



North Carolina Pandemic Recovery Office (NCPRO)

Technical Assistance (TA)

Whole Group Session — Administering Agencies

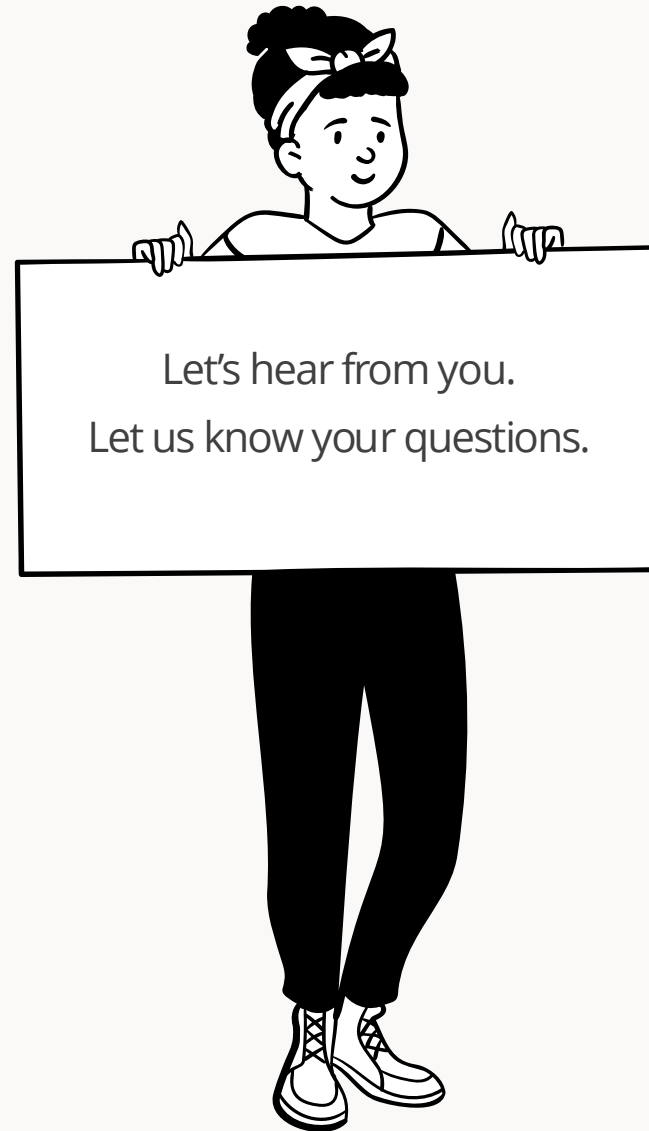
May 14, 2026



NCPRO's Closeout Process and Resources

Agenda

- 1 Where We Are — Timeline and Key Dates
- 2 What “Complete” Means at Closeout
- 3 NCPRO Closeout Package
- 4 Administrative Closeout Costs
- 5 Record Retention
- 6 What’s Next — Upcoming TA Sessions
- 7 NCPRO Closeout Reference Guide



Purpose

This session is designed to provide an overview of NCPRO's closeout package and to define what a "complete" closeout submission looks like from documentation to reporting, including audit and compliance expectations.



Know the Timeline

Key dates from the expenditure deadline through final reporting



Understand Requirements

Know what NCPRO expects from your organization at closeout



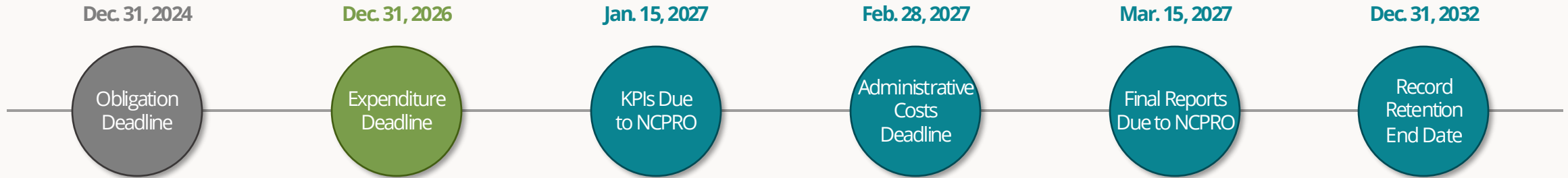
Prepare Your Files

Confirming your organization's closeout files are audit-ready

*"Closeout is the process by which the Administering Agency confirms that **all administrative actions and required efforts of a grant award have been completed**. This includes submitting all necessary SFRF reports, reconciling cash balances, and finalizing property disposition, marking the end of the grant award life cycle. Closeout can occur before or after the project's deadline, depending on when the work is completed." ~ NCPRO Standard Operating Procedures*

