

SSVF CARES Grant Closeout Requirements

Purpose of Guide

The purpose of this guide is to provide an overview of the close out requirements to SSVF Grantees. The SSVF Program Office is responsible for notifying grantees of required final reports, deadlines for submitting reports, and where reports will be submitted. Grantees are responsible for adhering to all grant closeout requirements, including final reports and recordkeeping. Grantees must complete the closeout activities no later than 45 days after the grant term ends. Grantees are responsible for understanding the impact of approved extensions on closeout timelines.

Required Closeout Activities

HHS Payment Management System (PMS) Drawdowns

Final payment requests/drawdowns must be submitted within the HHS payment management system no later than 45 days after the end of the grant term. All funds drawn from the SSVF grant must have been used to support eligible costs incurred for the provision or coordination of services during the time frame designated in your closeout requirement.

Federal Financial Report Financial Status Report (FFR FSR)

Grantees must submit the FFR Financial Status Report no later than 45 days after the end of the grant term. This is a Federal requirement. The HHS Payment Management System provides an electronic function for submitting the FSR report. This function can be accessed within the PMS, under the “Disbursement” menu. Please note, only the Financial Status Report portion of the FFR is required, not the Federal Cash Transaction Report. SSVF grant funds are categorized as Type B accounts within HHS PMS and only require an annual FSR submission. The SSVF Program Office will review and approve/reject FFR FSR submissions within the Payment Management System. Grantees are required to certify the completion of the FFR FSR within the GIFTS requirement, named End of Year Program Certification. Therefore, it is imperative the FSR is submitted in PMS after the final draw down but prior to the submission of the End of Year Program Certification in GIFTS.

SSVF CARES End of Year Program Certification Requirement (GIFTS)

- Final Rule and Grant Agreement Compliance
 - Data Quality – including Participant Satisfaction survey registrations and HMIS repository uploads
 - Financial Certification and Expenditures– including HHS drawdowns; compliance with approved budget; compliance with Office of Management and Budget (OMB) regulations; submission of FFR Financial Status Reports Grantees must review the following instructions regarding the elements below:
 - Grant amount authorized-
 - This is the CARES award amount awarded to your agency.
 - Grant Award Changes (If Applicable)

- This shows any changes that have been made to the CARES account since original award in April 2020. Any funds returned voluntarily or added will be pre-populated in these fields
- Total Award After All/Any Adjustment:
 - Please click on the calculator, to calculate the Adjusted award amount. This is the final award amount that grantees will use to reconcile expenses. If you did not have any changes, then the adjusted award will be the same as the Grant Authorized amount
 - Grant Amount Expended-This field will be completed by the grantee. Please enter your final expenditure amount in this field.
- Temporary Financial Assistance (TFA)- Total-This is the total of TFA expended from your award.
- Rapid Re-Housing (RRH) Temporary Financial Assistance (TFA) Total- This is the total of RRH TFA expended from your award
- Homelessness Prevention (HP) Temporary Financial Assistance (TFA) Total- - This is the total of HP TFA expended from your award
- Percentage of RRH TFA-Please click on the calculator the percentage of overall TFA for RRH. **Please note that the 60% minimum RRH requirement has been waived for the CARES funds. This percentage is for information purpose for the SSVF Program Office**
- CARES Funds Start Date: Please designate the day your first CARES funds expense was incurred.
- CARES Funds End Date: Please designate the day your final CARES fund expense was incurred. This final expense should exhaust all available CARES funds (after adjustments).
- Attachment: Financial Expenditure Report
 - Grantees are required to complete an end of year Financial Expenditure Report (FER). The FER Excel document will be provided to all grantees via email. The template grantees receive is customized with the grantee's name, grant award/program number, awarded grant amount, and the adjusted grant amount. Each FER will indicate the adjusted award for all grantees. As noted earlier, if there were no changes to your award throughout the year, the adjusted award will be the same as the original Grant Award.
- Additional feedback for SSVF Program: This is optional for grantees to provide any additional feedback to the SSVF Program Office in space provided.
- Certification: This is where grantee certifies that the submitter is authorized to submit on behalf of SSVF Program

Financial Expenditure Report (Excel)

The FER Excel contains three separate “worksheets” or “tabs”:

- Tab 1 The Instructions,
- Tab 2 Variance Report
- Tab 3 Spending by Subcontractor.

NOTE: When this requirement is submitted, you will receive an email with a tracking number and a copy of the contents of your report. Please keep a copy of this email on file as documentation for the Office of Business Oversight (OBO) site visits and audits.