Grant Program Closeout Checklist

EECBG Closeout Standard Operating Procedure (SOP)

Date 12/2025

This checklist provides resources and guidelines for Energy Efficiency and Conservation Block Grant (EECBG) recipients preparing for the closeout process. Adherence to these steps will help ensure a smooth and compliant closeout of your grant. Always refer to your specific assistance agreement, the official EECBG Program Guidance, and the 2 CFR 200 Uniform Guidance for comprehensive requirements.

Key Due Dates for Closeout

Item	Due Date
Recipient	
• **Final Progress Performance Report/Performance Report Quantitative** • **Federal Financial Report Submissions** • **Liquidation of all Financial Obligations**	Within **120 calendar days** of the performance end date.
Subrecipient to Recipient	
• **Subrecipient Final Reports** • **Liquidation of all Financial Obligations**	No later than **90 calendar days** after the performance end date or an earlier date as agreed upon by the recipient and subrecipient).

I. Required Documentation for Closeout

When a recipient is ready to close out, the Financial Assistance Reporting Checklist (FARC) serves as the primary document to identify reports that are required for closeout. A general list of documents is listed below. **Reports are due within 120 days after the grant expires and are submitted in PAGE**.

- **Final Progress Performance Reports:** Comprehensive summary of all work conducted during the project. Ensure all activities are marked complete and all milestones and metrics are fully reported through the end of the grant period.
  - Verify "Status" for each activity is updated to reflect completion.
  - Confirm "% of work complete" accurately reflects 100% for all activities.
  - Ensure all planned milestones have been achieved and recorded in the "This Period" and "To Date" columns.
  - Record all required primary process metrics and optional secondary metrics for the final reporting period, paying attention to relevant sectors.
  - Utilize comment boxes to provide context for numeric and financial data to avoid report revisions.
    - Infrastructure investment rationale (if applicable).
    - Remarks on any problems, issues, or variances from the plan (even if there are none, please state so).
    - Accomplishments, publicity, and good news.
    - Any additional relevant information not captured elsewhere.

  - ***Keep in mind:***
    - Must check “Last report for grant’. See the checkbox next to the reporting period drop-down menu for access.
    - Total project costs in the Performance Reports should agree with the federal expenses in the Final Financial Report.

- **Final Federal Financial Report (SF-425):** Comprehensive summary of actual project costs up to the closeout date.
  - **Header Section:** Confirm the correct performance period is selected.
  - **Basis:** Ensure your selected accounting method (Cash or Accrual) is consistent with previous reports.
  - **10. Transactions:**
    - **Federal Cash (10a. Cash Receipts, 10b. Cash disbursement, 10e. Federal Expenditures):** Should be the same as the total cumulative payments made to the recipient.

    - **Key Closeout Requirement:** Ensure **10c. Cash on Hand** and **10f. Unobligated Balance of Federal Funds** is **$0** at closeout.
    - **$____________ Remaining unexpended DOE funds amount from line 10.h** will be deobligated at the end of the closeout process.
    - **Federal Expenditures and Unobligated Balance (10d-10h):** Report all federal expenditures.
    - **Recipient Share (10i-10k):** If applicable, report all recipient share expenditures. Line **10.i Total Recipient Share:** Generally, most EECBG grants do not have a cost share therefore this line is zero.
    - **Program Income (10l-10o):** If applicable, report all program income earned and expended. Most EECBG projects have $0 in this section. If previously approved, then addition method should have been used for all EECBG awards. If there is no program income, report zero.
  - **Remarks:** Provide a thorough qualitative explanation for all non-zero boxes, including calculations for indirect costs and clarification on paid vs. invoiced funds.
  - **11. Indirect Expense (if applicable):** Report all indirect costs in accordance with your approved rate agreement.
  - **Petroleum Violation Escrow (PVE) Funds (if applicable):** Report any PVE funds utilized.
  - **Leveraged Funds (Third Parties Funds) (if applicable):** Report any leveraged funds used to expand the project scope.

  - ***Keep in mind:***
    - Must check "Last report for grant'. See the checkbox next to the reporting period drop-down menu for access.
    - Should reflect final project costs after all invoices have been paid.
    - Cross-reference 10b (Cash Disbursements) with PPR Federal Financial Outlays + Indirect Costs.

