

Emailed to:

Date:

Recipient Name:

Re: Closeout Notice for Agreement #:

Federal Obligation Amount:

Federal Open Amount:

Project Title:

Period of Performance: to

To: All Concerned,

The United States Department of Agriculture (USDA) completed a review of the above referenced agreement and determined that performance, financial, and administrative requirements have been met and has de-obligated the Federal Open Amount.

The Federal agency officially closed out this Agreement in accordance with the general closeout principles and guidance provided in 2 CFR Part 200. However, the closeout of a Federal award does not affect any of the following:

- The right of the agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The agency or pass-through entity must make any cost dis-allowance determination and notify the non-Federal entity within the record retention period.
- The requirement for the recipient to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.
- The ability of the agency to make financial adjustments to a previously closed award such as resolving indirect cost payments and making final payments.
- Audit requirements in 2 CFR 200.
- Records retention as required in 2 CFR 200.334 through 200.337.
- Property management and disposition requirements in 2 CFR 200.310 through 200.316 and the General Terms and Conditions of the agreement found here:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html>

The following equipment was purchased with Federal funds and must be treated according to the guidelines below.*

Title to above equipment conditionally vests with your organization as the award recipient. The equipment must be used for the project or program for which it was acquired for as long as needed. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:

1. Activities under a Federal award from this Federal awarding agency; then
2. Activities under Federal awards from other Federal awarding agencies.

If the equipment is no longer needed for the original authorized purposes of the project or for other activities currently or previously supported by a Federal awarding agency, and if the per-unit fair market value is less than \$5,000, you may retain, sell, or dispose of the equipment with no obligation to USDA. However, if the per-unit fair market value is \$5,000 or more, you must email FPAC.BC.GAD@usda.gov to request disposition instructions.

*State Governments must follow their applicable state laws and procedures instead of this guidance (2 CFR 200.313).

Distribute this letter to appropriate officials within your organization. If you have any questions regarding this closeout, please contact FPAC.BC.GAD@usda.gov, or the Agency Program Contact listed below. We appreciate your effort and cooperation in successfully completing this project.

Sincerely,

cc:

Dorothea Martinez
Grants Management Specialist

USDA FPAC-BC-Grants and Agreements Division