

Grantee Guidance on FRA Closeout Procedures

I. Overview

Closeout is the process by which the Federal Railroad Administration (FRA) formally ends a grant agreement and is required by [2 CFR 200.344](#). The closeout process determines that all applicable administrative actions and work required under the award have been completed. The process typically takes place at the end of a grant's period of performance (PoP) but may occur sooner if a project is completed ahead of schedule.

Grantees must take required actions and submit required closeout documents no later than 120 days after the grant's PoP end date (closeout deadline), but should submit documentation as soon as the project is complete.

This guidance includes:

- Grantee closeout requirements and required documentation
- Implications for grantee non-compliance

II. Grantee Closeout Requirements

Grantees should notify their FRA grant managers when a grant is ready for closeout when all project work and deliverables are complete, and no later than 90 days prior to the grant's PoP end date.

Grantees may receive reminder or follow up emails leading up to and throughout the closeout process.

If a grantee determines that they will not be able to complete the project by the PoP end date or submit their final reports by the closeout deadline, they must contact their grant manager for guidance on extending the grant agreement no later than 90 days before the PoP end date and in accordance with their Approved Project Schedule.

Grantees must have encumbered all costs and completed all work prior to the PoP end date. During the 120-day liquidation period immediately following the PoP end date, the grantee may request payments for expenditures incurred during the PoP and seek reimbursement from FRA. Grantees may not incur new costs after the PoP end date. Grantees should complete their final reimbursement request in Delphi prior to submitting their final quarterly financial report (SF-425) in Grant Solutions.

The table below outlines the required actions grantees must take and the documentation they must submit for grant manager approval by the closeout deadline. Also, the grantee must retain all of their award-related records, documents and invoices for a minimum of three (3) years following the closeout of the award.

Table 1 – Grantee Closeout Requirements

Closeout Actions		Pre-requisite	Delivery Method
Pre-Closeout Activities	Resolve outstanding FRA monitoring corrective actions (if applicable)	<ul style="list-style-type: none"> ▪ N/A 	As needed
	Resolve outstanding single, state, or OIG audit findings (if applicable)	<ul style="list-style-type: none"> ▪ N/A 	As needed
	Submit and receive FRA approval on any outstanding deliverables	<ul style="list-style-type: none"> ▪ N/A 	As needed
Required Closeout Documentation	Submit final Quarterly Progress Report (FRA F 34)	<ul style="list-style-type: none"> ▪ N/A 	GrantSolutions
	Submit final Reimbursement Request (SF-270)	<ul style="list-style-type: none"> ▪ Liquidate all obligations incurred during the PoP no later than 120 days after the PoP end date 	Delphi invoicing Module
	Submit final Federal Financial Report (SF-425)	<ul style="list-style-type: none"> ▪ Submit and receive approval of final reimbursement request (SF-270) 	GrantSolutions
	Submit Final Performance Report (FRA F 33)	<ul style="list-style-type: none"> ▪ Submit and receive approval of final SF-270 and final SF-425. ▪ Validate project completion in accordance with the grant's Statement of Work 	Email
	Submit an accounting of all real and personal property acquired with Federal funds or received from the Federal government, including a request for disposition instructions if the property is no longer needed for the purposes under the grant	<ul style="list-style-type: none"> ▪ N/A 	Letter or Email
	When applicable, refund any balances owed to FRA (i.e., cash on hand because of unobligated advanced funds, reimbursements required by audit or monitoring findings, etc.)	<ul style="list-style-type: none"> ▪ Submit and receive approval of final SF-270 and final SF-425 ▪ As soon as possible, but no later than 3 business days from the date the balance owed is identified 	Check or Wire Transfer*

*** If the amount is \$10,000 or more, the funds should be wired to FRA via FedWire.**

III. Implications for Grantee Non-Compliance

In the event a grantee does not comply with closeout requirements or timelines, FRA reserves the right to take actions including, but not limited to:

- Withholding funds on other FRA awards until the grantee meets all requirements
- Closing the award administratively, which may negatively affect future funding decisions