NOVA's Close Plan Feature

For certified plans, the NOVA Close Plan feature may be used to indicate to the certifying authority that the project has completed or will no longer execute. Use the Close Plan feature in the following scenarios:

1) Your project has completed and fully expended the budget
2) Your project was executed for a period of time, but will end with unspent budget
3) Your plan was certified, but your project was never started and you desire to free up the allocated funds to be used for another project

In all cases, the close plan process includes these steps:

Step 1: Navigate to the preview for your certified plan and click on the [Close Plan] button to the right of the [Uncertify] button

Step 2: Read the guidance and complete the Close Plan modal required questions

Closure Type: For projects that did not start or did not achieve their goals, select "Plan Not Completed." For those that achieved their goals, choose "Plan Completed."

Funds Expended: If all of the money has been spent, choose "Funds have been fully expended" If money remains, or was never spent at all, choose "Funds have not been fully expended"

Funds Remaining (only required if budget remains): If budget remains, explain what will be done with the unspent funds

Outcome Summary: Provide a brief summary of the outcomes of the project or enter "Project not started" if the project was not started and there were no expenditures.

Actual Plan End Date: Select the actual end date of the project. The date you select will dictate how many quarters of fiscal reporting will be required. The system calculates valid dates based on the starting year of the plan and any fiscal reporting that may have already been completed.

If your project was never started and you're closing it to free up funds, select the earliest date NOVA suggests. This will require the least amount of $0 fiscal reporting to be completed. At the very minimum, one year of fiscal reporting will be required to close your project since reporting is cumulative.

Step 3: Submit your Close Plan request
Upon submit, NOVA will notify the certifying authority and display to you a detailed summary of the project at the time of closure submit. It will alert you to any outstanding reporting that is required for the closure request to be approved and show expenditures and any remaining

budget. If reporting is incomplete, you must first complete and certify the reports before the certifying authority can approve your closure request.

Step 4: Approval
Once fiscal reporting is complete, the certifying authority will be able to approve your closure request. Once approved, one of the following will happen:

1) If you spent all of your budget, the project status will be set to Closed
2) If you spent some of your budget, but not all, the budget total will be adjusted to equal your certified expenditures total and any remaining funds will be unencumbered and available for other projects. The project status will be set to Closed.
3) If you spent none of your budget and reported $0 expenditures, the budget will be adjusted to $0 and all of the remaining funds will be unencumbered and available for other projects. The project status will be set to Closed.

If your closure request is rejected, NOVA will send an e-mail from the certifying authority that explains why. Your plan will be returned to Certified status and any budget you intended to free up will remain encumbered. You may resubmit your closure request after addressing any recommendations from the certifying authority and the process will begin again.

If the certifying authority has not addressed your request as quickly as you would like, you may send them a reminder through NOVA by clicking the Send Reminder button on the preview page. This will generate an email and in-app notification to the certifying authority, but if the original request was missed, you may want to contact them another way to ensure your request is addressed.