

## Financial Policies and Procedures

### What is Grant Closeout?

Award Closeout is the end of the grant process by which the federal awarding agency determines that the grantee and the federal awarding agency have completed all applicable administrative actions. It is the final stage of the grant administration process. Office of Justice Programs (OJP) program offices complete the programmatic portion, and the Office of the Chief Financial Officer (OCFO) completes the financial reconciliation.

- ◆ Closeouts are automatically generated one day after the grant end date or automatically if the award is declined.
- ◆ Closeouts are automatically submitted 121 days after the end date of the grant.

### Grant Financial Management Requirement

#### What is the Grantee's Role?

The Grant Award Administrator (GAA) leads the efforts in completing the closeout. To complete a closeout, entities must submit final financial (SF-425), performance, and other reports required under the grant, and meet award conditions, within 120 days after the grant award expires or is terminated.

A closeout package is generated one day after the end date of the award. The closeout package will appear in the Grant Award Administrator's Worklist. The Grant Award Administrator can also access the closeout information from the Closeout tab in the Funded Award.

#### Grant Award Administrator Responsibilities?

Within 120 days of the end of the period of performance, the grantee must submit the following:

- ◆ Final Federal Financial Report (FFR) (submitted on SF-425) – this includes the cumulative expenditures from the project inception to end date.
- ◆ Return funds to the Department of Justice (DOJ) that may have been drawn down in excess of federal award expenditures, when the final report is submitted. DOJ strongly encourages submission of refunds electronically using either the Automated Clearing House (ACH) or Fed wire. For instructions on how to complete either form [click here](#).
- ◆ Reconcile the final FFR against the internal accounting records. All entries in the accounting system must be supported by adequate source documentation (for example, original invoices and contracts).
- ◆ Report all allowable costs incurred, both at the recipient and subrecipient level.

- ◆ Request final reimbursement (drawdown) of federal expenditures made within the approved period of performance in conjunction with the final SF-425. This request must be submitted prior to the end of the liquidation period (120 days after the end of the period of performance).
- ◆ Submit final performance report.
- ◆ Ensure any award conditions have been met.

### Important Information to Know

- ◆ Notification occurs only when the closeout is generated and when it is due.
- ◆ The Final SF-425 must be submitted to view the financial reconciliation.
- ◆ 120 days after the project period end date, drawdowns will not be available until the financial reconciliation period during closeout review.
- ◆ All DOJ-related ASAP accounts will be temporarily suspended the last three 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.

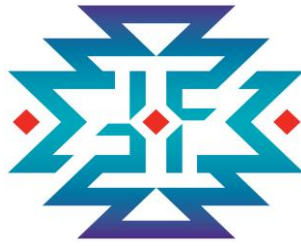
### Financial Reporting Deadlines

FFRs are **due quarterly** and may be submitted ten (10) calendar days or less from a reporting period end date until the due date. For example, the FFR for the period ending March 31 can be submitted from March 21 to April 30.

FFR Reporting Periods	Due Date	Funds Frozen
Jan 1 – Mar 31	April 30	May 1
April 1 – June 30	July 30	July 31
July 1 – Sept 30	October 30	October 31
Oct 1 – Dec 31	January 30	January 31

### Resources

- ◆ **JustGrants Closeout Job Aid Reference Guide**  
[Closeout Job Aid Reference Guide \(usdoj.gov\)](#)
- ◆ **DOJ Grants Financial Guide**  
<https://www.ojp.gov/funding/financialguidedojo/overview>



The **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) or call 703.462.6900. Visit [OJP.gov/TFMC](https://ojp.gov/TFMC) for additional resources and information.**

## Feedback Requested

OVC TFMC will continually work to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to [Evaluation@OVCTFMC.org](mailto:Evaluation@OVCTFMC.org).

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