

## **OVERVIEW OF RCPP PROJECT CLOSEOUT PROCESS**

### **For 2014 Farm Bill Projects**

#### **RCPP Project Closeout Checklist**

**Purpose:** To provide a list of essential steps for lead partners and States to ensure an RCPP project is recorded as completed.

#### **Lead Partner Responsibilities**

\_\_\_ **Review the RCPP agreement and complete all lead partner responsibilities.**

\_\_\_ **Submit a final RCPP project report\* within 90 days of the project end date:**

A final report template is provided to State RCPP coordinators to share with partners.

\_\_\_ For 2014–2017 projects, provide the final RCPP project report to the lead State office.

\_\_\_ For a 2018 project, provide the final RCPP project report to the lead State office and submit the final report through ezFedGrants.

\_\_\_ **Complete Grants and Agreements (GAD) requirements:**

**If the project is governed by a memorandum of understanding (MOU):**

\_\_\_ Fulfill any reporting requirements included in the MOU.

**For 2014 to 2017 projects governed by a cooperative agreement submit the following to the RCPP coordinator within 90 days of the end date of the project:**

\_\_\_ Final Standard Form (SF)-270 “Request for Advance or Reimbursement,” submitted by partner (if necessary).

\_\_\_ Final SF-425 “Federal Financial Report.” submitted by partner.

**For 2018 projects governed by a cooperative agreement submit the following through ezFedGrants within 90 days of expiration or completion of the project:**

\_\_\_ Final SF-270 reimbursement request submitted by partner (if necessary).

\_\_\_ Final SF-425 financial reporting requirement submitted by partner.

## State Office / RCPP Coordinator Responsibilities

\_\_\_ **Review the RCPP agreement to ensure that the lead Partner has fulfilled its GAD responsibilities.**

\_\_\_ **Review the final report (if the report does not meet expectations, work with lead partner on revisions). Upload the final report to the RCPP portal for all projects.**

\_\_\_ **Complete GAD closeout by entering a ticket into ServiceNow.**

\* Follow the most up-to-date closeout procedures as shown on the GAD SharePoint site. Items to consider are completion of the GAD “Closeout Certification Checklist” and deobligation of all unused partner TA funds via the Payment Operations Section.

\_\_\_ **Complete the Project Completion Questionnaire (PCQ) in the RCPP portal.**

\_\_\_ **(If applicable) Submit a “Funds Assessment” request through the FAPD SharePoint to return any unused and unneeded TA (partner or NRCS) and/or FA.**

\*There is no requirement that lead partners submit an annual report in the last year of a project. Pertinent information will be captured in the final report.

\*\*The annual report template in the portal is under review for improvement and streamlining.

## Project Completion Questionnaire (PCQ)

**Purpose:** To capture essential funds management information. To be completed by the RCPP coordinator.

### **GAD Requirements**

\_\_\_ Have the partner and lead State completed all GAD requirements and completed the closeout process?

### **Financial Assistance (FA)**

States may retain up to 5 percent of committed **financial assistance** (FA) balances as needed to cover potential cost overruns for active covered program contracts. FA balances in excess of 5 percent must be returned to NHQ upon expiration or closeout of a partnership agreement.

\_\_\_ Are there any remaining FA (financial assistance) funds that need to be returned to RCPP?

If yes, how much FA?

### **Technical Assistance (TA)**

States may retain a minimal amount of TA (technical assistance) to manage active covered program contracts.

\_\_\_ Are there any unused NRCS TA funds that need to be swept by NHQ?

If yes, how much NRCS TA?

\_\_\_ Are there any unused partner TA funds that need to be swept by NHQ?

If yes, how much partner TA was deobligated as part of the GAD closeout process?

\_\_\_ Has a confirmation of the deobligation and the associated TA amount been submitted through a portal "Inquiry"?

If no, prior to completing this questionnaire, send a confirmation of the deobligation and associated TA amount through a portal "Inquiry" option.

**Upload the lead partner's final RCPP project report**

**SUBMIT**