



Closeout Process – OSBM Administered Grants

NC Office of State Budget and Management
May 2025

Integrity

Innovation

Teamwork

Excellence



Overview

- How to Closeout Your Grant
 - Step 1:
 - All expenses submitted are included in your Scope of Work
 - Step 2:
 - All expenses are submitted and the balance on your SmartSheet is \$0
 - Step 3:
 - All interest earned has been submitted in the amount as it was received
 - Step 4:
 - Yellow book audit is submitted for grants that hit the \$\$\$ threshold
 - Step 5:
 - All Quarterly Performance Reports are submitted, including the Final Quarterly Performance Report stating that all funds have been spent and the project related to this grant is complete.
- Funds Management
- Document Maintenance: Monitoring and Auditing
- Resources / Question and Answer



How to Close Out:

Checklist for Closing out your Grant:

1. All expenses submitted are included in your Scope of Work
2. All expenses are submitted and the balance on your SmartSheet is \$0
3. All interest earned has been submitted in the amount as it was received
4. Yellow book audit is submitted for grants that hit the \$\$\$ threshold
5. All Quarterly Performance Reports are submitted, including the Final Quarterly Performance Report stating that all funds have been spent and the project related to this grant is complete.

SmartSheet Summary

Sheet Summary	
Grant Amount Received FY23-24	\$200,000.00
Grant Amount Received FY24-25	\$0.00
SUM - Vendor Amount with Sales Tax	\$200,000.00
SUM - Sales Tax	\$0.00
SUM - Employee Salary	\$0.00
SUM - Property - Purchase Price	\$0.00
SUM - Interest	\$0.00
SUM - Reimbursed Sales Tax	\$0.00
BALANCE	\$0.00





Step 1: All expenses submitted are included in your Scope of Work

Appendix A Scope of Work, Sub-Grants, and Annual Budget	
<p>As part of this grant agreement, you are required to provide a description of how you will spend the grant funds in compliance with the specific purpose as stated in the Appropriations Act ("Scope of Work"). You are also required to submit information related to any potential sub-grants and a budget for the grant funds. Please attach additional sheets as necessary.</p>	
1. Organization: "Example" Non-Profit	
2. Grant ID: 00111	
3. Scope of Work Objectives, Results, Performance Measures:	
<p>Recipient shall detail below how the organization will spend the grant funds in compliance with the specific purpose(s) as stated in the Appropriations Act. The description should include objectives to be achieved, expected results and performance measures. The description should also include anticipated timing of those objectives, expected results and any services provided.</p>	
<p>Objective(s): How do you plan to spend your grant funds? What project(s) do you want to accomplish?</p>	<p>Caring Center, Inc. provides counseling services and resources for victims of violence and the underserved, assistance for utilities, food, clothing, hygiene items and transportation services to Wake County and Johnston County residents. The Caring Center will use directed grant funds for operation and program costs. The grant will allow the Caring Center to add emergency housing, health screenings, and additional resources/supplies to services provided as well as help increase the number of residents served in the area by supporting additional positions to better serve residents in need.</p>
<p>Expected Results: What do you hope will be accomplished through the projects supported by these grant funds?</p>	<ul style="list-style-type: none"> - Increase the number of residents served in Wake and Johnston counties. - Increase group counseling - Provide transportation to SANE evaluations and FJC Centers for victims of violence. - Increase food and other needs provided to residents. - Provide emergency/temporary housing - Provide 2 Health Screening events free to the public for the area.
<p>Performance Measure(s): List the steps it will take to accomplish the project(s) supported by these grant funds. If the project is programmatic, list the estimated measurements for project outcomes.</p>	<p>Underserved Program:</p> <ol style="list-style-type: none"> 1. Number of Residents Receiving temporary housing 2. Number of residents receiving utilities assistance 3. Number of residents receiving food or clothing/hygiene items <p>Victims of Violence Program:</p> <ol style="list-style-type: none"> 1. Number of Counseling groups provided and number of participants 2. Number of Residents receiving transportation for SANE evaluation and/or FJC Center 3. Number of Victims Served <p>Emergency Housing Program:</p> <ol style="list-style-type: none"> 1. Number of Individuals receiving temporary housing (# of families, Individuals) <p>Health Screening Event: 2 events</p> <ol style="list-style-type: none"> 1. Purchase advertisement 2. Collaborate with local medical facilities and organizations for event participation and donations. 3. Verify required credentials for participants 4. Solicit donation from organizations and local businesses (Sponsors) 5. Obtain required permits 6. Purchase pamphlets, supplies, tents, signage, etc. 7. Hire Entertainment

