

Award Closeout 120-day Checklist

This checklist includes several key actions to take toward the end of your OVC anti-trafficking award performance period, into the award liquidation period, or 120 days following the last day of the performance period. Use this checklist as a guide for tasks you can complete toward the end and 120 days after your award. Note that times may shift depending on your budget clearance and the timing of scheduled events.

Financial Closeout

- Submit the final Federal Financial Report (FFR)/SF-425, including cumulative expenditures. Note that this report should have no unliquidated obligations. Unobligated or unexpended funds will be de-obligated from the total award.
- Ensure share requirements have been met by the end of the performance period and noted on the FFR.
- Make certain any funds exceeding federal expenditures that were drawn down are returned to the DOJ grant-providing entity when the FFR is submitted.
- Reconcile the draft FFR against internal accounting records and ensure all accounting records have corresponding documentation, like invoices and receipts.
- Guarantee all allowable costs incurred at the recipient and sub-recipient levels were reported.
- Commensurate with the final SF-425, request drawdown (final reimbursement) of federal expenditures from within the performance period. Note that this request must be submitted before 120 days after the last performance period day or delays and additional paperwork will be precipitated.

Programmatic Closeout

- A Final Performance Report must be prepared and uploaded to the award's JustGrants profile. Guarantee said report is marked as final prior to submission.
- To ensure all award conditions have been met, log into [JustGrants](#), scroll to the Funded award section, select the Award Conditions tab, and then select the Performance Management tab. There you can view the status of Performance Reports and the Award Deliverables section and confirm all Performance Reports and Award deliverables have been submitted, as applicable.
- Ensure all items created or introduced while the award was active are listed on an Invention Report before closing out the award on JustGrants.
Review the terms of the award to ensure Real or Personal Property reports are submitted, as required.
- Verify that the assigned Grant Award Administrator and Financial Manager for the award have completed the required DOJ [Grants Financial Management Training](#) and uploaded certificates of completion to the award profile in JustGrants.

JustGrants Closeout

- Log into [JustGrants](#).
- On the Home page, select the My Worklist section.
- Select the Case ID for the award you wish to closeout.
- Select the Closeout Type by clicking on the drop-down menu.
- Scroll to the Requirements section to review the status of the final Federal Financial Report (FFR), Final Reconciliation, Final Performance Report, Award Conditions, and Deliverables.
- To view the FFR, select the Final Federal Financial Report link. To view the Final Reconciliation, the final FFR must be submitted. To view the Final Performance Report and Deliverables, go to the Performance Management section. To view Award Conditions, go to the Award Conditions section.
- If needed, scroll to the Comments box to add any notes.
- Add any attachments to the award for review, as needed, by selecting the Upload button.
- To send the Closeout information for DOJ review, select the Submit button.

Helpful Reminders

- Make sure to communicate with subawards to ensure you meet all deadlines above.
- All financial, performance, and other required reports, must be submitted to the grant-providing entity no later than 120 calendar days, or any earlier agreed upon date, after the last day of the performance period.
- There is no formal template for the final report. Follow the Performance Report section and mark the type as Final. Your final report should document all relevant project activities during the entire period of award funding, not just the last reporting period. Items should summarize how you met all of your award goals and objectives.

Resource Links

- [DOJ Closeout Requirements Overview Presentation](#)
- [DOJ Grants Financial Guide Postaward Requirements](#)
- [Financial Management Center \(Grants Financial Management FAQs\)](#)
- [Financial Guide Sheets](#)
- [JustGrants](#)
- [JustGrants Award Closeout Training](#)
- [JustGrants Closeout Job Aid Reference Guide](#)
- [JustGrants Closeout Case Status Types](#)
- [JustGrants Post-Award Management Closeout FAQs](#)
- [JustGrants User Support | Email: \[JustGrants.Support@usdoj.gov\]\(mailto:JustGrants.Support@usdoj.gov\)](#)