Where We Are: SFRF Timeline and Key Dates

KPIs Due
to NCPRO



Administering Agencies		
Milestone	Date	Status
Obligation Deadline	December 31, 2024	Passed
Program Expenditure Deadline	December 31, 2026	Upcoming
KPI Submission to NCPRO	January 15, 2027	—
Administrative Closeout Cost Deadline	February 28, 2027	—
Final Report Submission to NCPRO	March 15, 2027	—
Record Retention End Date	December 31, 2032	—

NCPRO will submit North Carolina’s final Project and Expenditure Report to the U.S. Treasury by **April 30, 2027**.

KPIs = Key Performance Indicators.

State and Federal Requirements at Closeout

Projects must align with State legislative intent and applicable State and federal requirements.

Administering Agencies		
<u>Requirement</u>	<u>State Reference</u>	<u>Federal Reference</u>
Close out the award after all required work and administrative actions are complete.	Award terms	§ 2 CFR 200.344 (a)
Confirm funds were expended in accordance with the intended purpose of the award.	09 NCAC 03M .0401 (6); Award terms	§ 2 CFR 200.344 (a)
Submit all required financial, performance, and other award reports.	09 NCAC 03M .0401 (7); Award terms	§ 2 CFR 200.344 (b)
Liquidate all award-related financial obligations by the required deadlines.	Award terms	§ 2 CFR 200.344 (c)
Take action to recover award funds in the event a recipient or subrecipient — <ul style="list-style-type: none"> • Is unable to fulfill the obligations in the signed grant contract; • Is unable to accomplish the award purposes in the signed grant contract; • Is noncompliant with reporting requirements in the signed grant contract; or • Has used grant funds for purposes other than those in the signed grant contract 	09 NCAC 03M .0802 (a); Award terms	§ 2 CFR 200.344 (e)
Confirm that any property or equipment purchased with award funds is accounted for.	Award terms	§ 2 CFR 200.344 (g)
Confirm that all records are retained through December 31, 2032.	09 NCAC 03M .0401 (10); Award terms	§ 2 CFR 200.334

At closeout, your agency is evaluated against both sets of requirements.

Your documentation must meet both State and federal standards.

Knowledge Check

What is the deadline for your agency's final reports to NCPRO?

Answer: March 15, 2027

What does it mean for your agency's project when the program expenditure deadline passes?

- A) The agency may continue spending funds after the deadline if the project is still active.
- B) The funds must be expended by the deadline, and any unexpended funds must be returned.**
- C) Any unexpended funds may be retained for use on other agency priorities.

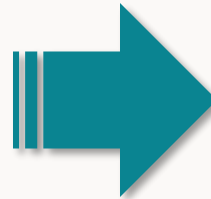


What “Complete” Means at Closeout

A complete closeout submission confirms that all required administrative actions, financial transactions, and reporting requirements have been fulfilled and serves as the grantee’s **certification of compliance**.

Documentation Perspective

- Final Expense Report (FER) submitted
- Required closeout documentation submitted
- All financial activity with vendors, subrecipients, and beneficiaries completed
- Expenses supported by contracts, invoices, receipts, timesheets, and proof of payment
- Procurement documentation complies with federal, state, and local regulations
- General ledger reconciled to FER



Submission Perspective

- Closeout Balance Sheet submitted
- Financial Certification completed and signed
- Final Performance Measurements submitted
- Any audit findings resolved and documented
- Record retention policy and procedures verified through December 31, 2032
- Submitting closeout confirms compliance and indicates records are ready for review or audit

Submitting the closeout forms ≠ maintaining the documentation behind it.
Auditors do not stop at the forms—they test the evidence that supports them.

NCPRO Closeout Package Overview

NCPRO’s closeout package is designed to support State Fiscal Recovery Fund projects through closeout. Collectively, these materials support a clear and consistent **audit narrative**.



Final Expense Report (FER)

Testing Population



Closeout Checklist

Procedural Control



Balance Sheet

Financial Truth



Financial Certification

Fiscal Affirmation



Performance Measures

Impact Assessment

These documents must tell a consistent story. If the checklist indicates compliance but the supporting files do not, it may increase exposure, prompt additional scrutiny, and lead to questioned costs or expanded sampling. Addressing the work now helps reduce downstream risk.

Your Closeout Checklist

1) Submit the **Final Expense Report** (FER) in PANGRAM.

2) Confirm **final balances** for subrecipients, beneficiaries, contractors.

3) Complete and sign the **Final Certification** and upload it to PANGRAM.