- **Tangible Personal Property Report (SF-428, SF-428-B and SF-428-S):** Inventory of property obtained during the award and request for disposition instructions. The SF-428-S document provides detail individual item information. Recipient purchased EV charging equipment with an acquisition cost more than $10k. Recipient needs to submit the SF-428B and SF-428S if needed (A and C are not submitted

  - ***Keep in mind:***
    - An SF-428 and SF-428-B are required even if there is no equipment to report.

    - The SF-428 (cover sheet) should be signed manually or electronically by an Authorized Official. The SF-428-S form accompanies the SF-428-B to include details on the equipment. The form is required if reporting equipment with a fair market value (FMV) > $10,000. Reporting the acquisition cost means the (total) cost of the asset including the cost to ready the asset for its intended use. For example, acquisition cost for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.
    - Please refer to the Special Terms and Conditions and the date your application was approved when assessing the acquisition threshold applicable to your award.
    - The Prime recipient is responsible for reporting on behalf of any subrecipients. Include all equipment by the Prime or any subrecipients.

- **Annual Historic Preservation Report for the period (if applicable).**
  - ***Keep in mind:***
    - This is not a separate report. Recipients need to report for the previous year or time period in PAGE. If you submitted an accurate and complete report for the year, then you do not need to do it again. Check your EECBG Formula Grantees Reporting Resources and Reminders document for information. This document is not submitted at closeout; however, it is your responsibility to have it as part of your files on PAGE.

- **Semi-Annual Davis Bacon Report for the period (if applicable).**
  - ***Keep in mind:***
    - This is not a separate report. Recipients need to report for the current and previous semi-annual time periods in PAGE. If you hired a contractor to do construction-type work, confirm that you reviewed approved certified payrolls on LCPtracker and that those activities are reflected in the semiannual DBA reports. This document is not submitted at closeout; however, it is your responsibility to have it as part of your files on PAGE.

- **Certain IIJA reporting metrics are no longer required including:**

  - Good Jobs Report (including Quality Job Creation)
  - Equity and Justice Process Metrics
  - Pathways to Net Zero
  - One-Time Location Report

II. General Closeout Actions

- **Promptly Email EECBG Program Inbox:** Once your *final* performance and financial reports have been submitted in PAGE, immediately email EECBG@hq.doe.gov to initiate formal closeout instructions.
- **Document Retention:** Recipients and subrecipients must retain all grant-related documentation (financial records, performance data, invoices, reports, communications) for at least 3 years from the date of submission of their final financial report 2 CFR 200 334 Uniform Guidance.
- **Access to PAGE System:** Ensure you have your password and PIN ready to log on to the PAGE system for final submissions. Exceptions will be made to allow recipients to submit via email only if the recipient encounters technical difficulties on the last submission date. Submit PAGE access issues via Contact Us webpage.
- **Address All Findings/Questions:** Be prepared to respond to any questions or requests for revisions from DOE regarding your final reports. Lack of context in reports can lead to rejection and requests for revisions.
- **Close All Subawards:** Request all final and closeout reports from your subrecipients. (See Section III).

III. Subrecipient Closeout Actions (If Applicable)

- **Establish Closeout Procedures:** Establish and implement clear closeout procedures for all subrecipients to ensure a successful and timely subaward closeout process.
- **Ensure Access to Subaward Information:** Ensure that DOE and OIG can continue to access subaward information after the closeout of the subaward.
- **Obtain Subrecipient Reports:** Obtain all final financial, performance, and other reports from subrecipients no later than 90 calendar days after the end of the period of performance.
- **Liquidate Subrecipient Obligations:** Ensure subrecipients liquidate all financial obligations incurred under the subaward no later than 90 calendar days after the end of the period of performance.
- **Limit Cash Advances:** Limit cash advances to subrecipients to amounts based on need and ensure payments are on a reimbursement basis.
- **Make Prompt** payments: Make prompt payments to subrecipients for allowable reimbursable.
- **Resolve Audit Findings:** Resolve findings related to the subrecipient's subaward.
- **Review Equipment Purchases:** Request and review documentation for equipment purchased by the subrecipient.