

Sub-recipient Grants Year End Close Out Information Sheet

Overview and Purpose

The Massachusetts Office for Victim Assistance (MOVA) Sub-recipient Grants Year End Closeout Job Aid has been prepared in support of sub-recipient closeout reporting requirements and applies to sub-recipients of all grants administered by MOVA.

The grants year end closeout process will accomplish the following:

- Reconcile spending during the award period of performance in partnership with sub-recipient programs.
- Confirm all required reports are submitted, including all final financial, performance, or other reports as required by the award.

Process and Timeline

- Final FY24 expenditure reports are due August 2nd. This includes all outstanding reports, in addition to the June report.
 - Please note: MOVA cannot process any FY24 expenditure reports after August 21st. Failure to submit pending reports before this date may result in non-payment. It is important to submit any overdue reports before this deadline in order to be reimbursed for FY24 activities.
- Once the final expenditure report is approved, your program coordinator will send out a grants reconciliation e-mail. This e-mail will include:
 - Information on your total FY24 reimbursements and reversion by funding source and a request to confirm these amounts and clarify any discrepancies.
 - Information on the completion status of your FY24 OMT quarterly submissions. If any data reports are outstanding, we will provide a final due date.
 - A request for an updated FY25 funded program summary.
 - Please note: if your agency is not continuing on with a MOVA grant in FY25, the e-mail will also include a final request for certain financial records and a close-out monitoring review.
- Once the close out process is completed, we will move your FY24 application in eGrants to the status of 'contract closed'. You will no longer be able to initiate activities in the FY24 application.
- It is anticipated that the close out process will be completed in September.