



# RHC Vaccine Confidence Program

## Program Updates: Close out Reporting

**CLOSE OUT PROCESS:** Unless you have an approved **No Cost Extension (NCE)**, the RHC Vaccine Confidence Program period of performance ends on Thursday, June 30, 2022. All program expenses must be incurred and you must complete program activities prior to this date. Within 90 days following end of the period of performance (by September 28, 2022), you must complete the following activities:

1. Submit a Performance Closeout Report to HRSA Program Staff for review:
  - HRSA Program Staff have developed a short report template to gather programmatic information for this report template, [linked here](#). \*\*Grantees with NCE will submit this only once, in 2023.
  - Please answer the questions, and then save the completed report results as a PDF.
  - Upload the saved PDF to the Closeout Report tab in your EHB grant folder for review by HRSA staff.
  - If you have issues with the report template link, or saving your results as a PDF, please email [RHCvaxConfidenceInfo@NOSORH.org](mailto:RHCvaxConfidenceInfo@NOSORH.org) with details of the issue and include your grant number G29RHXXXXX in the subject line.
2. Submit the SF428 (Tangible Personal Property Report) and SF428B (Final Report Attachment):
  - Equipment means tangible personal property or supplies (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more; and
  - Residual unused supplies with a total aggregate fair market value exceeding \$5,000.
  - If you have no equipment or unused supplies, please note that in the comments field.
3. Return any unspent funds, or those due because of refunds, corrections, or audits to the PMS.

**By October 30th 2022, all grantees, regardless of NCE status, need to:**

- Complete and submit the annual final Federal Financial Report (SF 425) in the Payment Management System (PMS).
- This report should reflect cumulative reporting within July 1, 2021 - June 30, 2022. \*\* Grantees with a NCE submit this annual report in 2022 and 2023.

If you have any questions about the close out process, please email HRSA program staff at [rhcvoxconfidence@HRSA.gov](mailto:rhcvoxconfidence@HRSA.gov). Also, please be aware that the National Organizations of State Offices of Rural Health (NOSORH) are available to offer technical assistance to RHCVC grant recipients. You may contact them at [RHCvaxConfidenceInfo@NOSORH.org](mailto:RHCvaxConfidenceInfo@NOSORH.org) for help with closing out your RHCVC grant.