



**AMERICORPS\*STATE GRANT CLOSE OUT PACKET**  
 Indiana Competitive and Formula Sub-Grantees

EXHIBIT	INSTRUCTIONS
<p style="text-align: center;"><b>A</b>            (AmeriCorps Document            Transmittal Closeout)</p>	<p><b>A (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111). It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>B (Organization Name and Address)</b> – The entity responsible for the grant. (Example: Indiana University/Indiana Campus Compact)</p> <p><b>C (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>D (Revision)</b> – A sub-grantee must complete this section if all or any part of the closeout is revised at the request of the OFBCI. The sub-grantee must provide a sequential revision number.</p> <p><b>E (Contact Person)</b> – This can be the name of the grant/contract administrator, financial officer, or program director.</p> <p><b>F (Grant Period)</b> – Self-explanatory. This information appears in the grant agreement and any amendments to the said agreement.</p> <p><b>G (Phone)</b> – Self-explanatory.</p> <p><b>H (Exhibit Checklist)</b> – Responses on the checklist must correspond to the accompanying information. The sub-grantee should remit the entire package. However, some circumstances prevent this from happening, particularly in the case of an audit (component eleven [11]).</p> <p><b>I (Certification)</b> – The host organization’s executive director must sign and date the exhibit as well as print his/her name and title.</p>
<p style="text-align: center;"><b>B</b>            (Status of Funds Closeout)</p>	<p><b>A (Grant Period)</b> – Self-explanatory. This information appears in the grant agreement and any amendments to the said agreement.</p> <p><b>B (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>C (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>D (Total Cash Received for this Grant)</b> – The federal (CNCS) share only. This amount should not include the sub-grantee’s cash and/or in-kind match. Use the information reported on the Auditor of State’s Alchemy system.</p> <p><b>E (Total Expenditures for this Grant)</b> – The federal (CNCS) share only. This amount should not include the sub-grantee’s cash and/or in-kind match. Refer to the final Periodic Expense Report (PER) for this grant.</p> <p><b>F (Less Refunds from Vendors)</b> – Refunds from vendors to the sub-grantee, which apply only to the federal (CNCS) share.</p> <p><b>G (Total Accrued Expenditures)</b> – The sub-grantee should subtract the amount reported on line six (6) from the figure noted on line five (5).</p> <p><b>H (Total Unpaid Claims as of December 31, 2005)</b> – The total</p>

	<p>amount of unpaid claims on or before December 31, 2005. The sub-grantee must reflect this amount in the total reported on line five (5).</p> <p><b>I (Total Cash Received Over (Under) Total Accrued Expenditures)</b> – The sub-grantee obtains this amount by subtracting the figure in line seven (7) from the total on line four (4). If the amount is negative, then the OFBCI owes the sub-grantee. If the amount is positive, then the sub-grantee must reimburse the OFBCI. As noted earlier, I discourage sub-grantees from remitting a refund check with the closeout packet until the OFBCI confirms that the figure reported on lines nine (9) and ten (10) is correct.</p> <p><b>J (Actual Amount Refunded with this Closeout)</b> – All checks should be payable to the OFBCI. However, please see my comments above. Ideally, the sub-grantee would report the amount as \$0.00.</p>
<p style="text-align: center;"><b>C</b> (Grantee's Release Statement)</p>	<p><b>A (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>B (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>C (Grant Period)</b> – Self-explanatory. This information appears in the grant agreement and any amendments to the said agreement.</p> <p><b>D (Total of Amounts Paid and Payable)</b> – The sub-grantee should report the total amount of expenditures for this grant here (as reflected on line four [4] in exhibit B.).</p> <p><b>E (Grantee's Name)</b> – The entity responsible for the grant. (Example: Indiana University/Indiana Campus Compact)</p> <p><b>F (Total Unpaid Claims)</b> – The exact or estimated amounts of unpaid claims (as reflected on line eight [8] in exhibit B.).</p> <p><b>G (Certification)</b> – The host organization's executive director must sign and date the exhibit as well as print his/her name and title.</p>
<p style="text-align: center;"><b>D</b> (Equipment Inventory)</p> <p><b>***MOST PROGRAMS NEVER PURCHASE EQUIPMENT WITH A CURRENT FAIR MARKET VALUE OF \$5,000 OR MORE.***</b></p>	<p><b>A (Certification)</b> – The host organization's executive director must sign and date the exhibit as well as print his/her name and title.</p> <p><b>B (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>C (Date of Submission)</b> – The date on which the packet is finalized and submitted to the OFBCI.</p> <p><b>D (Program Continuance)</b> – In most cases, a sub-grantee will check "Yes."</p> <p><b>E (Continued Use)</b> – If the sub-grantee indicates "Yes," then most will check "Yes."</p> <p><b>F (Other Federally Supported Activities)</b> – In most cases, the sub-grantee will check "No."</p> <p><b>G (Title Holder/Funding Source)</b> – If the sub-grantee purchases equipment, then it is listed as the title holder and CNCS as the funding source.</p> <p><b>H (Item Description)</b> – Description of the item purchased.</p>

