

HARP-F CLOSE OUT PROCEDURE

The close out process is an integral component of the grant process. It marks the end of a series of events that represent HARP-F's completion of the terms of the grant. This process involves documenting program results and certifying adherence to applicable rules and regulations. Thorough preparation, good communication, and attention to detail are the hallmarks of a successful close out.

Pre-Close Out Letter

For those partners that are currently active, HARP-F must send the partner a pre-close out letter no later than 3 months before the grant end date. This letter outlines the partner's responsibilities during the close out process. Partners are reminded of the deadlines for submitting final reports, for submitting the disposal plan of Inventory Report and for returning unexpended funds. Grants Managers are responsible for ensuring that these letters are sent to partners in a timely manner.

Pre-Close Out Site Visit

The Grants team and Finance team make a compliance visit to the partner office after sending the pre-close out letter, using site visit checklist. All issues regarding compliance should be discussed with partner and recommendations made and resolved before the grant end date.

Documentation

Using the close-out checklist, the Grants Manager will review each partner named under the grant. By the end of the close out process, each partner file will have the following:

- The signed Accountable Grant Agreement (AGA)
- All signed AGA Modification Documents
- Signed inventory disposition request letter
- Property Transfer Form
- Pre-close out site visit report
- Signed and completed close out checklist

Grants Officers should review all files for completeness according to the checklist. For partners whose grant has already ended the files should also be reviewed for completeness according to the checklist.

Inventory disposition

It is essential that partners maintain inventory records throughout the life of the project. The partner must submit an inventory disposition request letter no later than 3 months before the grant end date. This property disposition plan should include the project's up-to-date inventory list in the partner's offices as well as property possessed by downstream partners.

The Grants Officer will complete a final verification of the inventory list against all financial reports to ensure that all items purchased for the duration of the grant are included, and that details listed in the Inventory Lists are correct and complete. If there are points that do not match, they will clarify it with the Partner.

The Grants Manager will verify if the proposed plan for asset transfer is reasonable and acceptable and should flag if there are any issues. The Grants Manager will then prepare the Property Transfer Form and submit the package (Inventory Disposition Request Letter, Inventory List, Property Transfer Form) to the Operations Coordinator for FCDO approval. Once FCDO approval is received, the Operation Coordinator will send the completed Property Transfer Form to the Grants Manager for signature of the Grants Director. The Grants Manager will then send the Property Transfer Form for countersigning by the partner and record the final document.

The partner shall not transfer, assign, lend, gift, sell or dispose of Project assets to any third party or unauthorised third party without the prior written consent of Crown Agents.

Final Reporting

Partners need to submit a final financial report, final data report, final narrative report, delivery chain risk map, external audit report, completed beneficiary breakdown table, completed log frame (or completed activity table) and other deliverables as required by the AGA within one month of the grant end date. The partner should work to ensure that all financial transactions are processed in a timely manner to ensure that the required financial reports are completed within the timeframe specified in the grant agreement. Reports will be reviewed by respective departments according to the report review process.

Banking

Any unexpended funds remaining in the partner's bank account must be returned to HARP-F within forty-five (45) days of the grant end date. If the final report shows a balance of cash in hand, meaning that the partner received more funds from HARP-F than it expended, the partner must be contacted to request that the funds be returned. The Final Project Close Out Letter can be used for this purpose. All reasonable efforts should be made to recover these funds. The Grants Officer is responsible for documenting these efforts, including noting how many times the partner was contacted and by what means e.g., e-mail, telephone, in person.

After returning any unexpended funds, each partner provides HARP-F with a final bank statement that shows a zero balance. This documentation serves as evidence that the funds received from HARP-F were expended. Partners are usually required to close the bank account if that was opened only for the HARP-F project. In instances where the partner wishes to keep the bank account, it must remove any references to HARP-F after providing documentation of the zero balance to HARP-F.

Final Project Close Out Letter

The Grants Manager is responsible for preparing a Final Project Close Out Letter for each grant. This letter is used to inform the partner that HARP-F has closed the grant and to acknowledge the receipt of the unspent funds returned by the partner. The letter is to be sent only after all the final reports and deliverables submitted by partner have been signed-off.

Record Retention

The Partner must keep secure, maintain, and retain all hard and soft records associated with the HARP-F project for a period of 7 years after the Grant End Date. This should include full and accurate records of the project, all expenditure reimbursed, and all payments by HARP-F.

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Summary of close out process

1. Filing and documentation completed as soon as the grant starts.
2. HARP-F sends **pre-close out letter** to partner 3 months before the grant end date.
3. The partner submits **inventory disposition request letter** together with updated inventory list to HARP-F no later than 3 months before the grant end date.
4. HARP-F review and submit to FCDO for approval of property transfer.
5. HARP-F send **property transfer form** to partner.
6. HARP-F visit partner's office for **compliance site visit**.
7. The partner submits **final reports** within 30 days after grant end date.
8. The final reports are reviewed according to report review process.
9. Partner returns **remaining funds** to HARP-F within 45 days of the grant end date.
10. The partner submits **zero balance bank statement** and bank account is closed.
11. HARP-F sends **final close out letter** to partner within 60 days of the grant end date.
12. HARP-F grants team completes **grant close out checklist** and keep on file.

Summary of Close Out Process against Grant Timeline

Grant Start Date

- Filing and documentation (HARP-F)

90 days before Grant End Date

- Pre-close out letter (HARP-F)
- Inventory list with inventory disposition request letter (Partner)

60 days before Grant End Date

- Pre-close out site visit (HARP-F)

Within 30 days after the Grant End Date

- Final Financial Report (Partner)
- Final Narrative Report (Partner)
- Final Data Report (Partner)
- Completed beneficiary breakdown table
- Completed log frame or activity table (Partners)
- Delivery Chain Risk Map (Partner)

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Within 45 days after the Grant End Date

- Remaining funds transferred back to HARP-F (Partner)
- Zero balance and bank account close (Partner)

Within 60 days after the Grant End Date

- Final Close Out Letter (HARP-F)
- Property Transfer Form (HARP-F)
- Grant Close out checklist (HARP-F)