



# Grant Closeout Process: Programmatic and Financial Issues



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE



## CONTACT NAMES

- *Andrea Little: Lead Grant Program Specialist  
202-514-8641*
- *Michael Jackson: Financial Team Leader  
202-616-9315*



## **Closing Out COPS Grants**

An essential part of any federal grant program is the proper programmatic and financial closeout at the end of the grant period. The COPS Office has created a closeout process to expedite the closure of grant awards.



# *Basic Steps by COPS in Closing a Grant*



- Recommendation for Closure
- Programmatic Review
  - Initial File Review
  - Quality Control (QC) File Review
- Financial Reconciliation
  - The de-obligation of all outstanding balances
- Records Retention



# *Closeout of COPS Grants*



- The selection of grants for closeout is determined primarily by the award end date; however, other factors play a key role.
  - Program office closure recommendation
  - Analysis of grantee data
  - Vetting process (eliminates ineligible grants)



# *Closeout of COPS Grants*



During the closeout process, the COPS Office will verify that any special conditions and requirements associated with your grant have been met. These may include:

- Attendance at required trainings.
- The submission of required progress reports.
- Hiring grants must retain their positions through the required retention period.



## *Closeout of COPS Grants*



- Financial reconciliation of your grant will take place during the closeout process, verifying that all funds have been drawn down and that a final Financial Status Report (SF-269A) has been submitted to the COPS office.
- All outstanding balances related to the grant will be de-obligated in accordance with federal regulations.



# *Closeout of COPS Grants*



- Following the official closure of your award, your grant file will be maintained for approximately three years at the COPS Office.
- Your award record will then be forwarded to the National Archives for storage.



# *Closeout of COPS Grants*



- Following grant award expiration (the official end date of your grant):
  - Additional extensions of time will not be granted.
  - The closeout process will be initiated.
  
- Drawing down of final funds:
  - Within **90** days following the award end date, you must complete your final drawdown.
  - This includes all reimbursable allowable costs incurred during the active grant period.



# *FINANCIAL CLOSEOUT REQUIREMENTS*



- Within 90 days after the expiration or termination of the grant, the grantee must request final payment and submit a final SF-269A.
- Submitting a final SF-269A is indication the grantee has received final payment and has reconciled grant expenditures to grant payment history.
- Once the grant has been expired for 90 days or more, the final SF-269A will be adjusted to reflect payments and any remaining funds will be deobligated.



## *Closeout of COPS Grants*

- All ongoing commitments and legal obligations affiliated with the award remain in effect.
- This includes, but is not limited to, those actions initiated after the end date of your grant.
  - Litigation Claims
  - Negotiations
  - Audits / Noncompliance Findings
- All records pertaining to these actions must be kept until completion of the action and in accordance with federal and state requirements.
- Your department remains obligated to remedy any grant violation(s) and comply with the terms of the remedial agreement even after the closeout of your grant.
- Questions should be discussed with your Grant Program Specialist at 1-800-421-6770.



# *How to Prepare for Closing Your Award*



- Grantees can be prepared for the closeout of their grants by saving all pertinent paperwork associated with the grants to be closed.
- Grantees can also download the Closeout Notification Toolkit from the COPS web site to familiarize themselves with federal end-of-grant requirements, such as the submission of a final Financial Status Report.
- Agencies must maintain all documentation associated with the grant for at least three years following the official closure (not the expiration) of the grant.



# *OMB CIRCULAR NO. A-102*

## *Financial Status Reports*



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

# *Financial Status Reports*

## Standard Form 269A

- Grant recipients are required to use the Financial Status Report Short Form (Standard Form 269A) to report the status of funds for each grant.
- Grant recipients should report status of funds on a cash basis.



# *Important Numbers and Addresses*



- **COPS Web Site:**

<http://www.cops.usdoj.gov>

Email questions: [askcopsRC@usdoj.gov](mailto:askcopsRC@usdoj.gov)

- **COPS Response Center:**

1.800.421.6770



# Success Stories

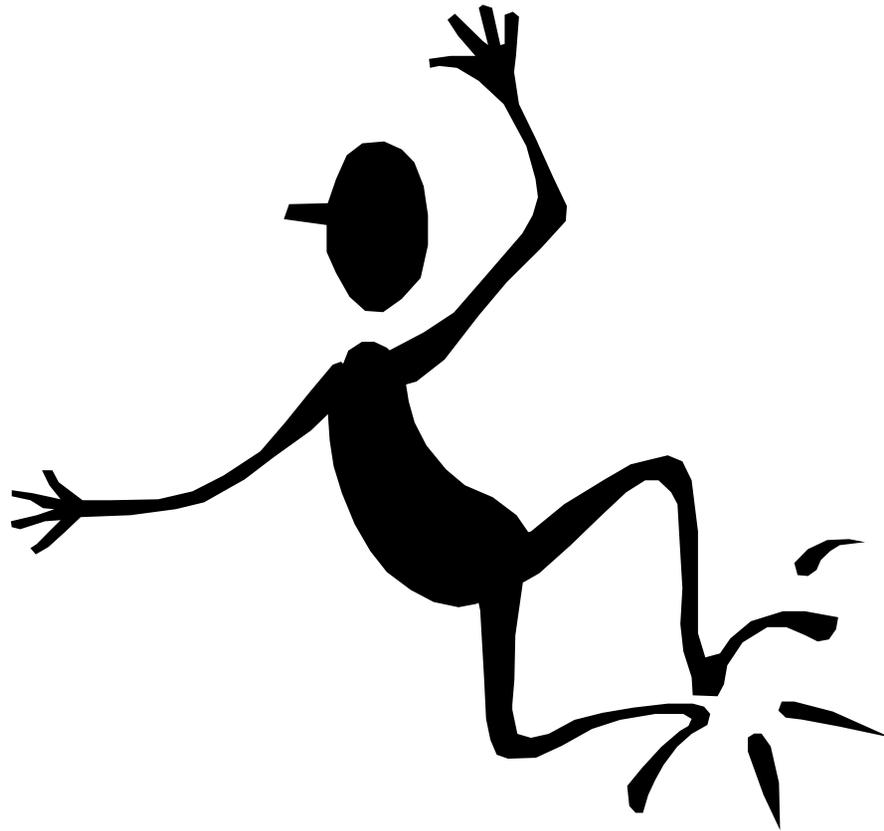


- COPS often publicizes creative community policing programs and unusual accomplishments resulting from COPS grants. We need your stories!
- Please share your COPS grant success stories with us at:
  - COPS Communications Division
    - e-mail: [tellcops@usdoj.gov](mailto:tellcops@usdoj.gov)
    - phone: 202.616.1728



# COPS

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE



## THE END!!