

**Wisconsin Fast Forward**

**Close Out/Evaluation**

<b><i>Instructions for:</i></b>	Concluding your project.
<b><i>Purpose:</i></b>	<ul style="list-style-type: none"> <li>• To insure transparency and accountability in the project and program.</li> <li>• To insure completion of contractual responsibilities including required reporting, and documentation thereof.</li> <li>• To determine Return on Investment (ROI).</li> <li>• To calculate final reimbursement due and process any final payments including the 2% retainage payment if warranted.</li> <li>• To inform the OSD reporting process for statutorily required reporting.</li> </ul>
<b><i>Process:</i></b>	<p>Project Close-Out          (When a project has been completed according to the contract).</p> <ol style="list-style-type: none"> <li>1. Review the Close-out Checklist to determine if you are ready to file a final report.</li> <li>2. Complete and submit the final report for your grant.</li> <li>3. OSD staff will review the final report and:             <ol style="list-style-type: none"> <li>a. Request trainee wage verification</li> <li>b. Determine that all grant requirements are complete</li> <li>c. Determine if contract deliverables were met</li> </ol> </li> <li>4. OSD will issue a final letter of completion closing the contract. The letter will notify the grantee whether retainage will be released, based on whether contract deliverables were met.             <ol style="list-style-type: none"> <li>a. If retainage is released, OSD will complete the request to issue the final 2% retainage on behalf of the grant.</li> </ol> </li> </ol> <p>Early Project Close-Out          (When a project has been started but cannot be completed as contracted)</p> <ol style="list-style-type: none"> <li>1. If a project has started and had payments and/or outcomes but is now unable to continue – the project director should contact OSD to determine process.</li> <li>2. The OSD will determine what if any further requirements are necessary, if any further payments will be made, or if repayment of grant reimbursement is required.</li> <li>3. Once all requirements are met the OSD will issue a letter of closure.</li> </ol>

<p><b><i>Process Continued:</i></b></p>	<p>Project Withdrawal (When a project has not been started and cannot continue)</p> <ol style="list-style-type: none"> <li>1. If a project has signed a contract but has not started when a grantee determines that they cannot proceed, they may have the signatory on the contract send a signed letter requesting to withdraw from the contract and stating the reasons why.</li> <li>2. Upon receiving the letter, the OSD will determine if there has been any need for further requirements and if not, will issue a letter of cancellation of the contract.</li> </ol> <p>Project Cancellation</p> <p>If a Grantee fails to maintain progress on the project as evidenced by failure to meet contractual obligations including but not limited to entering trainee data, submitting progress reports or reimbursement requests, requesting authorization to the online system, or responding to the OSD communications, the OSD may cancel the contract according to the process outlined therein.</p>
<p><b><i>Additional Information:</i></b></p>	<p>Final Report Page Online Access and Data Entry Instructions Contract: Section VI – Grant Revisions and/or Termination</p>