Closeout Check List
A Grantee’s Guide

BEFORE - PROJECT PERIOD ENDS

1st - 60 Days (2 months) before the grant project period ends, perform a budget to actual expenditures analysis.
- Pay very close attention to any applicable Match requirement.
- Note: Match - Required to be met by the Final SF-425.
  - Per Financial Guide 2CFR 200.306
- Pay very close attention to any applicable Indirect Cost requirement.
- Note: Indirect Cost - The Only category that requires prior approval for a budget increase/decrease.
- Program income 2CFR 200.307
  - Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project.

2nd - 30 Days (1 month) before the grant project period ends, submit Any & All Grant Adj. Modifications (GAM). Note: Especially for budgetary increases for Indirect Costs or Match reductions.

AFTER - PROJECT PERIOD ENDS

3rd - 30 Days (1 month) after the grant project period ends, assemble Total Allowable Actual Project Costs. Request (Draw) reimbursement for Allowable Federal Costs.

4th - Submit all required deliverables to OJP (Performance/Project and SF-425 reports).

5th - Perform compliance check for Indirect Cost (If applicable). Ensure that actual cumulative reporting doesn’t exceed budget. Note: Can be summarized cumulatively in Box 12, Final SF-425.

6th - Perform compliance check for Match (If applicable) to ensure that it is met.
  - Total Allowable Project Costs x % of match = Recipients Share of Outlays (SF-425 10j).

7th - Submit the closeout in JustGrants. As early as possible. Submission must take place within 120 days (4 months) past the project period end date.

Customer Service 1-800-458-0786
Please email the ASK.OCFO@usdoj.gov if you have any questions related to the Closeout checklist. Please address your questions to Todd Rolley and Tanya Johnson.