

# Closeout Check List

## A Grantee's Guide

### BEFORE - PROJECT PERIOD ENDS

- 1<sup>st</sup> - 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.**
    - **Per Financial Guide & 2CFR – 200.308**
  - **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.

2<sup>nd</sup> - 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

- 3<sup>rd</sup> - 30 Days (1 month) after the grant project period ends, assemble Total Allowable Actual Project Costs. Request (Draw) reimbursement for Allowable Federal Costs.
- 4<sup>th</sup> - Submit all required deliverables to OJP (**Performance/Project and SF-425 reports**).
- 5<sup>th</sup> – 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.
- 6<sup>th</sup> - 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).
- 7<sup>th</sup> – 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](mailto:ASK.OCFO@usdoj.gov) if you have any questions related to the Closeout checklist. Please address your questions to Todd Rolley and Tanya Johnson.