

SUBAWARD CLOSEOUT

This publication is funded in part by a grant
from the U.S. Forest Service, Department of Agriculture.

DNRC is an equal opportunity provider.

WHAT IS SUBAWARD CLOSEOUT?

SUBAWARD CLOSEOUT IS

a series of activities that

- officially **ends** the subaward agreement.
- **documents** that all required project work and administrative actions have been completed.

HOW TO INITIATE CLOSEOUT

TO INITIATE CLOSEOUT

Submit **two** documents to DNRC:

1. final report
2. final disbursement request

DOCUMENT 1 = FINAL REPORT

The **Reports** section of the subaward agreement contains instructions for the final report.

SECTION 8. REPORTS. A Final Report that details the project status, results, accomplishments, and financial status will be submitted to DNRC by the Subrecipient for approval upon project completion. Final reports are due 30 days following the subaward termination date.

Final disbursement of Subaward funds is contingent upon DNRC's receipt and approval of the Final Report. A suggested Final Report format is attached hereto as Appendix D and incorporated herein by reference.

FINAL REPORT

The **Appendices** of the subaward agreement usually contain a format for the final report.

Appendix D Subaward Agreement FINAL REPORT FORMAT

Title Page:


1. Subrecipient's name, address & telephone numbers.
2. Name, address, and telephone numbers of others who may be contacted concerning the project if the primary contacts are not available.
3. Funding: Total project cost and amount of subaward.

Introduction: Describe the project history, project location, and the purpose of the project.

Discussion and Results: Document that project goals, objectives, and tasks identified in the Subaward have been completed. Copy the project goals, objectives, and tasks verbatim. After listing each goal,

FINAL REPORT

In some cases, the subaward points to a **DNRC webpage** with a suggested format for the report.



The screenshot shows the website for the Montana Department of Natural Resources & Conservation (DNRC). The header includes the DNRC logo and the text "The Montana Department of Natural Resources & Conservation". A green navigation bar contains links for Home, Divisions, Grants and Loans, Licenses and Permits, Public Information, Land Board, Flood and Fire, and Contact DNRC. The main content area features a sidebar with a list of services: Business Management, Fire and Aviation, Forestry Assistance, DNRC Service Foresters, Montana Conservation Seedling Nursery, Forest Pest Management, Forest Practices, and Forest Products and Biomass. The "Forestry Assistance" link is highlighted. To the right, the "Forestry Assistance" page is displayed, featuring a large photograph of a forest with tall, thin trees. Below the image, a paragraph states: "The Forestry Assistance Bureau (FAB) provides service to communities and private landowners to promote sustainable forests and watersheds for the benefit of all Montanans."

The Montana Department of Natural Resources & Conservation

Home Divisions Grants and Loans Licenses and Permits Public Information Land Board Flood and Fire Contact DNRC

Business Management

Fire and Aviation

Forestry Assistance

DNRC Service Foresters


Montana Conservation Seedling Nursery

Forest Pest Management

Forest Practices

Forest Products and Biomass

Forestry Assistance



The Forestry Assistance Bureau (FAB) provides service to communities and private landowners to promote sustainable forests and watersheds for the benefit of all Montanans.

FINAL REPORT

The final report is an **opportunity** to

- describe project accomplishments.
- demonstrate that you have fulfilled the goals outlined in the subaward agreement.



FINAL REPORT

The final report also requires a final accounting and description of any **match** contributions required by the agreement.

FINAL REPORT

The final report provides the data DNRC needs to demonstrate to the federal government **that federal program goals are being met,** increasing the likelihood of future grant funding.

DOCUMENT 2 = FINAL DISBURSEMENT REQUEST

Submit a **final disbursement request** documenting your final expenses.

Request for Disbursement of DNRC Grant Funds / Financial Status Report

Request for Reimbursement

Wise River Restoration Collective Subrecipient Name
 WSF-18-020 / Wise River Restoration Project Subaward Agreement Number / Project Name

Period covered by this request: From (09/01/2017): To (09/30/2017):

	Disbursement amount requested	Total Grant Budget by category (from grant agreement)	Funds received from DNRC (before this request)	Grant balance remaining (after this request)	Cumulative match expenses to date (1:1 match)
Direct Costs:					
Subrecipient Salary/Wages/Benefits	\$1,445.55	\$20,000.00	\$18,554.45	\$0.00	
Operating Expenses	\$247.63	\$5,000.00	\$4,752.37	\$0.00	
Payments to Landowners (Beneficiaries)	\$24,680.00	\$60,000.00	\$35,320.00	\$0.00	\$100,000.00
Contracted Services	\$2,500.00	\$5,000.00	\$2,500.00	\$0.00	
SubTotal	\$28,873.18	\$90,000.00	\$61,126.82	\$0.00	\$100,000.00
Indirect Costs (11.11%)	\$2,887.32	\$10,000.00	\$7,112.68	\$0.00	
TOTAL	\$31,760.50	\$100,000.00	\$68,239.50	\$0.00	\$100,000.00

