



# Cooperative Agreement Closeout for DD08-803 & DD09-903

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# Cooperative Agreement vs. Grant



## Cooperative Agreement

- A financial assistance instrument under which substantial involvement is anticipated between the Federal agency and the recipient during performance of the contemplated project of activity

## Grant

- A legal instrument used by the Federal government to enter into a relationship the principal purpose of which is to transfer anything of value to a recipient to carry out a public purpose of support or stimulation authorized by statute.



# Substantial Involvement

- “Substantial involvement” means that the recipient can expect Federal programmatic collaboration or participation in carrying out the effort under the award.

Source: HHS Grants info

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# What's the difference?

- A grant is distinguished from a cooperative agreement in that there is no anticipated substantial programmatic involvement by the Federal government during performance.

Source: HHS Grants info

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# CDC EHDI/PGO MGMT Team



- CDC EHDI
  - ◆ Deidra Green, PHA
  - ◆ Stephanie Henry, PHA
- Procurement and Grants Office (PGO)
  - ◆ Stephanie Lankford, Grants Management Specialist (GMS);
  - ◆ Mildred Garner, Grants Management Officer (GMO);

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# Roles and Responsibilities



The Procurement and Grants Office (PGO):

Business conduit for all Program Requirements

- ◆ Negotiate, award, administer, and close out all Grants and Cooperative Agreements
- ◆ Review and approve all financial requests and payments
- ◆ Ensure compliance with applicable Statutes, Regulations and Policies
- ◆ Serves as the Official Receipt Office for ALL official communications and contacts with Recipients



# Roles and Responsibilities



- Project Officer (PO) - Defines programmatic objectives, provides advice on the scientific/technical/programmatic suitability of applications for funding, and provides expertise in the post-award administration of projects and activities
- Accountable Recipients – Authorized Organizational Representatives (AORs), Principal Investigator/Program or Project Director and Business Office Representative have various roles and are responsible for and must adhere to applicable Federal statutes, regulations, and policies.



## Roles and Responsibilities



- Grants Management Officer (GMO) – sole approving official authorized to obligate funds for grant and cooperative agreement actions on behalf of the Government
- Grants Management Specialist (GMS) - primary point of contact for all business management, funding, and regulatory/policy issues regarding a grant; receives and processes all official requests

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# What is Closeout?

The process by which a Federal awarding agency determines that all applicable administrative actions and all required work under an award have been completed by the recipient and the Federal awarding agency.



# Grants Policy Statement HHS January 1, 2007



## Closeout

- The OPDIV will close out a grant as soon as possible after expiration if the grant will not be extended or after termination, as provided in 45 CFR 74.71 through 74.73 and in 45 CFR 92.50. Closeout includes ensuring timely submission of all required reports and adjustments for amounts due the recipient or the OPDIV.



# Closeout Requirements: NoA

## Section IV – Special Terms and Conditions

- Final Progress Report
- Final Financial Status Report (FSR)
- Equipment Inventory
- Final Invention Statement



# Closeout Requirements, cont.



- Reports are due 90 days after the end of the project period
- All required reports are submitted to CDC Procurement and Grants office by regular or express mail



- **Following closeout, the recipient remains obligated to return funds due as a result of later refunds, corrections, or other transactions, and the Federal government may recover amounts based on the results of an audit covering any part of the period of grant support.**

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# Closeout Requirements, cont.



- A complete inventory must be submitted for all major equipment acquired under project w/ unit acquisition of \$1000 or more
- If no inventions conceived under this award state in cover letter



**Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability.**

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# ACTION



- Grants must be closed-out 180 days after the end of the budget and project periods and de-obligate any unexpended funds. (90 days by regulation and 90 days of grace period)





# Non-Compliance

- Grantees that are under default of the Terms and Conditions will be on the Non-Compliance Data base. They will be recommended to the Oversight Review Team to undergo a desk review, on-site review or an audit and future disallow of funds, termination and Debarment and Suspension



# FOR INFORMATION ABOUT Cooperative Agreement CLOSEOUT PLEASE CONTACT the CDC EHDI/PGO Management Team



- Stephanie Lankford, Grants Management Specialist (GMS), Branch III Team II at 770-488-2936
- Mildred Garner, Grants Management Officer (GMO), Branch III, Team II
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