



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

SPECIAL ATTENTION OF:
Administrators, Offices of Native
American Programs, Tribes, and
Tribally Designated Housing Entities

Notice PIH 2023-02

Issued: January 27, 2023

Expires: This Notice remains in effect until
amended, superseded, or rescinded.

Cross Reference(s):
2 CFR Part 200.344
2 CFR Part 200, Subpart F
2 CFR 200.309

**SUBJECT: Closeout Instructions for the Tribal Housing and Urban Development-
Veterans Affairs Supportive Housing (Tribal HUD-VASH) Grant Program**

1. PURPOSE

This Notice provides the Tribal HUD-VASH closeout procedures. Grant closeout occurs when HUD determines that a grantee has completed all applicable administrative and programmatic requirements of a grant. This Notice explains the readiness determination and instructions for grant closeouts for the Tribal HUD-VASH program.

A Tribal HUD-VASH grant will be closed out when the Award Value has been expended or the grant is at the end of the approved Period of Performance (POP), whichever occurs first. To close out a grant, a grantee will work with their assigned Grant Management Specialist in their Area Office of Native American Programs (Area ONAP) to submit the required closeout documents described in this Notice. If funds remain after the POP expires, the funds will be de-obligated and returned to HUD to be utilized for future renewal awards within the Tribal HUD-VASH program.

2. DETERMINING READINESS FOR CLOSEOUT

Area ONAP staff will identify grants ready for closeout on an ongoing basis, based on grant balances nearing a zero balance and/or the POP approaching expiration. Area ONAP staff will contact Tribal HUD-VASH grantees with information about the closeout process, including required documentation.

Grantees must submit the required closeout documentation no later than 120 calendar days after the POP end date as per [2 CFR 200.344](#).

Extensions to the POP are possible when justified and allowable as per [2 CFR 200.309](#). For more information about extending the POP for a Tribal HUD-VASH grant, contact your Area ONAP.

3. CLOSEOUT DOCUMENTATION

The following closeout documentation is required:

a. **Final Progress and Closeout Report**

A final progress and closeout report on the grant to be closed out must be submitted. The report is a reconciliation of tasks completed and obligated funds expended. It acknowledges and certifies grant closure and shows expenses accrued within the POP for the award. The report must be signed by the authorized representative, on letterhead. A sample final progress and closeout report is included in this Notice as Appendix A.

It should include the following information:

- i. Period of performance
- ii. Number of Veterans served
- iii. Number of graduates
- iv. Amount of rental assistance
- v. Amount of administrative expenses and duration used (expended)
- vi. Cost Share/Program income
- vii. Successes and Innovation
- viii. Barriers encountered

b. **Final Financial Report (SF-425)**

A final Federal Financial Report (SF-425) must be submitted. It must include all funds awarded under the grant, reconcile obligated funds with the award amount, indicate if any unobligated funds should be returned to HUD, and include all program income generated under this award.

c. **De-obligation Information (if applicable)**

If closing a grant with a remaining balance, the remaining balance will be de-obligated and returned to HUD to be utilized for future renewal and expansion awards within the Tribal HUD-VASH program. Funds will be de-obligated through an amended HUD- 52734.

The amended HUD-52734 will be signed first by the Area ONAP Administrator and second by the grantee. Where a grantee has not provided the required closeout documentation, as listed above, within 120 days after the POP has

expired, the funds will be de-obligated unilaterally, without a signature from the grantee.

4. HUD REVIEW

To ensure the grant meets the closeout criteria, the Area ONAP will review the closeout documents submitted. If a grantee has not submitted all required documentation to complete the closeout, or the information is incomplete, the Area ONAP will notify the grantee in writing and request the necessary documentation or revisions needed to continue the closeout process.

Once the Area ONAP determines that the grant meets the closeout criteria, it will issue a closeout letter to the grantee. The grant will be considered closed as of the date of the closeout letter.

5. GRANT OVERSIGHT AND CLOSEOUTS

Tribal HUD-VASH grantees must comply with 2 CFR Part 200, Subpart F. Tribal HUD-VASH grantees and subrecipients that expend \$750,000 or more in a single year in Federal awards must have an audit conducted in accordance with 2 CFR Part 200, Subpart F. If a grantee or subrecipient expends less than \$750,000 per year in Federal awards, it is exempt from Subpart F audit requirements for that year; however, HUD recommends the grantee or subrecipient extensively review its own files to ensure compliance with grant requirements. Additionally, HUD conducts regular monitoring of its grants, including Tribal HUD-VASH grants. Grantee and subrecipient must make records available for review or audit by officials of HUD, the grantee, and the Government Accountability Office.

Notwithstanding the requirements of this Notice, HUD cannot close a grant that has open monitoring or audit findings affecting the grant until all monitoring or audit findings have been resolved. If a Tribal HUD-VASH grantee has monitoring or audit findings, HUD may require the grantee to repay HUD any disallowed costs based on the results of an audit and/or HUD monitoring prior to closeout.

6. RECORDKEEPING

Pursuant to the requirements of [2 CFR 200.334](#), all financial records, supporting documentation and all other records relating to the grant must be retained for at least **three** years from the date of submission of the final expenditure report (SF425).

7. WAIVERS AND ALTERNATIVE REQUIREMENTS

As provided in the Consolidated Appropriations Act, 2022, and relevant prior year Appropriations Acts, HUD is authorized to waive, or specify alternative requirements for any provision of any statute or regulation that HUD administers in connection with the use of Tribal HUD-VASH funds (except for requirements related to fair housing,

nondiscrimination, labor standards, and the environment), upon a finding by HUD that any such waivers or alternative requirements are necessary for the effective delivery and administration of such assistance.

HUD has determined that the expedient de-obligation of Tribal HUD-VASH funding after the expiration of the applicable POP for the purpose of awarding such funds to meet renewal needs in the following year is necessary for the effective delivery and administration of the Tribal HUD-VASH program. This new methodology of calculating and awarding Tribal HUD-VASH renewal grants and awarding funding that will be used over a set POP will standardize and improve financial management under the program. It will also ensure that HUD is providing Tribes and TDHEs participating in the program with adequate resources to lease up and house Veterans on the front end, while also enabling HUD to recapture any unused funds in a given year to adequately fund renewal needs in the following year. Accordingly, HUD is waiving Title IV of NAHASDA and establishing an alternative requirement to the extent necessary to allow HUD to de-obligate funding for this program in the manner described in this Notice and award the funding in a following funding cycle upon a determination by HUD that the applicable POP has expired. HUD will ensure that all participating Tribes and TDHEs are provided with adequate written notice and a chance to provide HUD with a written response before funds are de-obligated and recaptured in accordance with this Notice.

8. GENERAL TRIBAL HUD-VASH RESOURCES

- a.** Office of Native American Programs-Headquarters Office of Grants Management website:
https://www.hud.gov/program_offices/public_indian_housing/ih/tribalhudvash
- b.** 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

9. PAPERWORK REDUCTION ACT

The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The active information collections contained in this notice are under the OMB Control Number 2577-0169.

10. FURTHER INFORMATION

If you have any questions regarding this Notice, please contact your Area ONAP or the Tribal HUD-VASH headquarters team at: TribalHUDVASH@hud.gov.



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for Public and Indian Housing