4. Sub-grants:		
a. Does the Recipient anticipate that it will sub-grant or pass down any funds to another organization?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, answer the following:		
b. Name of Sub-recipient	c. Program Name	d. Amount to Sub-recipient

5. Budget:

Below are general expenditure descriptions that can serve as a *guide* for preparing the organization's budget related to the grant award. Please provide a breakdown of estimated expenses for each category below or as an attachment.

The following budget is for the time period beginning (7/1/2023) and ending (6/30/2025).

EXPENDITURE DESCRIPTION	AMOUNT
Employee Expenses (ex. Salaries, hourly wages for grant project management /program related staffing).	290,000
Administration Expenses (ex. utilities, telephone, data, lease related expenses)	
Goods Expenses (ex. supplies and equipment)	350,000
Contract and Services Expenses (ex. Designers, Architects, Builders, Programmatic Service Providers)	100,000
Other Expenses (ex. related charges not assigned above and described by recipient in breakdown below)	660,000
Total Balance of the Project Fund (Grant total amount)	1,110,000

Provide a breakdown of estimated expenses for each category below or as an attachment.

Employee Expenses - 1. Transportation 2. Underserved Program and Victims of Violence Program salaries - Intake Staff (2), Caseworker (3), Administrative Staff (1) - \$290,000
 Services and Contracts - Counselors - \$100,000
 Goods Expense - Event supplies and program supplies (Food, Hygiene Items, clothing, diapers) - \$350,000
 Other Expenses - Temporary Lodging, Utilities Assistance - \$660,000

Please note, you will sign off on this appendix as part of executing the Grant Agreement (Contract).

John Helpful	Executive Director
Printed Name	Title
	11/7/2023
Signature	Date



Step 2: All expenses are submitted and the balance on your SmartSheet is \$0

File Automation Forms Connections Dynamic View **00000 - Example for Training** Share

Grid View Filter Arial 10 B I U

	GrantID	Grantee Name	Grant Title	Link to Data Entry Form for THIS Grant	Item#	Entry Type	QPR - Quarter	Re
1	00000	EXAMPLE Grantee	EXAMPLE Title	https://app.smartsheet.com/b/form	0001	Expense		
2	00000	EXAMPLE Grantee	EXAMPLE Title	https://app.smartsheet.com/b/form	0002	Expense		
3	00000	EXAMPLE Grantee	EXAMPLE Title	https://app.smartsheet.com/b/form	0003	Expense		
4	00000	EXAMPLE Grantee	Test Grant	https://app.smartsheet.com/b/form	1173	Annual Yellow Book Au		
5	00000	EXAMPLE Grantee	Test Grant	https://app.smartsheet.com/b/form	1177	Expense		
6	00000	EXAMPLE Grantee	Test Grant	https://app.smartsheet.com/b/form	1178	Quarterly Performance		
7								
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20								

Sheet Summary

\$0.00

SUM - Vendor Amount with Sales Tax f_x \$108.00

SUM - Sales Tax f_x \$0.00

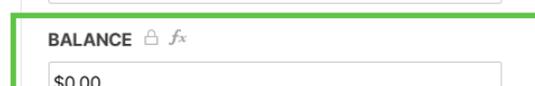
SUM - Employee Salary f_x \$0.00

SUM - Property - Purchase Price f_x \$0.00

SUM - Interest f_x \$0.00

SUM - Reimbursed Sales Tax f_x \$8.00

BALANCE f_x \$0.00





Step 2: Expenses – What and How to Report

- **Expense Submissions:**

- Expenses should NOT be aggregated
- Individual submissions for EACH expense
- Individual submissions made by any sub-recipients (do not list your disbursement to your sub-recipient)
- Employee expenses should be submitted by each pay period
- Interest earned should be submitted as it is received
- For approved expenses incurred before receiving funds, report the actual date of the expense and the vendor that was paid for the expense – NOT as reimbursement to your organization
- Supporting Documentation is not submitted during Quarterly reporting and is only required to be submitted if requested by OSBM or the State Auditor



