

**ATTACHMENT P**  
**FINAL PAYMENT PROCESSING AND CLOSEOUT**

## Attachment P - Final Payment Processing and Closeout

### GRANT CLOSE-OUT.

As the direct recipient (Grantee of FTA funds, the Department is required to administer federal grant in accordance with current FTA guidance as well as the Common Rule (49 CFR Part 18). The purpose of this SOP is to establish procedures for the timely close-out of federal grants.

Grant close-out is the term used to signify the process by which Federal Transit Administration (FTA) determines that all activities in a grant are complete and Federal funds have been expended.

#### Public Transit Division's Role and Responsibilities.

1. Close-out of a grant must be initiated when all approved activities are completed and applicable Federal funds expended. All close-out documentation must be submitted within 90 days of the completion of all activities in the grant. This requires notifying FTA by letter or e-mail that the grant is ready for close-out. The following should be electronically submitted in TEAM or current FTA grant management software as part of the grant close-out process:
  - a. A final budget reflecting actual project costs by scope and activity;
  - b. Final Federal Financial Report (FFR);
  - c. A final narrative Milestone Progress Report (MPR) indicating the actual completion date of each Activity Line Item (ALI), a discussion of each ALI contained in the final budget and list of project property purchased under the grant;
  - d. Request to de-obligate any unexpended balance of Federal funds and any other reports required as part of the terms and conditions of the grant.
2. Necessary adjustments to the Federal share of cost are made after Federal Transit Administration (FTA) receives and reviews the required close-out information. Adjustments may also be necessary after the audit required by OMB Circular A-133 is performed. Federal Transit Administration (FTA) funds are not available for audit or other grant activities after a grant has been closed. Any Federal grant funds received by the grantee but not expended must be returned to Federal Transit Administration (FTA). However, if unexpended funds are within the period of availability, these funds can be re-obligated in a new grant.

CAD-684 (FTA) Rev. 7-99 MISSISSIPPI DEPARTMENT OF TRANSPORTATION					DETAIL CODE: 76-0018-21-475-10, -20, -30			
REQUEST FOR PROGRAM APPROVAL					PROJECT NO: 501475			
Project Termini and Identification FTA Grant MS-18-X021: Mississippi Valley State University Period of Performance: October 1, 2003 to September 30, 2004					County Leflore	Code 42	ACCOUNT NO: 7275	
DATE OF INITIAL APPROVAL:					FED. AID.:	STATE:		U.S.
					ROUTE NUMBER			
STATUS	TYPE OF WORK	TOTAL ESTIMATED COST		OTHER FUNDS (FTA)	STATE CONST. FUNDS	FEDERAL FUNDS	APPRN CODE	CHARACTER OF PROPOSED WORK
ITEM AS NOW PROGRAMMED	P.E.							
	-10 ADMIN.	\$60,980.00		\$60,980.00			OTH	
	-20 CAPITAL	\$8,232.00		\$8,232.00			OTH	
	-30 OPER.	\$126,035.00		\$126,035.00			OTH	
PROJECT TOTALS		\$195,247.00		\$195,247.00				
REQUESTED REVISION	P.E.							
	-10 ADMIN.	\$54,644.00		\$54,644.00			OTH	
	-20 CAPITAL	\$3,840.00		\$3,840.00			OTH	
	-30 OPER.	\$108,223.00		\$108,223.00			OTH	
PROJECT TOTALS		\$166,707.00		\$166,707.00				
SUBMITTED BY: _____ DATE: _____ (Signed)					REMARKS: This revision deobligates all funds for this project.			
TITLE: Administrator, Public Transit Division								
APPROVED BY: _____ DATE: _____ (Signed)					Funds Approved      Date      Disapproved			
TITLE: Director, Office of Intermodal Planning								

FCD/PTD-520

Rev. 3-98

MISSISSIPPI DEPARTMENT OF TRANSPORTATION  
NOTICE TO CLOSE FEDERAL TRANSIT ADMINISTRATION PROJECT

TO: FINANCIAL MANAGEMENT DIVISION  
FROM: PUBLIC TRANSIT DIVISION

DATE: 01/29/13

PROJECT NO.: \_\_\_\_\_

NAME: \_\_\_\_\_

RPT NO.: \_\_\_\_\_

PROJECT YEAR: \_\_\_\_\_

TYPE: Section 5311

Other  (Specify) \_\_\_\_\_

The captioned project has been completed and we propose to close this project under date of \_\_\_\_\_ . No additional charges will be made against this project after this date unless FMD indicates that all charges cannot be made prior to this time. Please place this project in Stage 6 .

