ESSER II Closeout Instructions

As part of the requirements for all federal funds, a formal closeout process is required.  This consists of certifications around various spending categories, requirements to maintain records on site for a period of three years BEYOND 12/31/2023, final financial and programmatic reports, etc.

The [form linked below](https://app.smartsheet.com/b/form/b2a0ace488e74f349ffe5e7984d87280) has been set up to facilitate the closeout process for ALL ESSER II awards received by your entity.  We determined that including them in one form submission was a much easier for the awardees to manage.  However, if you are a LEA AND an AU, you will need to submit one form for each entity reporting.  Please be advised, all fields are required, and there are specific reports/documents that must be submitted on this form.  Where it is required for the entity to maintain records on site, for request by CDE or USDEd at anytime, that is noted in the instructions.  Below is an explanation of requirements/expectations for the fields on the form to assist in completion of the form.  The final submission of the Closeout Form is no later than **11/15/23**.

* Entity Number/Name – Choose the entity name/number for which you are reporting.  Again, if entity is a LEA and an AU, a submission for EACH will be required.  If your entity is not listed, please send an email to [grants\_fiscal@cde.state.co.us](mailto:grants_fiscal@cde.state.co.us)
* Award Number/Name – Choose ALL THE ESSER II awards received by the entity listed in field one.  Remember ESSER II awards span 2021 to 9/30/23, make sure you identify all.
* Equipment – Read and agree to terms or indicate that your entity did NOT purchase any capital OR Non-Capital equipment (chrome books, laptops, etc).
* Supplies and Consumables – Read and agree to terms.  If your entity has unused consumables/supplies totaling more than $5000, please indicate.  CDE will reach out to you with further questions and instructions, as this may entail reimbursement to the USDEd for the cost of unused consumables/supplies.
* Intellectual Property – Read and agree to terms or indicate not applicable.
* Real Property – Read and agree to terms or indicate not applicable.
* Supplementary Financial Reports – Read and agree to terms or indicate not applicable.
* Final Financial Reports – Submit by dropping in the attachment box within the form, a general ledger showing revenue and expenses for EACH ESSER II award identified in Award Name field.  Submit INDIVIDUAL ledgers for each award, do not combine into one large ledger.
* Final RFF Submitted – Agree and certify that entity has submitted final RFF, there will be no extensions.
* Final Programmatic Report - Read and agree to terms.  Programmatic reports would have been requested and sent directly to program.
* General Certification – Read and agree to terms.
* Complete the Submitter Name, Title and Email address fields.

Please note – ALL FIELDS ARE REQUIRED and will not allow a submission without all certifications checked, and files uploaded into the file upload section.