Step 2: Sales Tax Examples with a Single Receipt

Sales Tax Example

Receipt		
Product	Qty	Price
Book	5	\$20.00
Subtotal		\$100.00
Tax		\$8.00
Total		\$108.00

Not Eligible for Tax Exemption

Report full vendor amount including sales tax paid with grant funds. Report \$0.00 in sales tax field.

Vendor Total Amount	Sales Tax
\$108.00	\$0.00

Tax Exempt Option #1

Sales Tax Paid with Grant Funds; Covered by Future Expenses

Report full vendor amount including sales tax in vendor amount field. Report sales tax amount in sales tax field.

Vendor Total Amount	Sales Tax
\$108.00	\$8.00

Tax Exempt Option #2

Sales Tax NOT Paid with Grant Funds

Report vendor amount excluding sales tax (subtotal) in vendor amount field. Report \$0.00 in sales tax field.

Vendor Total Amount	Sales Tax
\$100.00	\$0.00

Tax Exempt Option #3

Sales Tax Reported After Reimbursement Received

Report full vendor amount including sales tax paid with grant funds in vendor amount field. Report \$0.00 in sales tax field.

Vendor Total Amount	Sales Tax
\$108.00	\$0.00

Then, report reimbursed sales tax once it is received



Step 2: How to properly manage your grant funds:

Option 1:

Fund Accounting System

- Accounting System that supports fund accounting where each source of funds is accounted for separately.
- Typically, a larger organization that handles many different sources of funds.

Option 2:

Separate Bank Account

- No Accounting System that can account for each source of funds separately.
- Typically, a smaller organization that only handles a few sources of funds.



Step 3: All interest earned has been submitted in the amount as it was received

- Interest earnings on funds shall be used for the same purposes for which the grant was made.

Reminders:

- Funds are used for nonsectarian, nonreligious purposes only.
- No more than \$140,000 in State funds, including any interest earnings accruing from those funds, may be used for the annual salary of any individual employee of a nonprofit organization.
- Expenditures for travel mileage, meals, lodging and other travel expenses shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be eligible. [State Rates listed in NC Budget Manual](#)
- Expenditures of grants by any recipient or subrecipient shall be in accordance with the cost principles outlined in the Code of Federal Regulations, 2 CFR, Part 200. (09 NCAC 03M .0201)



• Step 4: Audit Requirement

Fiscal Year End June 30, 2024 or before:

- **\$500,000** in total state funds are:
 - Received,
 - Held,
 - Used or
 - Expended

Within your organization's fiscal year

= Yellow Book Audit is Required

Fiscal Year End July 1, 2024 – September 30, 2024:

- **\$750,000** in total state funds are:
 - Received,
 - Held,
 - Used or
 - Expended

Within your organization's fiscal year

= Yellow Book Audit is Required

Fiscal Year End October 1, 2024 or later:

- **\$1,000,000** in total state funds are:
 - Received,
 - Held,
 - Used or
 - Expended

Within your organization's fiscal year

= Yellow Book Audit is Required

Annual Yellow Book Audits are DUE 9 MONTHS AFTER YOUR FISCAL YEAR END.



