**Section 2030.1090 Closeout**

a) The closeout of an award is the process by which the Department determines that all applicable administrative actions and all required work of the award have been completed by the provider and the Department.

b) The provider and Department must follow these procedures to closeout every award after expiration or termination:

1) Upon written request, the Department shall make prompt payments to a provider for allowable costs under the award being closed out.

2) The provider shall immediately refund to the Department any unencumbered balance of cash advanced to the provider.

3) The Department shall obtain from the provider within 90 days after the date of completion of the award all financial, performance, and other reports required as a condition of the award. The Department shall grant extensions when requested in writing by the provider if the justification for the request is based upon circumstances beyond the provider's control.

4) The Department may prepare an upward or downward adjustment to the Department's share of costs after these reports are received based upon a reconciliation between such reports and the award document, subject to the provisions of this Part.

5) The provider shall account for any property acquired with Department funds, or received from the Department in accordance with the provisions of Subpart L.

6) The Department shall retain the right to recover any amounts determined to be due and owing to the Department after fully considering the recommendations on disallowed costs resulting from a final audit.

c) The provider shall transfer client records pertaining to an individual client to a receiving program or make arrangements for a custodian of such records where the expiration or termination of an award results in program closure or reduction in service of the provider.