



Grant Award Closeout Process

Office of Crime Victim Services

Closeout

The Office of Crime Victim Services (OCVS) must close out its awards when it determines that all administrative actions and required work of the awards have been completed. In order to do this OCVS requires its subrecipients to complete necessary administrative actions. If a subrecipient fails to complete these actions, OCVS must proceed with closeout based on the information available. This document specifies the administrative actions required at the end of the period of performance of an OCVS grant as defined in the subaward agreement and in [2 CFR 200.344](#).

OCVS Subrecipient Closeout Responsibilities

OCVS subrecipients must submit all reports (financial, performance, and other reports required by the award) no later than thirty (30) calendar days after the conclusion of the period of performance. When justified, OCVS may approve extensions for the subrecipient.

OCVS subrecipients must liquidate all financial obligations incurred under the award no later than thirty (30) calendar days after the conclusion of the period of performance. When justified, OCVS may approve extensions for the subrecipient.

OCVS subrecipients must promptly refund any unobligated funds that were paid and that are not authorized to be retained.

OCVS subrecipients must account for any property acquired with OCVS funds or received from the OCVS in accordance with [2 CFR 200.310](#) through [2 CFR 200.316](#) and [2 CFR 200.330](#).

Record Retention

All records relating to the OCVS funded project must be retained and available for inspection for a period of seven (7) years following the end of the project period.