

## What is award closeout?

Award Closeout ends the grant administration process, where the federal awarding agency and grantee complete all applicable administrative actions. The grantee coordinates with the Office of Justice Programs and the Office of the Chief Financial Officer to complete the programmatic and financial closeout items. Closeouts are automatically:

- ▶ Generated 1 day after the grant end date or automatically if the award is declined or terminated.
- ▶ Submitted to the U.S. Department of Justice (DOJ) 121 days after the grant end date.

DOJ reviews the materials to ensure compliance with the grant terms and conditions and that the grantee spent all the funds appropriately. The process can take several months if there are financial concerns, questions to reconcile, or property involved.

## What is the grantee's role?

The Grant Award Administrator (GAA) completes the closeout process. To complete a closeout, entities must submit all final financial, performance, and other grant reports. The reports are due 120 days after the grant ends, and a closeout package is generated 1 day after the award ends. The closeout package will appear in JustGrants on the GAA's My Worklist link. The GAA can also access the closeout information from the "Closeout" tab in the funded award.

## What are the GAA's responsibilities?

Within 120 days of the performance period's end, the grantee must complete the following tasks:

- ▶ Submit the final Federal Financial Report (FFR), which includes the project's cumulative expenditures from start to finish.
- ▶ Return any overdrawn federal award funds to DOJ when the final report is submitted. Follow the instructions in the DOJ Grants Financial Guide for returning funds. Reconcile the final FFR against internal accounting records. All entries in the accounting system must be supported by adequate source documentation (e.g., original invoices and contracts).
- ▶ Report all allowable costs incurred at the recipient and subrecipient levels.
- ▶ Request final reimbursement (drawdown) of federal expenditures made within the approved performance period in conjunction with the final FFR. This request must be submitted before the liquidation period ends (120 days after the performance period ends).



- ▶ Submit the final performance report.
- ▶ Ensure any award conditions have been met.

## Important Information to Know

- ▶ Notification occurs only when the closeout is **generated** and **due**.
- ▶ The final FFR must be submitted to view the financial reconciliation.
- ▶ Drawdowns will be unavailable during the financial reconciliation period, starting 120 days after the project period ends until the closeout review is completed.
- ▶ All DOJ-related Automated Standard Application for Payments (ASAP) accounts are temporarily suspended for the last 3 business days of the month to carry out required account reconciliation activities. Grantees will not be able to request or receive drawdowns during this period.

## Resources

- ▶ [JustGrants Training: Closeout](#)
- ▶ [DOJ Grants Financial Guide](#)

The **Office for Victims of Crime Financial Management Resource Center (OVC FMRC)** offers culturally humble, trauma-informed training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.

OVC  FMRC

[ojp.gov/fmrc](https://ojp.gov/fmrc)

Email: [askfmrc@usdoj.gov](mailto:askfmrc@usdoj.gov)

Phone: 202.572.9500

[Subscribe](#)