

Subgrantee Certification Form

Closeouts are a requirement for all grants awarded by AmeriCorps. Closeout is the process by which grantees complete all necessary financial, program, and administrative actions required under the grant. The provisions in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as 2 CFR Part 200, govern the closeout of federal grant awards.

Failure to submit the closeout documentation requested or failure to perform timely reconciliation may adversely affect future funding. Please note that the closeout of a grant does not affect: (1) the requirement to retain records pursuant to the grant conditions; (2) the requirements and rights for audit pursuant to the grant conditions; (3) the right of AmeriCorps to disallow costs and recover funds on the basis of a single or other audit or other review; and (4) the obligation of the grantee to return any funds due to AmeriCorps as a result of later refunds, corrections, cost disallowance, or other actions.

This form is used to certify the annual closeout of ServMO subgrantees. Alternately, the Authorized Representative may directly email the Portfolio Manager a declaration that all applicable subawards are administratively closed.

Grantee Legal Name: _____

Grant Number: _____

I certify that our agency has completed all closeout actions; accomplished all program and financial requirements; secured all reports; and reconciled all funding with respect to subgrants we have awarded under the above-referenced grant.

Program Director's Signature

Program Director's Name Typed

Title

Date