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G2G Close Out: Checklist of Considerations for G2G Close-Out

An Additional Help for ADS Chapter 220

New Edition Date: 01/13/2021
Responsible Office: PPL and M/CFO
File Name: 220sat_011321

As part of the G2G Close Out process for Missions, these items have been identified as being *critical*, not necessarily according to this timeline:

- Provide documented evidence of the G2G Close Out process. That documentation should be decided by the Mission based on:
 - Mission needs and procedures;
 - The relationship with the partner government; and
 - The nature of the agreement and the activity.¹
- Ensure that any audits required under the agreement have been completed.²
- De-obligate/De-subobligate any excess funds in the agreement.
- Ensure that all host-country contributions have been fulfilled.
- Ensure that final vouchers have been paid out.
 - Ensure Phoenix records reconcile with the Partner's last voucher and the financials in the closeout audit report.
- Ensure that all payment advances have been liquidated.

As part of the G2G Close Out process for Missions, these items have been identified as being *recommended*, not necessarily according to this timeline:

- In order to provide ample time to adequately inform partner government regarding the process, plan to initiate the G2G Close Out process 90 days before the Date of Completion of the agreement.
- Notify the partner government in writing that USAID is preparing to Close Out the agreement.³ That written documentation should:
 - Convey relevant information regarding the Close Out of the agreement;
 - Confirm the timeframe within which all funds should be expended and the final voucher received and request that the partner government submit its final voucher in order to process the final payment; and
 - Convey whether or not any funds remain in the agreement and what the next step might be with respect to the remaining funds.⁴
- Conduct a face-to-face meeting with the partner government at the outset of the process to inform them that the agreement will be closing and outline the steps in the Mission's G2G Close Out process, to explain the reasons behind the Close Out, and to set reasonable expectations regarding next steps following the Close Out of the agreement.

¹ A number of Missions have developed processes for documenting the G2G Close Out process. Please refer to the G2G Resource Library for examples, including (a) USAID/Pakistan's Close Out Mission Order, which has a G2G Close Out checklist on pages 2-4 and (b) USAID/Senegal's Close Out procedures packet, which has a Close Out checklist on pages 7-8.

² May be mandatory, depending on Audit requirements.

³ The drafter can use the Example Template 1 included with this package of resources as an example for constructing the letter, noting that the text may need to be modified to address the specific requirements of the Mission and conditions of the agreement.

⁴ An example next step might be to request written documentation from the partner government that all final vouchers have been submitted and the partner government does not intend to utilize remaining funds in the agreement.

- Review the agreement file(s) with all supporting documents to:
 - Verify the amount of funds, if any, remaining in the obligation;
 - Determine if all signed, final agreements, any amendments, implementation letters (ILs), and key letters and approvals are on file; and
 - All performance and evaluation requirements are complete and on file.
- If the partner government chooses not to respond to the G2G close out written notification from USAID, then Missions may decide to document this non-response through a memo to file or another form of correspondence.
- Update the Risk Mitigation Plan and document any risk measures that could not be completed for future agreements.
- ADS 201.3.4.14 recommends that as part of the close out process for activities, Missions consider how the knowledge and learning gained during the implementation of the activity be captured and shared. This information may be documented in a written final report, an evaluation, a conference/event, a video, or online materials that explain the results and lessons learned.

Missions should also take steps to ensure that partner governments are fully apprised of the Close Out process at the inception of the agreement by:

- Including it as a topic of the post-award conference; and
- Including a clear Date of Completion in the agreement.