

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 200.343. 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 an award’s period of performance (PoP) but may occur sooner if a project is completed ahead of schedule.

The closeout process completes the grant agreement between FRA and the grantee. Grantees must take required actions and submit required closeout documents no later than 90 days after the grant’s PoP end date (grantee 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
- Specific instructions for High-Speed Intercity Passenger Rail (HSIPR)/Transportation Infrastructure Generating Economic Recovery (TIGER) projects awarded under the American Reinvestment and Recovery Act of 2009 (ARRA)

II. Grantee Closeout Requirements

Grantees should notify their 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 meet the obligations, they must contact their grant manager for guidance on extending the grant agreement.

Grantees must have encumbered all costs and completed all work prior to the PoP end date. During the 90-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 expenditures after 90-day liquidation period begins. If a grantee has not received all reimbursements, as requested in the final SF-270, in time to complete the final SF-425 by the 80th day following the PoP end date, they must notify their grant manager of the delay.

The table below outlines the required actions the grantees must take and documentation they must submit by the closeout deadline. The grant manager must approve all documentation before FRA will consider grantee requirements to be met.

Table 1 – Grantee Closeout Requirements

Closeout Actions		Pre-requisite	Delivery Method
Pre-Closeout Activities	Resolve outstanding FRA monitoring corrective actions (if applicable)	▪ N/A	As needed
	Resolve outstanding single, state, or OIG audit findings (if applicable)	▪ N/A	As needed

Closeout Actions		Pre-requisite	Delivery Method
	Submit and receive FRA approval on any outstanding deliverables	<ul style="list-style-type: none"> N/A 	As needed
Required Closeout Documentation	Submit final FRA Progress Report	<ul style="list-style-type: none"> N/A 	Email
	Submit final Reimbursement Request (SF-270)	<ul style="list-style-type: none"> Liquidate all obligations incurred during the award period no later than 90 days after the PoP end date 	Delphi eInvoicing 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	<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 NLT 3 business days from date refund 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 case that the 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

IV. Closing ARRA Grants

The fixed appropriation account for funds made available under the American Recovery & Reinvestment Act of 2009 (ARRA) closes on September 30, 2017 and any remaining balance (whether obligated or unobligated) in that account will be cancelled and no longer available for obligation or expenditure for any purpose. Thus, HSIPR award recipients funded under ARRA should submit all required documentation no later than **July 1, 2017** to allow sufficient time for the completion of closeout and reimbursement no later than September 30, 2017.