Subrecipient Representative / Preparer's Signature _____ Date _____

MONTANA URBAN & COMMUNITY FORESTRY AWARD PROJECT REPORT FORM

Type of Project Expenses*	Hourly Rate or Piece Rate (per each)	Quantity	(a) Grant Funds Requested	(b) Applicant Cash Match	(c) \$ Value of Donated & In-Kind	Total (a) + (b) + (c)
Contracted Inventory Update (w/bids)	30.00/hr	147	3,000	1,410		4,410
Trees	30.00	200	1,000	3,000		4,000
Shipping	Flat	200 trees		300		300
Tree Posts	1.00	200		200		200
Excavating	50.00/hr	12			600	600
Lunches for work crew	5.00/meal	40			200	200
Indirect Costs	8%		320			320
Grand Total			4,320	4,910	800	10,030

FINAL DISBURSEMENT REQUEST

The request is typically due **no later than 30 days** after the termination of the subaward agreement.

See the disbursements section of the subaward agreement for the specific due date.

SECTION 7. DISBURSEMENTS. Subrecipient shall submit claims for disbursement of Subaward funds to the DNRC liaison, using the "Request for Disbursement of DNRC Grant Funds / Financial Status Report" form, attached hereto as Appendix E and incorporated herein by reference. Documentation of reimbursable costs incurred and paid must be submitted with the request. Documentation may include, but is not limited to, itemized receipts, vendor invoices, inspection certificates, transaction ledgers or other financial reports that clearly show expenditures, payroll records, copies of checks, bank statements, and other forms of proof of payment. DNRC will determine whether documentation submitted adequately supports the disbursement request and may require additional documentation before approving payment. Reimbursement of Subrecipient's expenditures will only be made for expenses included in the Project Budget in Section 5 that are clearly and accurately supported by the Subrecipient's records. **Request for final disbursement of Subaward funds is due 30 days following the subaward termination date.**

FINAL DISBURSEMENT REQUEST

In the final request, you will also need to **document any match contributions** required by the agreement.

FINAL DISBURSEMENT REQUEST

Whenever possible, provide proof that **costs of match were incurred**
(you were obligated to pay the expense):

Payroll
records

Invoice

Mileage log

Landowner
agreement

Volunteer log

and **paid:**

Payroll report

Check stub

Receipt

Transaction
report

Bank
statement

FINAL DISBURSEMENT REQUEST

Consider including a **match tracking table** that further clarifies match contributions.

WILLOW CREEK RESTORATION: MATCH TRACKING FOR SUBAWARD AGREEMENT HZF-18-019				
Date	Budget Category	Notes (name, project, activity)	Calculations	Match
8/27/17	Subrecipient S/W/B	Project Manager DuBois mapped Johnson plan.	\$23.37/hr x 8 hr	\$186.96
9/08/17	Payment to contractor	J Johnson paid Forestry Services, Inc. for hazardous fuel treatment	N/A	\$6,200.00
9/14/17	Volunteer Time	Willow Creek restoration	10 indiv x 20 hr x \$21.04/hr	\$4,208.00
			Total Match	\$10,594.96

FINAL DISBURSEMENT REQUEST

Most subaward agreements require that the final payment be withheld, **pending:**

- ✓ completion of the project.
- ✓ approval of the Final Report by the DNRC Program Manager.

FINAL DISBURSEMENT REQUEST

If subaward funds were withheld from previous disbursements, these funds are automatically added to the final payment by DNRC.