4) Submit the **final performance measurement** report.

5) Confirm **record retention** policy.

6) Confirm all **audit findings** related to the project are resolved and documented.



Your Closeout Balance Sheet

The **Balance Sheet** verifies both detailed and summary financial activity for project subawards—including amounts received, amounts expended, and balances to be returned—and must reconcile to the FER and General Ledger.

What the Balance Sheet Captures:

- Each subrecipient and beneficiary that received SFRF funds
- Total amount of funds received by each entity
- Total amount of funds expended by each entity
- Any remaining balance to be returned (received minus expended)
- Whether the SFRF-funded work is complete for each entity (Yes/No)



Reconciliation!

Your General Ledger should reflect the actual costs incurred. Resolve any discrepancies before submitting.

Balance Sheet = FER = General Ledger



PANGRAM Reconciliation: Confirm that all subrecipients, beneficiaries, and related payments recorded on your project's Balance Sheet match what was reported in PANGRAM. Any discrepancies between the closeout documentation and PANGRAM must be resolved before the closeout process can move forward.

Your Financial Certification

The **Financial Certification** is the signed closeout form submitted at the end of an SFRF project to confirm its final financial status. It verifies whether funds were fully received and expended; if not, it documents any unexpended funds that must be returned.

The form confirms your project's final financial status—specifically:

It captures project name, project number, and point of contact

It confirms whether all SFRF funds were fully received and expended

If not, it records the amounts appropriated, received, expended, and returned

It identifies how unexpended funds were returned and the relevant dates

It requires a brief explanation for why funds are being returned

Signature Authority: Signatures do not need to match the MOU. A project team member may sign each closeout document based on their area of authority. Verify with your NCPRO Grant Manager if you have questions.

Your Final Performance Measurements

The **Final Performance Measurement Report** documents and certifies the project's final performance against the required Key Performance Indicators (KPIs), demonstrating the measurable progress and results achieved under the award agreement.

KPIs must be submitted to NCPRO by January 15, 2027. The form captures the following:

It captures project name, project number, and point of contact

It records the total count of KPIs for the project

It states where KPI data is collected and stored

It certifies that KPI-related processes are final and complete

It directs upload of the completed form to PANGRAM

Your NCPRO Grant Manager will confirm that KPI-related processes are **final and complete**.

Closeout Process: Step-by-Step

1

Submit Final Expense Report (FER)

- Submit FER in PANGRAM
- This is the first step — it provides a full financial picture before closeout begins

2

Notify NCPRO

- Upon project completion, contact your NCPRO Grant Manager
- Do not close if financial activities or deliverables remain

3

Receive NCPRO Closeout Package

- NCPRO Grant Manager shares closeout forms and schedules an initial closeout meeting.

4

Complete Closeout Package

- Complete checklist, balance sheet, financial certification, and final performance measurement report
- Upload all documents to PANGRAM

5

Final Closeout Meeting

- A final closeout meeting will be scheduled, as needed, after all closeout documentation is approved.
- The closeout letter will be sent to the project's point of contact for the project's records.



Before you start closeout, take another look at **Attachment A** (Project Description) and **Attachment B** (Budget) to confirm that they are still accurate—deliverables and budgets often change over the life of an award.

Knowledge Check

Must all closeout documents be signed by the same person?

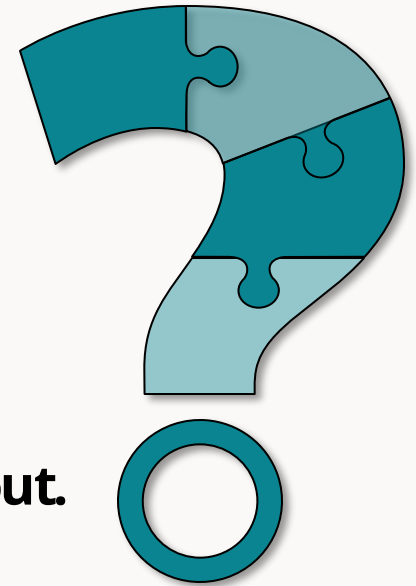
Answer: No

What is the difference between completing the closeout package and being audit-ready?

- A) Completing the required closeout package alone is sufficient evidence of compliance.
- B) Completing the forms is not the same as maintaining supporting documentation. Auditors assess the evidence underlying the forms—not the forms alone.**

Name two Award attachments to review for accuracy before initiating closeout.

Answer: Attachment A (Project Description) and Attachment B (Budget)



Administrative Closeout Costs After December 31, 2026

After the program expenditure deadline, administering agencies may incur limited costs to complete closeout activities. These allowable administrative closeout costs must be finalized by **February 28, 2027**.