PROJECT CLOSE-OUT CHECKLIST

- \_\_\_\_\_ The Contractor has met all requirements of the contract.
- \_\_\_\_\_ Project earned excess income.
- \_\_\_\_\_ Additional funds (retainage amount) are due to the Grantee: \_\_\_\_\_
- \_\_\_\_\_ Invoice from grantee and/or Reimbursement Request are attached.
- \_\_\_\_\_ All monitoring issues have been resolved.
- \_\_\_\_\_ IAD Year-end/ Audit Review completed
- \_\_\_\_\_ Report attached
- \_\_\_\_\_ All audit comments/ findings have been resolved.
- \_\_\_\_\_ Final payment amount: \_\_\_\_\_
- \_\_\_\_\_ Final estimate has been submitted and
- \_\_\_\_\_ Check issued to Grantee, or
- \_\_\_\_\_ Check received from Grantee and processed with negative estimate.
- \_\_\_\_\_ CAD-684 (FTA) has been prepared and submitted to Financial Management.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internal Audit

**Statement of Budgeted and Incurred Costs**  
**Section 5311 Rural General Public Transportation Program**

Name: **(Type your Project Name Here)** Contract #: **(Tap SPACE BAR,**  
 Period: October 1, 2013 to September 30, 2014

<u>Cost Category</u>	<u>Budget</u>	<u>Cost Incurred</u>	<u>Cost (Over)/ Under Budget</u>
<u>Administration</u>			
Project Director	\$0.00	\$0.00	\$0.00
Secretary	0.00	0.00	0.00
Bookkeeper	0.00	0.00	0.00
Fringes	0.00	0.00	0.00
Travel/Memb./Training	0.00	0.00	0.00
Audit	0.00	0.00	0.00
Office Suppl./Softw./Off. Eqmt.	0.00	0.00	0.00
Telephone	0.00	0.00	0.00
Printing & Advertising	0.00	0.00	0.00
Property Insurance/Bond(s)	0.00	0.00	0.00
Other (Rent/Utilities)	0.00	0.00	0.00
Other	0.00	0.00	0.00
Indirect	0.00	0.00	0.00
-Less Rev. Appl. to Non-Op.	0.00	0.00	0.00
<b>Total Administration</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>Capital</u>			
Communications Eqmt.	0.00	0.00	0.00
Major Components	0.00	0.00	0.00
Office Eqmt./Computer Hdw.	0.00	0.00	0.00
Facilities	0.00	0.00	0.00
Mobility Manager	0.00	0.00	0.00
Shelters/Bus Stops	0.00	0.00	0.00
Vehicles	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>Total Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>Operations</u>			
Operations Supervisor	0.00	0.00	0.00
Drivers, Full-time	0.00	0.00	0.00
Drivers, Part-time	0.00	0.00	0.00
Mechanic(s)	0.00	0.00	0.00
Secretary	0.00	0.00	0.00
Dispatcher	0.00	0.00	0.00
Other staff	0.00	0.00	0.00
Other staff	0.00	0.00	0.00
Fringes	0.00	0.00	0.00
Vehicle Insurance	0.00	0.00	0.00
Fuel and Oil	0.00	0.00	0.00
Tires	0.00	0.00	0.00
Prev. Maintenance Parts	0.00	0.00	0.00
Prev. Maintenance Labor	0.00	0.00	0.00
Repairs Parts	0.00	0.00	0.00
Repairs Labor	0.00	0.00	0.00
License Tags	0.00	0.00	0.00
Rent/Utilities	0.00	0.00	0.00
Other (Driver Expenses)	0.00	0.00	0.00
Other	0.00	0.00	0.00
-Less Farebox Revenue	0.00	0.00	0.00
-Less Other Revenue	0.00	0.00	0.00
<b>Total Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Statement of Revenues and Expenditures  
Section 5311 Rural General Public Transportation Program**

Name: **(Type your Project Name Here)**

Project Number: (Tap SPACE BAR, then type your Project Number here)

For the Period: October 1, 2013 to September 30, 2014

REVENUES

	<u>Section 5311 Grant</u>	<u>Local Matching Funds</u>	<u>Total</u>
Section 5311 Grant	\$0.00		\$0.00
Local Matching Funds:			
Cash contributions from County		0.00	0.00
Cash contributions from Cities		0.00	0.00
Contract services		0.00	0.00
Charter services		0.00	0.00
Advertising		0.00	0.00
Grantee cash contribution		0.00	0.00
<b>TOTAL REVENUES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

EXPENDITURES

Administration	0.00	0.00	0.00
Capital Purchases	0.00	0.00	0.00
Operations	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0</u>
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Section 5311 funds applied to acquisition of vehicles and not included in cash receipts

0.00

**TOTAL EXCESS REVENUE**\$0.00

I, the undersigned, do hereby certify that the above Statement of Revenues and Expenditures for the year ended Sep. 30, 2014, reflects a true and accurate accounting of the records of

(Type your Project Name Here)

Signed \_\_\_\_\_

Typed/Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**Computation of Section 5311 Funds Allowable for  
Grant Participation and Amount Due Grantee  
Section 5311 Rural General Public Transportation Program**

Name: (Type your Project Name Here)  
 Contract Number: (Tap SPACE BAR, then type your Project Number here)  
 Period: October 1, 2013 to September 30, 2014

<u>Expenditure Category</u>	<u>Expenditures</u>	<u>Sec. 5311 Percentage</u>	<u>Sec. 5311 Amount</u>	<u>Amount Per Grant</u>
Administration	0.00	80%	0.00	0.00
Capital Purchases	0.00	80%	0.00	0.00
Operations	0.00	50%	0.00	0.00
	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Less Excess Local			0.00	
			<u>0.00</u>	
Total Allowable Expenditures from Section 5311 Grant funds				0.00
Less: Section 5311 Funds Received -				
Cash reimbursements received for expenditures through September 30				0.00
Cash reimbursements received after September 30				0.00
<b>TOTAL SECTION 5311 FUNDS DUE TO GRANTEE</b>				<u><u>\$0.00</u></u>