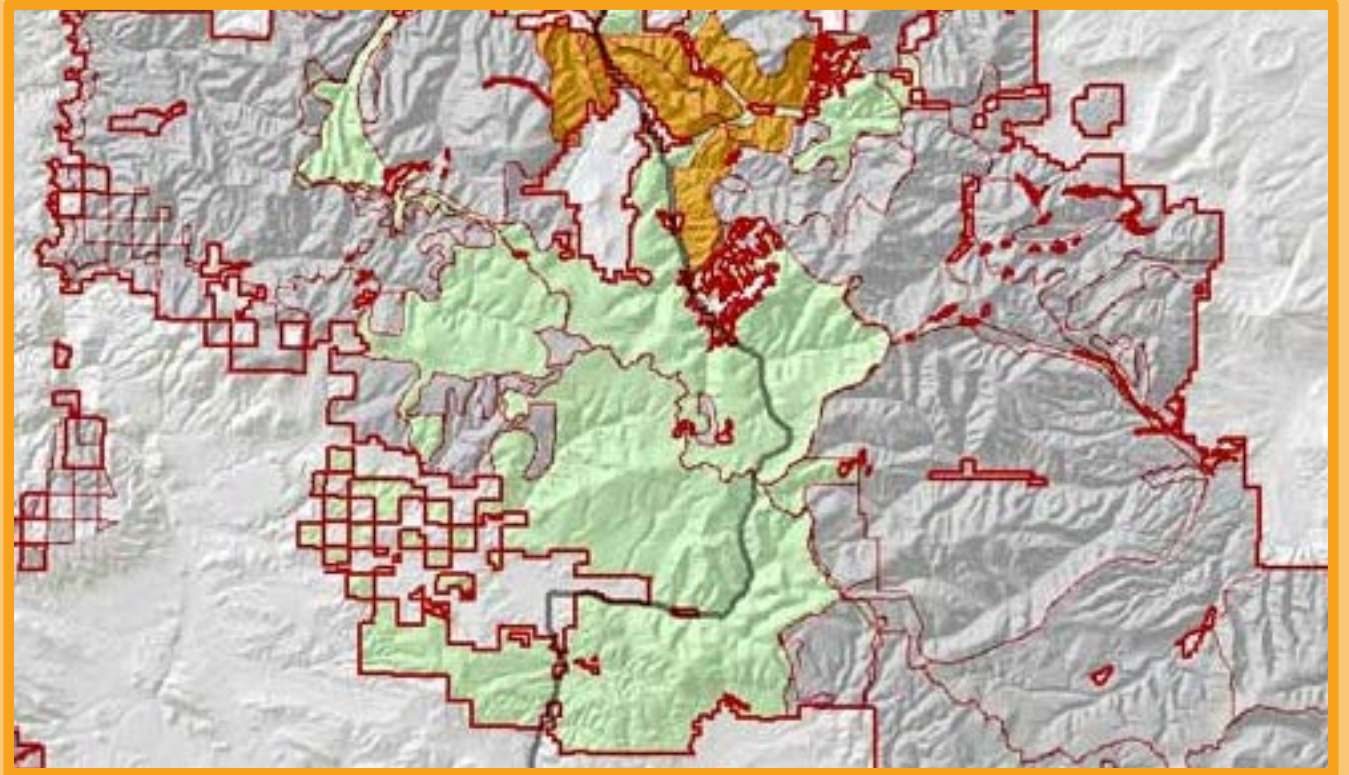
No additional request
for withheld funds is needed.

OTHER CLOSEOUT DOCUMENTS

OTHER CLOSEOUT DOCUMENTS

Send a copy of any **project materials** created as part of the project or paid for by subaward funds, such as:

- photos or maps
- brochures or handouts
- reports or GIS data



OTHER CLOSEOUT DOCUMENTS

Please also send any write-ups or news articles showcasing your project.

missoulian.com
Missoulian

Ballots
State official offers advice

Grizzly Game Day
DE Johnson a dangerous defender

Fort Missoula
"CCC Worker" statue guards the gate

SHOWERS LIKELY 54 • 35 FORECAST 104 | SATURDAY, OCTOBER 22, 2016 | missoulian.com

NATIONAL FOREST PRODUCTS WEEK

Members of the Missoula Chamber of Commerce look over the logging operation in Patter Canyon on Friday afternoon. The group observed the state-funded logging operation to help prevent fires and keep the forest healthy.

Celebrating, contemplating Montana's forestry industry

Timber tour in Missoula highlights woody economy

ROB CHANEY
chaney@missoulian.com

Although a campus-wide nummaga site takes place this Saturday, don't get the wrong idea about the green paper flag on many trees shading the University of Montana.

Student members of the Society of American Foresters being

tags as part of National Forest Products Week, demonstrating the value of urban forest species. For example, a Douglas fir tree by these students is one of the few states in the West that also produces (grown for absorption uses) and lumber yards still in operation within environmental benefits. According to Department of Natural Resources and Conservation, improved air quality and property value.

