



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

Virginia Growth and Opportunity Fund (GO Virginia)

Project Closeout Procedures

GO Virginia Program Intent

PURPOSE: The purpose of this guidance is to document the procedure to complete a GO Virginia project closeout.

GOAL: To ensure the Grantee's (Support Organization) compliance with State laws and to ensure the project was implemented in accordance with Virginia Department of Housing and Community Development (DHCD)'s contractual agreements.

To effectively measure and track products/outcomes associated with GO Virginia-funded projects.

Step 1: Fiscal Closeout Procedures

The Grantee and Subgrantee will need to ensure: 1) activities and milestones described in the project scope of work have been completed; 2) all remittances are submitted in CAMS; 3) the **Fiscal Closeout Report** is submitted in CAMS within 90 days of the project end date; as referenced in the project contract.

After submitting their final remittance, the Subgrantee must initiate a fiscal closeout through the Grantee. DHCD will assign the **Fiscal Closeout Report** in CAMS for submission by the Grantee/Subgrantee, and will include the following questions:

1. **Narrative Description of Project Activities.** *Please upload a 1-2 page narrative outlining the major activities undertaken and completed.*
2. **Contracts Obligating Funds.** *Please upload all contracts for services rendered as part of the project scope of work, if applicable.. Even if provided previously in remittances, these contracts need to be packaged together and uploaded here.*
3. **Procurement Process.** *If subject to the provisions of the Virginia Public Procurement Act, provide a brief description of the procurement process used to acquire services associated with this project and/or your official procurement policy.*
4. **Proof of Payment.** *Please upload documentation showing that expenses were paid if not previously provided in the remittances. This documentation could include bank statements, credit card statements, general ledgers, or cancelled checks. Payroll reports provided as part of an earlier remittance do not need to be resubmitted. Please provide an organizing cover spreadsheet to indicate each piece of expense documentation and to which remittance these expenses correspond.*



5. **Certified Financial Closeout Document (SEE ATTACHMENT A).** *Please upload the signed certified financial closeout document. The financial closeout document must be certified by Grantee or Chair and Subgrantee to ensure consistency with the financial record DHCD maintains in CAMS.*
6. **Optional Attachment 1**
7. **Optional Attachment 2**

DHCD may perform an on-site validation visit upon completion of the **Fiscal Closeout Report**. The purpose of the on-site visit is to ensure that GO Virginia funds have been expended in a way consistent with the contract and project budget. This may include a review of financial records and/or a physical inspection (i.e. to ensure that equipment has been purchased and installed.)

DHCD will send an official letter to the Council Chair confirming that the project's **Fiscal Closeout Report** is complete. If the awarded grant funds have **NOT** been fully expended, the financial closeout document will indicate a balance (item 8h – SEE ATTACHMENT A). Unexpended grant funds will be returned to the region's per capita allocation or to the statewide competitive fund as applicable.

Step 2: Performance Closeout Procedures

The **Performance Closeout Report** for Enhanced Capacity Building, Broadband Planning and Sites Planning project types may occur simultaneously as the **Fiscal Closeout Report**.

The performance closeout for implementation projects may require longer to track and report on negotiated metrics. Generally speaking, implementation projects will have up to 12 months to track and report project outcomes after the project end date. DHCD has the right to extend this reporting period in consultation with the Grantee and Subgrantee.

The Subgrantee must initiate a performance closeout through the Grantee. DHCD will assign a **Performance Closeout Report** in CAMS for submission by the Grantee/Subgrantee, and will include the following questions:

1. **Certified Performance Statement (Implementation grants only, SEE ATTACHMENT C).** *Please upload the signed certified performance statement. This must be certified by the Grantee or Chair and the Subgrantee.*
2. **Grant Products** *Please upload outcomes/product(s) as outlined in the contract. This will typically only apply to Enhanced Capacity Building, Broadband or Sites Planning grants. In some cases, an implementation grant may have a study or plan to include here.*
3. **Future Project Implementation (Enhanced Capacity Building, Broadband or Sites Planning grants ONLY).** *Please describe if and how this project will lead to a per capita or competitive implementation application request. If not leading to a future request, please explain here.*
4. **Optional Attachment 1**
5. **Optional Attachment 2**
6. **List of Metrics (SEE ATTACHMENT B)** – This will be completed in in the **Performance Closeout Report**, which DHCD staff will assign in CAMS. The cumulative metrics will need to be included



here, and are only applicable to the specific metrics associated with the project being closed out. Please refer to the attachment for the complete list of metrics.

DHCD will initiate a letter to the Grantee and Subgrantee informing both parties the project **Performance Closeout Report** has been successfully completed.

ISSUE DATE: February 18, 2020

REVISED DATE: September 21, 2020

ATTACHMENTS:

Attachment A: Certified Financial Closeout Document

Attachment B: List of GO Virginia Metrics

Attachment C: Certified Performance Statement

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