Step 5: Quarterly and Final Performance Report

- Use the Quarterly Performance Report to submit your Final Report by stating:

“All funds have been spent and the project related to this grant is complete”

			
OSBM Administered Grant Quarterly Performance Report			
<small>As required by your signed grant agreement with the North Carolina Office of State Budget and Management, you must report on your use of State grant funds. This includes outlining activities, accomplishments, and performance measures associated with the grant.</small>			
Name: <small>(Person completing the report)</small>	<input type="text"/>	Date:	<input type="text"/>
Organization:	<input type="text"/>		
Grant ID #:	<input type="text"/>		
Reporting Period:	Select Reporting Period <input type="text"/>	Reporting Year:	<input type="text"/>
Were grant funds expended during this reporting period? Yes <input type="radio"/> No <input type="radio"/>			
Do you certify that all grant funds are accounted for separately and not commingled with any other funds? Yes <input type="radio"/> No <input type="radio"/>			
Do you certify that all expenses to date have been submitted for this grant and are reflected in the associated Smartsheet? Yes <input type="radio"/> No <input type="radio"/>			
Do you certify that all funds to date were used for the purposes for which they were awarded and in compliance with your contract? Yes <input type="radio"/> No <input type="radio"/>			
Provide a report of activities and accomplishments related to your Grant Project(s) during this reporting period.			
<input type="text"/>			
Provide an update on the objectives, as outlined in your Scope of Work, of the Grant Project(s). Have you accomplished any of your objectives?			
<input type="text"/>			
Provide an update on your expected results, as outlined in your Scope of Work, of the Grant Project(s). Have you accomplished any of your expected results?			
<input type="text"/>			
Provide an update on your performance measures, as outlined in your Scope of Work, for the Grant Project(s).			
<input type="text"/>			



Summary Tab – Compliance Check

Quarterly Performance Report (QPR) Compliance Check:

- **IN COMPLIANCE** = QPRs are submitted for each required reporting period
- **MISMATCH** = More QPRs submitted than required
- **NOT IN COMPLIANCE** = Missing QPRs from one or more required reporting periods

SmartSheet Summary QPR Compliance Check

Sheet Summary	
BALANCE	\$189,810.00
Employee Salary as % of Total Grant	0.0%
Payment Date	07/05/24
QPRs Required - End Date	
Total QPR Due To Date	1
Total QPR Received To Date	1
QPR Compliance	IN COMPLIANCE





Summary Tab – Not in Compliance – Next Steps

Not in Compliance – Next Steps:

- Identify which reporting periods you are missing Quarterly Performance Reports:
 1. Scroll down the Sheet Summary to see which QPR Status states “MISSING”
 2. Submit the Quarterly Performance Report for the Quarters stating “MISSING”
 3. Quarterly Reports are required to be submitted starting the quarter in which you received your funds and until the quarter in which all funds have been spent.
 4. If you believe your grant is ready for closeout and no longer need to submit Quarterly Reports, reach out to your Grant Administrator.

SmartSheet Summary QPR Compliance Check

The screenshot shows a 'Sheet Summary' form with the following fields and values:

Field	Value
QPR Due End of MAR 2024 <i>fx</i>	NO
QPR Status MAR 2024 <i>fx</i>	
QPR Due End of JUN 2024 <i>fx</i>	NO
QPR Status JUN 2024 <i>fx</i>	
QPR Due End of SEP 2024 <i>fx</i>	YES
QPR Status SEP 2024 <i>fx</i>	MISSING
QPR Due End of DEC 2024 <i>fx</i>	NO
QPR Status DEC 2024 <i>fx</i>	

A red arrow points to the 'MISSING' status for the 'QPR Status SEP 2024' field.



Monitoring and Auditing

- You are required to maintain all supporting documentation for your grant for five (5) years after the grant has been closed out.
- All grant recipients are subject to being audited, inspected and monitored at any time by OSBM upon its request (whether in writing or otherwise).
- Grantees must provide OSBM staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.



Resources

- If you believe your grant is ready to be closed out and you have completed all of the steps, please reach out to your grant administrator or NCGrants@osbm.nc.gov
- We have developed instructional videos that are available for each type of reporting, please see OSBM website:
 - <https://www.osbm.nc.gov/stewardship-services/directed-grants/osbm-administered-grants/reporting>

Questions

Website: osbm.nc.gov/stewardship-services/directed-grants/osbm-administered-grants

Email: NCGrants@osbm.nc.gov

