

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:
CLOSEOUTS

Closeouts are due within 90 days after the end of the award period.

You must initiate the closeout!

Financial Reconciliation **MUST** be completed within the liquidation period (within 90 days of award end date).

FINAL DRAWDOWNS!

Final drawdowns **MUST** be processed before the end of the liquidation period because OCFO does not process drawdowns within the last 5 business days of the month.

OJP Customer Service (GPRS assistance): 1-800-458-0786

Final Progress Report!!!

Get the Final Progress Report in before the closeout is due so it can be reviewed and any necessary changes can be made.
Final Reports must be approved before closeout packages can be approved.

Programmatic Certifications

Open the certifications and click **N/A** for all of them.

Complete all pieces of the closeout package at least 2 weeks prior to closeout date to ensure a timely closeout.



GMS Tips:

[GMS Closeout Training](#)

Get a head start on financial reconciliation and follow up with OCFO to see if there are issues because they may not contact you.

Saving is not submitting. You **MUST** hit the **SUBMIT** button before GMS sends the closeout package to the NIJ Program Manager!