The week of celebrating and honoring the state of Montana's forestry industry wrapped up with visits to an active logging

project tasked into the side of Mount Sentinel.

Although work in the woods has been in decline for the past three decades, Montana remains one of the few states in the West with everything from loggers to lumber yards still in operation.

from President Barack Obama. In a Obama noted benefits of fresh air, clean water, wildlife habitat, recreational activity and essential products such as paper, wood and packaging material. He also discussed the increasing risks of wildfire, erosion, drought and climate change.

"We are exploring ways to

PHOTO BY BOB, PAGE 4

INSIDE) Daines, other back National Forest Products Week push to reverse trend of import agreement. Page A4

TRAPPING
Poll: Initiative lacks support

DAVID BRACKEN
bracken@missoulian.com

A ballot initiative that would ban the trapping of animals on public lands in Montana appears headed for failure, according to a recent poll commissioned by the Missoulian.

The Mason-Dixon poll of more than 100 registered voters, conducted Oct. 10-12, found that 63 percent of Missoulians who responded said they would vote "no" on the initiative. Of those polled, 34 percent said they would vote "yes" on the measure and 12 percent were undecided. The numbers are much different when gender is taken into account. A total of 79 percent of men said they intend to vote no, while only 18 percent said they would vote yes and 9 percent remain undecided. Of women, 53 percent say they'll vote the initiative down compared with 31 who will support it, with 16 percent undecided.

Trapping also appears to be a partisan issue. For Democrats, 63 percent say they'll support it, 17 with 40 percent saying they'll vote no and 10 percent undecided. Among Republicans, 77 percent say they'll vote against it, 10 percent say they'll vote for it and 12 percent are undecided.

The question on the poll was phrased: "Ballot Initiative 1-117 would ban trapping on public lands. If you were voting today, would you vote yes, no or undecided?"

A group called Montana for Trap-Free Public Lands gathered enough signatures to get the

PHOTO BY BOB, PAGE 4

OTHER CLOSEOUT DOCUMENTS

Photos documenting your project are welcome.



FINAL STAGES OF CLOSEOUT

CLOSEOUT LETTER

After all necessary documents are submitted and approved and final disbursement is processed, DNRC will send a **closeout letter**.

RE: Close of Wise River Restoration Agreement — WSF-17-020

Dear Ms. Greene:

The Department of Natural Resources and Conservation (DNRC) has reviewed and approved the Final Report and Final Disbursement Request submitted by Wise River Restoration for subaward agreement WSF-17-020.

Final disbursement of \$17,264.00 was issued by DNRC on 10/10/2017. The disbursement included previously withheld funds in the amount of \$5,600.00.

The maximum amount available under the WSF-17-020 agreement has been disbursed to Wise River Restoration. There are no further obligations on the part of DNRC under this agreement.

The WSF-17-020 agreement is considered complete and closed as of 10/10/2017. Per the RECORDS AND AUDITS section of the agreement, you must maintain appropriate and adequate records relating to this Subaward for three (3) years after 10/10/2017.

CLOSEOUT LETTER

The **closeout letter will document the following:**

- ✓ All activities under the subaward have been completed.
- ✓ The Final Report has been received and approved.
- ✓ The final disbursement request has been approved and processed.
- ✓ Any withheld funds have been released.
- ✓ The subaward has been officially closed.

CLOSEOUT LETTER

The closeout letter will also provide instructions on **record retention requirements** related to your subaward.

**HOW LONG DO I NEED TO RETAIN
MY SUBAWARD DOCUMENTS?**

DOCUMENT RETENTION

The requirements for subaward document retention are described in the **records and audits** section of the subaward agreement.

SECTION 9. RECORDS AND AUDITS. The Subrecipient must maintain appropriate and adequate records showing complete entries of all receipts, disbursements, and other transactions relating to this Subaward for three (3) years after the later of either the final Subaward payment or the termination or expiration of this Subaward. The DNRC, the Montana Legislative Audit Division, or the Montana Legislative Fiscal Division may, at any reasonable time, audit all records, reports, and other documents that the Subrecipient maintains under or during the course of this Subaward to ensure compliance with its terms and conditions.

DOCUMENT RETENTION

Typically, the following documents related to the subaward need to be retained for a period of **three years**:

Financial records

Supporting documents for transactions

Payroll and procurement records

Any other records pertinent to the subaward

DOCUMENT RETENTION

Your closeout letter will provide the **exact date** from which to count three years.

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QUESTIONS ABOUT SUBAWARD CLOSEOUT?

Contact DNRC Forestry Division
at (406) 542-4300.