

# TRAMS CLOSEOUT TIPS

---

## Before I initiate a closeout amendment what should I consider?

**Grantees have until 90 days from the end of the period of performance to carryout financial reconciliation and prepare the award for closeout.**

1. **Did you just complete a drawdown?** If so, wait! Assume 5 to 8 business days for your drawdown to pass through all the applicable Financial Systems. You may want to confirm by checking the award balance in ECHO and the disbursement displays in TrAMS under the Award Fund Status.
2. **Do you have a balance on the award?** Have you fully liquidated your federal award or will you deobligate funds? Take time to make sure your financial office is aware if you will deobligate funds. The TrAMS award fund status module displays the unliquidated balance. Note: before you simply draw down funds, make sure you have eligible expenses to support the drawdown. If you are unsure, contact your Regional POC for assistance.
3. **Did you reconcile your finances and procurements?** This is important to ensure there are no improper payments or refunds that need to be addressed. If you need to make a payment to FTA, do so before you start your closeout and confirm the payment was received first. If you have a balance of funds this is the time to ensure you have accounted for all of your expenditures.
4. **What period of information does the Final FFR and MPR cover?** The Closeout report only covers the incremental information from the last reporting cycle date and the date the closeout amendment was created. Make sure all MPR dates have an actual date. Reconcile the FFR to the final reconciled budget; include remarks to explain any changes.

## Can I initiate a Closeout during a Reporting Cycle? Yes, however...

**Complete your closeout once you start.** Start the process only if you are ready to complete all parts of the closeout; coordinate with the FFR/MPR Reporter as necessary. Once the closeout is created, the final FFR/MPR tasks are issued.

**Rule 1 is active: TrAMS will now prevent additional FFR/MPR tasks from launching if you have initiated a closeout.** Rule 2 will be implemented soon: If a grantee attempts to initiate a closeout amendment, the grantee will be stopped and notified to complete any open reporting tasks before being able to use the create closeout amendment related action.

## Tips on Processing the Closeout Request

1. There are two closeout statuses, indicating required actions for recipients and FTA:

**Active Award/Ready for Closeout:** The process was initiated but was not completed/submitted.

- As soon as you hit the create button your FFR and MPR Final Report Tasks are Launched! Individuals with the Milestone Progress Reporter and Federal Financial Reporter roles will receive these tasks.

# TRAMS CLOSEOUT TIPS

---

- Coordinate with your colleagues, as necessary, to ensure they are complete and submitted. There is no notification to the developer once they are submitted, however you can use the Actions Tab and Search function to see if they have been submitted.

**Active Award/Closeout Requested:** The closeout was submitted to FTA for Review and Approval.

- You can see the approval date and who approved the closeout using the Application Related Action and select “Application Review Comments” from the main menu.
- If the closeout is returned, you must validate and submit the closeout again.

## 2. SUMBIT THE FINAL FFR AND MPR BEFORE YOU VALIDATE AND SUBMIT THE CLOSEOUT.

- Reminder that the “Final Report” flag is automatically populated by the system. If you have two report tasks open, and you are trying to change that button, you are likely working on an open task and not the final report.
- The Final Report is only an increment of time, the report period begin date is the start of the next reporting cycle and the report due date and the report end date will be the same and reflects the date you initiated the closeout amendment.
- The information appears incomplete or incorrect. If you did not complete and submit your last milestone progress or federal financial report, keep in mind it carries forward the last information entered and not the last report submitted. Use the remarks in your final report to indicate your report covers the prior quarter plus the increment. Include dates to address the time frame covered.

## 3. VALIDATE AND SUBMIT the Closeout.

- The Final Reports must first be submitted, or you will get an error message.
- Check the application/amendment status to confirm it has progressed to FTA (see status explanation above).

