

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, submit the Final Report through ezFedGrants.

Complete Grants and Agreements (GAD) requirements:

If the project is governed by a MOU (Memorandum of Understanding):

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 SF-270 reimbursement request submitted by Partner (if necessary).

Final SF-425 financial reporting requirement 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 entered in the portal (if the report does not meet expectations, work with lead partner on revisions).**

___ **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 Accounts Payable Service Branch.

___ **Complete the RCPP Closeout Questionnaire and the RCPP Final Report 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.

RCPP Closeout Questionnaire in RCPP Portal

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 the remaining project FA or \$10,000 (whichever is more) as needed to cover potential cost overruns for active covered program contracts. FA balances in excess of 5 percent or \$10,000 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 request been submitted through Funds Assessment to de-obligate the funds associated with this project?

Upload the lead partner's final RCPP project report

SUBMIT