

FISCAL ACCOUNTABILITY RULES

RULE 9.3 – GRANT CLOSURE

Purpose

When a grant is closed all funds for that grant are closed and spending for the grant ceases as of the project period end date for the grant. The rule establishes the guidelines for closing grants with grantors within the City's accounting system, including determining the disposition of property purchased with grant funds.

This rule shall be read in conjunction with [Fiscal Rule 9.1 – Grant Applications and Awards](#), and [Fiscal Accountability Rule 9.2 – Grant Management](#).

This rule does not apply to donations.

Every agency/department shall comply with all applicable provisions of the [Revised Municipal Code Section 20-52](#).

Definitions

Grant – A legal instrument that documents the financial assistance in the form of money or property to an eligible recipient.

Grantor – The external entity awarding a grant or cooperative agreement.

Grant Period – The span of time established in the grant agreement during which activities and expenditures are to occur.

Recipient – The agency to which a grant or cooperative agreement is awarded and which is accountable for the use of the funds provided.

Rule

1. Every grant shall be recorded in the City's financial system of record and closed within 90 days of the end of the grant period or as specified within the terms and conditions of the grant.
2. Recipients shall verify disposition rules with their awarding grantor and comply with said rules. Recipients who have acquired real property with federal grant funds must request disposition instructions from the grantor at the time of closeout if the property is to be used for purposes other than the originally authorized purpose.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.