

The Office of Indian Education (OIE)
Professional Development Program Data
Collection System (PDPDCS)

FINAL YEAR CLOSEOUT CHECKLIST

This document lists the steps that each OIE PDP grantee must take during their *final year of funding* to close out their grant in the PDPDCS. All tasks listed in this checklist are required under regulations 34 CFR § 263.12.

All participants should have received funding and begun the program prior to the final year of the grant. In this last year, you will focus on exiting any remaining participants, supporting participants during induction, and reminding participants to begin entering their employment information into the PDPDCS to fulfill their service payback.

Instructions for Using this Checklist:

1. If this is the final funding year of your grant (including any No Cost Extensions), follow the steps in the **Grant Year Annual Checklist** first, and then use this document.
2. Enter the Grant End Date below to determine when you must begin each of these Steps. Step 1 should begin 100 days prior to the end date of the grant.
3. Use the check box as a personal reference to indicate when you have completed each task.
4. Make sure to review the supplementary information included with each step. This information is also available in the **OIE PDPDCS FAQs**.
5. Contact the Help Desk at paybackobligations@ed.gov or 1-888-884-7110 if you have any questions during any step of the closeout process.

Grant End Date:

Number	Task	Checkbox	Timeline	Important Information
Step 1	Verify the secondary user is still a part of the grant or change the Secondary User.		Perform verification 100 days prior to the end date of the grant.	Only one Secondary User is permitted access to make changes to the grant at a time. ¹

1 Changes to the Project Director or the Project Director's contact information should first be reported to your OIE Program Officer.



More Questions?

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Number	Task	Checkbox	Timeline	Important Information
Step 2	Follow up with participants who have a status of "Fulfillment not in progress."		Contact participants 90 days prior to end date of the grant.	These participants are eligible to begin fulfilling their service payback and either have not entered any employment to begin doing so, or their employer has not verified their employment.
Step 3	Ensure all participants have a status of graduated/completed or exited without completion.		Review and update the status of all participants 90 days prior to the end date of the grant.	If the grant is going to end before the participant completed the program, indicate that the participant has exited without graduating/completing the program.
Step 4	Confirm that the contact information (especially non-university email addresses) for each participant in the PDPDCS is correct.		Review information 70 days prior to the end date of the grant.	After the grant has closed, PDPDCS will contact a participant if there are any issues with their record or to enter repayment. If PDPDCS cannot reach the participant, OIE PDPDCS Help Desk will reach out to Project Director to assist.
Step 5	Contact and ensure participants understand their service payback requirements and have logged into the PDPDCS.		Contact scholars 60 days prior to the end date of the grant.	No participants should have a system status of "Awaiting login." You can see which participants remain in this status by clicking the "View all participants records link" on your grant main page. <i>If participants have trouble accessing the PDPDCS, remind them of the email address in their participants record, which is their username. You should refer participants to the Help Desk if necessary.</i>
Step 6	Confirm all participants are listed as "Graduated/completed" or "Exited without completion" by the grant end date.		Complete final confirmation 50–30 days prior to the end date of the grant.	Notify the Help Desk immediately if any participants still do not have a graduated/completed or exited status and you are experiencing issues reaching the participant.
Step 7	Notify your OIE Project Officer of any issues, indicate that all participants records have been updated, and your grant is ready to be closed out.		Contact OIE 30 days prior to the end date of your grant.	Do not wait for your grant to end before contacting your OIE Project Officer. If there are any outstanding issues, you may be viewed as non-compliant with regulations, which could affect future grant funding.
Step 8	In your Final Performance Report (FPR) that is submitted to the Department via G5, be sure to describe any pending as well as resolved issues that occurred when reconciling participant records in the PDPDCS.			Any questions regarding this FPR should be directed to your OIE Program Officer.



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