Allowable administrative closeout costs include (per Treasury FAQ 17.5):

- ✓ Administration support
- ✓ Data security measures
- ✓ General Ledger review and reconciliation
- ✓ Compliance with reporting requirements
- ✓ Bank reconciliation matters
- ✓ Program policies and procedures preparation
- ✓ Internal controls compliance
- ✓ Single audit and program-specific audit matters
- ✓ Closeout processes for subrecipient, beneficiaries, and contractors

Important: Under Treasury FAQ 17.5, recipients are considered to have obligated SFRF closeout costs by December 31, 2024. State agencies, however, must still identify and track those costs. Eligible costs must be related to closeout activities, properly documented, completed by February 28, 2027, and included in the final report to NCPRO due March 15, 2027.

Record Retention Requirements

Must retain all project records through **December 31, 2032**, as required by the award agreement.



Award Package



Financial Records



Expense Documentation



Progress Reports



Audit Records



Monitoring Records



Correspondence Records



Reconciliation Records



Property Disposition Records



Final Closeout Letter

What NCPRO Expects from Agencies

- 1 Start now — don't wait**
 - If spending is complete, reconcile, gather documentation, and confirm subrecipient and beneficiary status.
- 2 Close out all subawards**
 - All subrecipient relationships must be closed before your own award closeout.
- 3 Revisit Attachment A and B**
 - Project deliverables and budgets may have changed — verify accuracy before initiating closeout.
- 4 Account for property and equipment**
 - Document the disposition of any property and equipment acquired with SFRF funds.
- 5 Communicate proactively**
 - Notify your NCPRO Grant Manager when you're ready to close out.
 - Share any expected closeout deadline issues early.
- 6 Use PANGRAM**
 - All required closeout documents must be uploaded to PANGRAM.

Important: Submitting your closeout package affirms that your project is federal audit-ready today, remains subject to 2 CFR Subpart F requirements, must retain records through December 31, 2032, and is responsible for any post-closeout errors.

Knowledge Check

What is the required end date for record retention?

Answer: December 31, 2032

If project spending is complete, should you wait for the formal closeout process before beginning preparations?

A) Yes—wait until the formal closeout process begins before taking any action

B) No—begin reconciliation, gather documentation, and verify subrecipient status now



Upcoming TA Sessions

Here's what's ahead:

<u>Timeframe</u>	<u>Focus Area</u>	<u>Format</u>
June 2026	Subrecipient Monitoring	Small Groups
July 2026	Subrecipient Closeout	
August 2026	Procurement Documentation	
September 2026	Allowable Closeout Cost	
October 2026	Record Retention	
November 2026	Audit Readiness	
December 2026	Reconciliation	
January 2027	Closeout Support	Open
February 2027	Closeout Support	
March 2027	Closeout Support	

Note: To encourage open dialogue and provide tailored support, small-group sessions will not be recorded; however, presentation materials and FAQs will be documented and shared online, and participants will receive a practical takeaway from each session, such as a reference document, guide, or checklist.

NCPRO Closeout Reference Guide



Closeout Checklist

- ✓ Confirms closeout actions completed
- ✓ Complete item by item, signed, and dated

Procedural Control



Closeout Balance Sheet

- ✓ Details funds received, expenditures, and return balances for entities. Must reconcile with FER, General Ledger, and PANGRAM

Financial Truth



Financial Certification

- ✓ Certifies accurate expenditures
- ✓ Covers all fund return scenarios
- ✓ Signatories do not need to match MOU

Fiscal Affirmation



Performance Measurements

- ✓ Documents project results
- ✓ KPIs due to NCPRO by Jan. 15, 2027—before March 15, 2027, final report deadline

Impact Assessment



Final Expense Report (FER)

- ✓ All award expenditures, submitted via PANGRAM as the first step to provide a full financial picture before closeout begins

Testing Population

These five documents tell one story: submitting closeout forms is not the same as maintaining the documentation behind them. Auditors do not stop at the forms—they test the evidence that supports them.

Key Dates	Milestone
December 31, 2024	Obligation Deadline
December 31, 2026	Program Expenditure Deadline
January 15, 2027	KPI Submission to NCPRO
March 15, 2027	Final Report Submission to NCPRO
December 31, 2032	Record Retention End Date

Closeout Process
1) Submit FER via PANGRAM
2) Notify NCPRO of Project Completion
3) Review Closeout Checklist from NCPRO Grant Manager
4) Complete Closeout Forms and Upload them to PANGRAM
5) Closeout meeting with NCPRO

<https://ncpro.nc.gov/guidance>

Q+A Session
