



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES**

Policy/Procedure Title:	GM 1.5 Grant Closeout & Carryover Procedures
Purpose:	The purpose of this document is to outline the process for closing grants at the end of the MUNIS fiscal year.
Abbreviations:	VIDOF – Virgin Islands Department of Finance VIDE – Virgin Islands Department of Education FGO – Federal Grants Office SEA – State Education Agency
Policy:	<ol style="list-style-type: none"> <li>1. By April 15<sup>th</sup> of each year the Federal grants Director, must send notification to the all programs informing them of the cut off dates to obligate funds in their first year Obligation Period and grants in their Tydings period.</li> <li>2. All program funds that are not obligated by the established cutoff date will be subject to reallocation by the SEA.</li> <li>3. By June 30 requisitions with a current fiscal year number must be converted to purchase orders or rejected.</li> <li>4. Per Diem reimbursements must be processed in the current year.</li> <li>5. Per Diem will not be included the carryover balances.</li> </ol>

Procedure:
<ol style="list-style-type: none"> <li>1. By April 1<sup>st</sup> of each year, The Federal Grants Director creates and publishes the Federal Grant Closeout and Carryover Action Plan. The plan will consist of (<a href="#">see attached example of Federal Grant Closeout and Carryover Action Plan</a>): <ol style="list-style-type: none"> <li>a. Date to disseminate closeout notification and instructions</li> <li>b. Cut off for current year requisitions need to be converted or rejected</li> <li>c. Cutoff date for obligation of current year funds</li> <li>d. Cutoff date for Tydings period funds</li> <li>e. MUNIS lock out dates</li> <li>f. Date for final Per Diem package will be received and processed</li> <li>g. Date for final Payroll reimbursement processing</li> <li>h. Date for final Indirect reimbursement and draw down</li> <li>i. Date for carry over balance report</li> <li>j. Date for reallocation of funds</li> <li>k. Date budget amendments supporting the reallocation of funds will be processed</li> <li>l. Date for reconciliation of budget amendments</li> </ol> </li> </ol>



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- m. Cutoff date for liquidation of funds for the year
2. System Administrator disables MUNIS system users' access to all expiring grants based on the Federal Grant Closeout and Carryover Action Plan.
  3. VIDOF submits Payroll file for PP 26 to Director of Payroll by the date indicated in the Federal Grant Closeout and Carryover Action Plan
  4. VIDE Payroll Department will process Per Diem batch 26 by the date indicated in the Federal Grant Closeout and Carryover Action Plan
  5. The Federal Grants Director will produce a Grant Status Report inclusive of payroll cycle 26, Per Diem 26 and associated Indirect Cost by the date indicated in the Federal Grant Closeout and Carryover Action Plan.
  6. The Federal Grants Director will analyze the data and produce the Adjusted Carryover Balances Report on the date indicated in the Federal Grant Closeout and Carryover Action Plan. Producing The Adjusted Carryover Balances Report includes:
    - a. Producing a control total based on the Grant Status Report in step 5 above
    - b. Provide the available balances at the detail level (at the organization, object and project level) to support the Carryover Control Total
    - c. Provide the encumbrances against the available balances at the detail level
    - d. Provide total capital outlays included in the encumbrances
    - e. Calculate indirect cost on encumbrances net of capital outlays
    - f. Provide outstanding per diems at the detail level (if applicable)
    - g. Calculate indirect cost on outstanding per diems that are in the workflow
    - h. Provide the Adjusted Carryover Balances by subtracting the indirect cost on encumbrances and per diems at the detail level from the available balances at the detail level
  7. Federal Grants Director analyzes The Carryover Balances Report and makes decisions regarding reallocations of funds, following the allocation formula. The Federal Grants Director submits all requisite budget amendments regarding the reallocation of funds to the Budget Director for processing on the date indicated in the Federal Grant Closeout and Carryover Action Plan.
  8. Budget Director releases all budget amendments into the MUNIS workflow on the date indicated in the Federal Grant Closeout and Carryover Action Plan.
  9. Federal Grants Director approves all budget amendments on the date indicated in the Federal Grant Closeout and Carryover Action Plan.
  10. If no grant funds are available the Federal Grants Director sends the request to the Budget Director to close the grant in MUNIS.



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11. The Federal Grants Director sends communication to Program Managers near the end of the grant period to request information for the grant closeout package and the preparation of the Final Performance Report.
12. Program Managers compile the grant closeout information and submit to the Federal Grants Director.
13. The Federal Grants Director utilizes a checklist to compile information to ensure all necessary data is available to close the grant.
  - a. If all required information is not submitted by Program Managers, Federal Grants Director requests additional documentation.
  - b. Federal Grants Director performs a grant closeout review to ensure all necessary activities were successfully completed and documented.
14. The Federal Grants Director must submit to the USDOE (no later than 90 calendar days after the termination date of the grant or any approved extension) the following documents:
  - a. Final Financial Status Report (SF-269A),
  - b. Final Narrative Report
  - c. Final request for payment, if applicable,
  - d. Reports on any statutory reporting requirements for the grant programs,
  - e. Approved grant application,
  - f. Project objectives and related performance measurement results,
  - g. Award notice with special conditions,
  - h. Program budgets,
  - i. Accounting reports,
  - j. Equipment/Property information,
  - k. Inventory information,
  - l. Copies of contracts and audits,
  - m. Analysis of indirect cost rates used, and allowable costs.
15. Federal Grants Director compiles and submits closeout package to USDOE.
16. USDOE receives and reviews closeout package.
17. USDOE closes out any remaining award balance in the G5 system
18. USDOE notifies Federal Grants Director that closeout of grant award is complete via a Notification of Closeout letter which also informs Federal Grants Director of the three year retention requirement (Note: The Internal Revenue Service (IRS) also has records retention requirements).
19. The Federal Grants Director completes the final reconciliation of the grants balance in MUNIS and in the G5 system.