

Award Reconciliation and Close Out Information Sheet

Purpose:

This information sheet has been prepared to assist sub-recipients in understanding and preparing for the year-end close out and reconciliation process. The purpose of this process is to:

- Properly track final reimbursement requests and reconcile spending after the state fiscal year and/or period of performance conclude;
- Confirm all required reports are submitted, including all final financial, performance, or other reports as required by the award.

Process:

When the final expenditure report for the fiscal year (June) is submitted and approved, your program coordinator will reach out to fiscal and programmatic contacts to confirm spending and reversion by award allocation and follow up on any data reporting requirements. This communication will be sent in August via e-mail and will typically include the following information:

Grant Spending

*Our records indicate ***Agency Name*** has completed spending the ***Fiscal Year (FY)*** grant award. No later than xx/xx/xxxx, confirm that the below reimbursement totals for the grant align with your records.*

Please note that this amount reflects any final billing amounts, which are still being processed for reimbursement of this contract:

***FY* Funding Source**

- Award Amount:
- Spending:
- Reversion:

Data Reporting:

*Our records indicate that ***Agency*** has/has not submitted all required performance reports for ***FY***.*

Included in the email will be a date to respond. During this process, we may ask for additional information that pertains to your award. If there are follow up questions to inquiries, please follow up with your program coordinator.

Best Practices:

Each year, MOVA will notify programs of the funding stream(s) used to support their award. To remain compliant with Accounting Records and Financial Management System requirements, subrecipients must be able to identify and reconcile fiscal year spending with their funding allocation(s).

For example, if your award is \$200,000 and you were notified at the start of the fiscal year that the award was funded by VOCA21, backup documentation and financial records must reflect that allocation. If you received updated notification in December stating your allocation has been changed to a split of VOCA21 - \$100,000.00 and ARPA - \$100,000.00, your backup documentation and financial records must be updated to reflect that as of the most recent expenditure report payment and beyond.

To ensure that backup documentation matches the notification of award allocation shift, please review the MOVA Only Section at the bottom of the VSS Expenditure Summary without/with Match tab in eGrants. This tab is located in each individual expenditure report.

Worksheet without Match

VSS Expenditure Summary without Match

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Totals:	\$195,764.00	\$56,925.67	29.08%	\$15,735.39	\$72,661.06	37.
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MOVA ONLY SECTION

Error-Free Invoice Received *

Document ID

12/12/2023

VOCA2024RSPD00000005

Funding Source 1

\$ Amount

ARPA: 1599-6073

\$ 15,735.39

Disbursement Date

01/09/2024

Funding Source 2

\$ Amount

\$

If you have further questions about allocation shifts or the year-end process, please reach out to your program coordinator.