

OVW Discretionary Grant Closeout Process

Closeouts are processed in the Grants Management System (GMS). To access the closeout section, log into GMS and go to "Closeout." You will see a chart of 5 items listed with a corresponding status of either "Complete" or "Incomplete."

The 5 components to the closeout are as follows:

1. Final progress report
2. Final Federal Financial Report (FFR)
3. Special Conditions
4. Financial Reconciliation
5. Programmatic Requirements Certifications

1. Final Progress Report

You must submit a final progress report via GMS for the award that is closing. The final progress report is just the usual semiannual report, marked as final, and covers the period between the last reporting period and the project end date on the award. The report is accessed and submitted via GMS.

EXAMPLE: Your 2016 award ended on September 30, 2018. You submitted the required semi-annual report by July 30, 2018. You now have to submit the final progress report for the award. You should enter the relevant information that covers the period between July 1, 2018 and September 30, 2018 (3 months).

Action Steps:

1. Download, complete, and upload the final progress report via GMS.
2. Once submitted, please notify kara.moller@usdoj.gov. The report MUST be approved by OVW in order for the status to change to "Complete" in the closeout section of GMS.
3. Please allow enough time for OVW to approve this report within the 90 days you have to submit your closeout.

NOTE: The Final Progress Report will not show as "complete" (which means the closeout cannot be processed) until OVW reviews and approves it.

2. Final Federal Financial Report

You must submit a final Federal Financial Report (FFR) via GMS for the award that is closing. The report is accessed and submitted via GMS.

Action Steps:

1. Log into GMS, complete and submit the FFR. Please be sure to mark the FFR as “Final”.
2. Once the FFR is submitted the status should show as “complete” in the closeout section.

3. Special Conditions

Generally, all special conditions will have been met and/or complied with during the course of the grant period and this section will show a status of “Complete”. If so, there are no steps for you to take under this section. If the status is showing as “Incomplete” please contact kara.moller@usdoj.gov. An “Incomplete” in this section may or may not keep you from submitting the closeout, depending on what special condition it is. I will be able to determine if this is something that needs to be addressed in order for the closeout to be processed, or if, as is most common, you can disregard and move forward with completing the remaining components of the closeout. Once OVW receives your closeout, it will resolve the outstanding special condition issue

Action Steps:

1. None required.
2. If for some reason there’s anything showing up or holding up your closeout, please contact kara.moller@usdoj.gov.

4. Financial Reconciliation

The grantee must conduct a financial reconciliation between the amount expended on approved project activities and the amount drawn down. In most cases, GMS populates this portion of the closeout package once you submit the final Federal Financial Report (FFR) and will update the Financial Reconciliation status to “Complete”. If the status is showing as “Incomplete” after you have submitted the final FFR, please contact the Grants Financial Management Division at 888-514-8556 or ovw.gfmd@usdoj.gov.

Action Steps:

1. Check to see if the final FFR was submitted.
2. Review the Financial Reconciliation to make sure information is accurate.
3. Click “Save”

5. Programmatic Requirements Certifications

This section needs to be updated to “Complete” status in GMS. This section is primarily intended for other DOJ grantees and does not apply, therefore Underserved grantees need to click “N/A” for each. It includes the following list:

- File Technical Report
- Data Sets
- Prototype Software
- Forensic Technique
- Subgrant reports
- Other

Action Steps:

1. For all items a – e, check the box “N/A”.
2. Click “Save”

➤ SUBMIT YOUR CLOSEOUT IN GMS ON TIME

Closeout packages are due 90 days after the grant ends. Grantees must complete the closeout process as outlined in the most recent DOJ financial guide and submit the closeout package in GMS.

Action Steps:

1. When all five steps have been completed a “submit” button should appear at the bottom of the page
2. Click “submit”
3. Your closeout package has now been submitted and no further action is required by the grantee.

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