed out. However, it cannot be officially closed out until we receive written assurance from you that the final performance (technical, progress) report (attached) is considered satisfactory. Accordingly it is requested that you provide this information where requested below:

The final Performance (Technical, Progress) Report has been received and is [] is not [] considered to be satisfactory. (If the report is considered unsatisfactory, please indicate specific deficiencies below:)

Attachment: Final Report

Signature

Date