



## MONTANA DNRC-FORESTRY DIVISION SUBAWARD PROGRAM

### FAQs ABOUT SUBAWARD CLOSEOUT

#### WHAT IS SUBAWARD CLOSEOUT?

Closeout is a series of activities that officially ends the subaward agreement and documents that all required project work and administrative actions have been completed. To initiate the closeout process, you should submit the following two documents to DNRC:

##### **(1) Final Report**

Most subawards require a final report to be submitted upon project completion. Your subaward agreement usually contains instructions for the final report (in the “Reports” section) and often suggests a format to follow (in the appendices or on a DNRC webpage). Please review your subaward to verify what the final reporting criteria are.

This is your opportunity to describe your project accomplishments and demonstrate that the overall outcome fulfills the goals outlined in the subaward agreement. Accurate reporting of project accomplishments provides valuable information that enables DNRC to demonstrate to the federal awarding agency that federal program goals are being met, thus increasing the likelihood of success in receiving future grant funding.

Most final reports also require that you describe and document all match contributions.

##### **(2) Final Disbursement Request**

If you haven’t done so already, you will also need to submit a final disbursement request documenting your final expenses. The request is due no later than 30 days after the termination of your subaward agreement.

Most subaward agreements require that the final payment be held pending completion of the project and approval of the final report by the DNRC Program Manager.

If any subaward funds were withheld from previous disbursements, the withheld funds will automatically be added to the final payment by DNRC. No additional request for withheld funds is needed.

#### WHAT OTHER DOCUMENTS DO I NEED TO SUBMIT?

Please send a copy of any project materials that have been created as part of the project or otherwise paid for with subaward funds — such as photos, brochures, handouts, flyers, or reports. DNRC also encourages you to submit write-ups, photos, and news articles showcasing your project.

## WHAT HAPPENS AFTER ALL THE NECESSARY DOCUMENTS ARE SUBMITTED?

After all necessary documents are submitted and approved and final disbursement is processed, you will receive a closeout letter from DNRC to document the following:

- All applicable actions have been completed,
- The final report has been received and approved,
- The final disbursement request has been approved and processed,
- Any withheld funds have been released,
- Your subaward has been officially closed, and
- Record retention requirements related to your subaward.

## FOR HOW LONG DO I NEED TO RETAIN MY SUBAWARD DOCUMENTS?

Financial records, supporting documents for transactions, payroll and procurement records, and other records pertinent to your subaward must be retained for a period of three years: usually from the date of either the final subaward payment or the termination or expiration of the subaward, whichever is later. Your closeout letter will provide the exact date from which to count three years.

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