	<p><b>I (Equipment Serial No.)</b> – Self-explanatory.</p> <p><b>J (Location/Site and Condition)</b> – The location of the equipment (address) and the condition of the equipment.</p> <p><b>K (Acquisition Date/Cost)</b> – The date on which the sub-grantee purchased the equipment and the original purchase amount.</p> <p><b>L (Estimated Current Fair Market Value)</b> – Self-explanatory.</p> <p><b>M (Disposition Date)</b> – The date on which the sub-grantee disposed of the equipment.</p>
<p style="text-align: center;"><b>E</b> (Inventory of Residual Supplies)</p> <p style="text-align: center;"><b>***MOST PROGRAMS NEVER PURCHASE RESIDUAL SUPPLIES WITH AN AGGREGATE FAIR MARKET VALUE OF \$5,000 OR MORE.***</b></p>	<p><b>A (Certification)</b> – The host organization’s executive director must sign and date the exhibit as well as print his/her name and title.</p> <p><b>B (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>C (Date of Submission)</b> – The date on which the packet is finalized and submitted to the OFBCI.</p> <p><b>D (Program Continuance)</b> – In most cases, a sub-grantee will check “Yes.”</p> <p><b>E (Continued Use)</b> – If the sub-grantee indicates “Yes,” then most will check “Yes.”</p> <p><b>F (Other Federally Supported Activities)</b> – In most cases, the sub-grantee will check “No.”</p> <p><b>G (Item Description)</b> – Description of the item purchased.</p> <p><b>H (Location/Site and Condition)</b> – The location of the equipment (address) and the condition of the equipment.</p> <p><b>I (Estimated Current Fair Market Value)</b> – Self-explanatory.</p> <p><b>J (Disposition Date)</b> – The date on which the sub-grantee disposed of the equipment.</p>
<p style="text-align: center;"><b>F</b> (Grant Closeout Tax Certification)</p>	<p><b>A (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>B (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>C (Name of Grantee)</b> – Name of sub-grantee (host) organization.</p> <p><b>D (Address)</b> – Self-explanatory.</p> <p><b>E (Employer’s Identification No.)</b> – A number assigned to the host organization by the U.S. Internal Revenue Service (I.R.S.).</p>
<p style="text-align: center;"><b>G</b> (Grant Reconciliation Report)</p>	<p><b>A (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>B (Grant Period)</b> – Self-explanatory. This information appears in the grant agreement and any amendments to the said agreement.</p>

	<p><b>C (Member Support Costs)</b> – Self-explanatory. Please refer to the final Periodic Expense Report (PER).</p> <p><b>D (Other Member Support Costs)</b> – Self-explanatory. Please refer to the final Periodic Expense Report (PER).</p> <p><b>E (Staff Costs)</b> – Self-explanatory. Please refer to the final Periodic Expense Report (PER).</p> <p><b>F (Operating Costs)</b> – Self-explanatory. Please refer to the final Periodic Expense Report (PER).</p> <p><b>G (Evaluation)</b> – Self-explanatory. Please refer to the final Periodic Expense Report (PER).</p> <p><b>H (Administration)</b> – Self-explanatory. Please refer to the final Periodic Expense Report (PER).</p> <p><b>I (Subtotal)</b> – Self-explanatory. Add lines B, C, D, E, and F.</p> <p><b>H (Total)</b> – Self-explanatory. Add line A and G.</p> <p>Also, match percentages are important. At a minimum, the sub-grantee must provide for a thirty-three percent (33%) in Section I (Operating) and fifteen-percent (15%) in Section II (Member Support). Should the sub-grantee percentages fall below these amounts, then the sub-grantee will need to return a portion of the CNCS funds. The same is true if the CNCS share is above the required sixty-seven percent (67%) and eight-five percent (85%) respectively.</p> <p>The sub-grantee must meet or exceed its budgeted match, which may surpass the required minimum.</p> <p>Total budget minimums are the same as the percentages in Section I (Operating).</p> <p>Please note the information contained at the bottom of Exhibit G relative to administrative costs – Section III.</p>
<p style="text-align: center;"><b>H</b> (Schedule of Contracting Sites)</p> <p style="text-align: center;"><b>***THIS EXHIBIT SHOULD ONLY REPORT FUNDS THAT PASS-THROUGH THE HOST ORGANIZATION TO A SUB-SITE OR PARTNER. IT SHOULD NOT REFLECT PAYMENTS MADE BY A SUB-SITE OR PARTNER TO THE HOST ORGANIZATION.***</b></p>	<p><b>A (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>B (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>C (Grant Period)</b> – Self-explanatory. This information appears in the grant agreement and any amendments to the said agreement.</p> <p><b>D (Sub-Grantee Name)</b> – The name of the sub-contracting organization/sub-site/partner organization.</p> <p><b>E (Contract Number)</b> – A contract/grant agreement/memorandum of understanding number assigned by the host organization. This is not a number assigned to the host organization by the OFBCI or the CNCS.</p> <p><b>F (Contract Period)</b> – The period of the contract/grant agreement/memorandum of understanding as determined by the host organization. The contract period may not exceed the contract period outlined in the grant agreement between the OFBCI and the</p>

	<p>host organization.</p> <p><b>G (Contract Amount)</b> – The amount awarded by the host organization to the sub-contracting organization/sub-site/partner.</p> <p><b>H (Accrued Expenditures)</b> – The total expenditures accrued by the sub-contracting organization/sub-site/partner.</p>
<p><b>I</b> (Grantee Program Performance Certification)</p>	<p><b>A (Grant No.)</b> – This is the number which appears in the grant agreement. (Example: AC-4-111) It is not the number assigned by the Corporation for National and Community Service.</p> <p><b>B (Program Name)</b> – Self-explanatory. (Example: Indiana Reading Corps)</p> <p><b>C (Grant Period)</b> – Self-explanatory. This information appears in the grant agreement and any amendments to the said agreement.</p> <p><b>D (Certification)</b> – The host organization’s executive director must sign and date the exhibit as well as print his/her name and title.</p>