INTERNET FOR ALL

State Digital Equity Planning Grant Closeout Alert

State Digital Equity Planning Grant Program

Digital Equity Program

February 2024

DIGITAL EQUITY CLOSEOUT ALERT

The following document provides certain key information on the State Digital Equity Planning Grant (SDEPG) closeout process and what you need to know for a successful closeout.

⚠ SOME KEY INFORMATION ABOUT CLOSEOUT ⚠

Per the terms and conditions of the awards granted as part of the State Digital Equity Planning Grants (SDEPG), awards are set to close over the next several months[1]. Here are three things you need to know:

1 **Last Day for Programmatic Activities**

The last day you may conduct a programmatic activity is on your **no-cost extension (NCE)** period of performance (POP) **End Date.**

2 **Allowable Administrative Activities**

During your closeout window, which is calculated from your NCE POP End Date plus 120 calendar days, **you may only conduct certain allowable administrative activities in connection with closing your grant**.

3 **Deobligating Funds**

Once your final paperwork is submitted and approved, including your final SF-425, **any remaining funding will be deobligated** (returned to the Federal Government) by NIST.

🗓 ***When is the Last Day to Conduct a Programmatic Activity?***
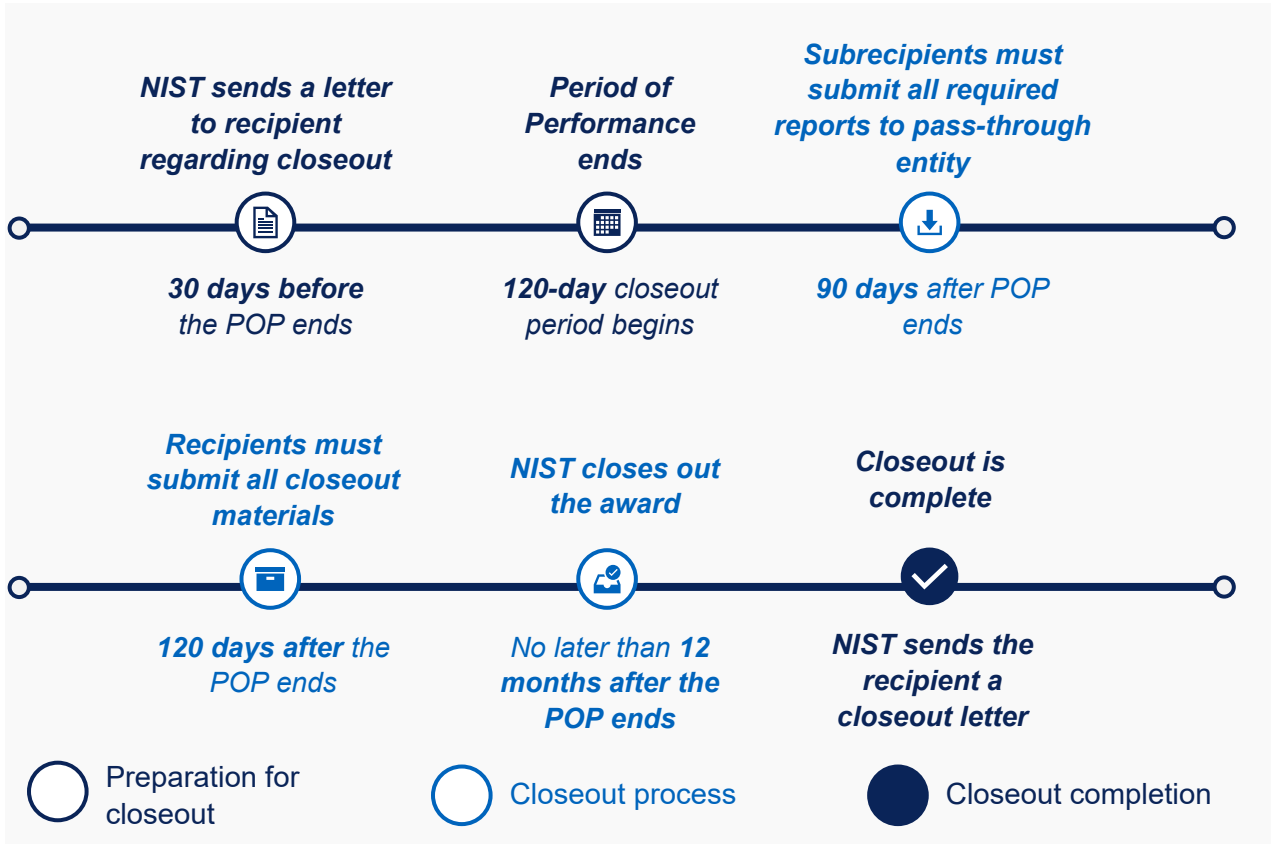
The last day you may make conduct a programmatic activity (i.e., anything in support of writing or curing your DE Plan) **is on your NCE POP End Date**, in accordance with 2 CFR 200.344.

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[1] Please inquire with your NTIA Federal Program Officer or NIST Grants Officer if you have any questions regarding your NCE POP End Date.

SDEPG CLOSEOUT TIMELINE

Below is a key timeline to consider for SDEPG closeout:

NIST sends a letter to recipient regarding closeout

30 days before *the POP ends*

Period of Performance ends

120-day *closeout period begins*

Subrecipients must submit all required reports to pass-through entity

90 days *after POP ends*

Recipients must submit all closeout materials

120 days after *the POP ends*

NIST closes out the award

No later than **12 months after the POP ends**

Closeout is complete

NIST sends the recipient a closeout letter

⭕ Preparation for closeout

⭕ Closeout process

⚫ Closeout completion

The closeout window for SDEPG is <u>120 days</u> *after your period of performance End Date.*

Note on Drawdown

You may still draw down programmatic funding during your closeout window for programmatic expenditures that occurred **during** the period of performance, but **not** for any programmatic expenditures that occurred after your period of performance. As a best practice, NTIA encourages you to be proactive and drawdown allowable funds as soon as possible after the allowable expense is incurred.

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ALLOWABLE CLOSEOUT COSTS

During your closeout window, allowable costs only include certain administrative activities, such as:

Financial and Audit Reports | Costs related to the preparation of financial and/or audit reports (e.g., SF-425, SF-428, SF-429).

Corrective Actions | Costs related to closing out any remaining corrective actions (CAs), both programmatic and enforcement.

Bills/Invoices | Final drawdowns to pay bills/invoices (the activities described in the invoices must have occurred during the period of performance to be allowable).

HOW TO COMPLETE CLOSEOUT

To complete all closeout requirements, including relevant financial reports, you must:

✓ Request and **draw down all final costs** via the Automated Standard Application for Payment (ASAP) **BEFORE your 120-day closeout window ends**.

✓ Ensure these **costs are reflected in your final SF-425 submission.**

✓ **Address any CAs found during the POP by the end of your closeout window**. If they are not addressed, you may be subject to additional remedies for noncompliance per 2 CFR 200.339.

? *When Will NIST Deobligate my Funds?*
Once the final SF-425 is submitted and approved, NIST will **deobligate your remaining funds** (return any remaining funds to the Federal government) and close out the award. Once the award is closed, no further transactions will be permitted, and no reports may be submitted or replaced.