

Guidance on Closeout Procedures for A&A Awards

An Additional Help Document for ADS Chapters 302, 303, and 309

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# Purpose

This guide summarizes the basic steps needed for the administrative closeout of physically completed acquisition and assistance instruments (collectively referred to in this guidance as “awards”). Whether or not specifically addressed here, when closing out the awards files, Contracting Officers (CO) and Agreement Officers (AO) must still comply with all terms and conditions in the award. This applies to any applicable regulations and required procedures, including the following:

* **[FAR 4.804 – Closeout of contract files](https://www.acquisition.gov/far/part-4" \l "FAR_4_804)**;

* **[FAR 42.708 – Quick Closeout Procedures](https://www.acquisition.gov/far/part-42" \l "FAR_42_708)**; and

* **[2 CFR §200.344 Closeout](https://www.ecfr.gov/cgi-bin/text-idx?SID=a763f1dd8671c8a8d45e94750ba3708f&mc=true&node=pt2.1.200&rgn=div5" \l "se2.1.200_1344)**.

# Applicability

Thisguide applies to all acquisition (including purchase orders and personal services contracts) and assistance awards. It does not apply to Interagency Agreements issued by the USAID Office of Acquisition & Assistance (M/OAA) or Missions since the closeout of these awards is addressed in [**ADS 306**](https://www.usaid.gov/ads/policy/300/306). It does not apply to awards to Public International Organizations (which follow [**ADS 308**](https://www.usaid.gov/about-us/agency-policy/series-300/308)) or government-to-government funding (which follow [**ADS 220**](https://www.usaid.gov/about-us/agency-policy/series-200/220)). This guide does not address acquisition or assistance awards in litigation, awards under appeal, or terminated contracts where all termination actions have not been completed (see[**FAR 4.804-1(c)**](https://www.acquisition.gov/far/part-4#FAR_4_804)).

# Primary Responsibilities

1. **Contracting Officer/Agreement Officer (CO/AO)**, or designee, initiates the administrative closeout process. In USAID/Washington (USAID/W), all subsequent closeout actions for awards issued by M/OAA are performed in the Bureau for Management, Office of Acquisition & Assistance, Cost, Audit and Support Division, Overhead, Special Costs and Contract Closeout Branch (M/OAA/CAS/OCC) (see Administrative Contracting Officer (ACO) in the next section). When a separate ACO is responsible for closeout, the CO/AO notifies the ACO when an award is ready for closeout. When responsibility for closeout is not delegated to an ACO, the CO/AO is responsible for performing all required administrative closeout activities and issuing the award completion statement. While the CO/AO may designate another individual to perform many of the award closeout functions, only a warranted CO/AO, including the ACO, has the authority to direct the contractor/recipient (either by letter or award modification/amendment) and sign the award completion statement. The CO/AO responsible for closeout must file the completion statement in the award file.
2. **Administrative Contracting Officer (ACO),** in locations where one is assigned for award closeout, is responsible for performing all required administrative closeout activities and issuing the completion statement. For purposes of this guide, the term ACO may also refer to the AO performing assistance closeout functions. In USAID/W, the M/OAA/CAS/OCC Team Leader serves as the Agency’s ACO for all physically complete awards issued by M/OAA. In Missions, the CO/AO retains closeout responsibilities, although they can be delegated to another warranted CO or AO. While the CO/AO may designate another individual to perform many of the contract closeout functions, only a warranted CO or AO, including the ACO, has the authority to direct the contractor/recipient (either by letter or award modification/amendment) and sign the award completion statement.
3. **Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR)** certifies that all supplies or services have been received (for acquisition) or all applicable administrative actions and all required work of the award have been completed (for assistance). This includes the delivery of all required reports, the proper disposition of property, and all other award requirements. The COR/AOR also regularly monitors the financial status of the award and works with the CO/AO to deobligate excess (also referred to as “residual”) funds expeditiously.
4. **Paying Office** for direct cost reimbursement awards in the Missions is the USAID Mission or Regional Controller. In USAID/W, the paying office is the Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP). The paying office provides the CO/AO with financial status information and, in the Mission, it also deobligates funds during the closeout of Mission-administered awards. For awards paid under a Letter of Credit, M/CFO/CMP/LOC provides the financial status information.
5. The **Bureau for Management, Office of Acquisition and Assistance, Cost Audit and Support Division (M/OAA/CAS)** includes both the Overhead, Special Cost, and Closeout (OCC) branch and the Contract Audit Management (CAM) branch. The CAS Division:

* Identifies and maintains the audit universe of USAID/W administered awards and ensures that the Agency conducts the required audits;

* Assesses risks to determine when the Agency should audit USAID/W administered awards;
* Identifies the financial audit requirements for and ensures that audits of foreign organizations with USAID/W administered awards are conducted;
* Serves as liaison with federal agencies cognizant for organizations doing business with USAID;
* Provides technical advice and liaison to U.S. recipients, independent auditors, and others;
* Maintains the capability to perform requested pre-award surveys and other financial analysis as required;
* Negotiates and finalizes indirect cost rates for U.S.-based organizations; and
* Performs the close-out of all awards administered by USAID/Washington.

1. **Audit Management Officers (AMOs).** USAID/W AMOs maintain an inventory of foreign organizations receiving USAID/W administered awards issued for the AMO’s Bureau and ensure that these organizations are included in the consolidated audit inventory of foreign organizations receiving USAID/W Administered awards that are maintained by the M/OAA/CAS. Mission AMOs develop and maintain the Mission’s annual audit inventory; assess, in collaboration with the AO/CO, risks to decide when to conduct audits of foreign-based contractors; and coordinate with the Regional Inspector General (RIG), Management Action Official, and other Mission officials to develop the Mission’s annual audit plan.

# Guidance on Closeout Procedures

1. Physical Completion: Physical completion is a term defined by the characteristics below, stemming from the definition in [FAR Part 4.804-4](https://www.acquisition.gov/far/4.804-4) and the description of closeout procedures in [2 CFR 200.344](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2). Physical completion prompts the CO/AO or ACO to begin administrative closeout of the award. An award is generally considered physically complete when:

| Acquisition | Assistance |
| --- | --- |
| The contractor has completed the contractually required deliveries, and the Government has inspected and accepted the supplies; or | The period of performance, has expired and required work of the award has been completed; |
| The contractor has performed all contractually required services, and the Government has accepted these services; and | The recipient has liquidated financial obligations and refunded any unobligated Government funds (for cost-reimbursement awards); and |
| All option provisions, if any, have expired. | The Government determines that all recipient administrative actions, including any required reporting/certifications of completion and accounting for property have been completed. |

For guidance on facilities contracts, terminated contracts, or other contracts not addressed in this guidance, refer to [**FAR 4.804**](https://www.acquisition.gov/far/part-4#FAR_4_804). For guidance on termination of assistance awards, refer to [**ADS 303.3.18**](http://www.usaid.gov/ads/policy/300/303) and[**2 CFR 200.340**](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200).

1. Actions Prior to Physical Completion of the Award: The following actions should be completed during the last three months of award performance (or, for awards with a period of performance of one year or less, these actions could begin closer to the completion date of the award):
   1. The CO/AO should review the official award files to ensure they include all required documentation. See the requirements for file documentation by award type at the [**ASIST Homepage**](https://pages.usaid.gov/M/OAA/agency-secure-image-storage-tracking-asist-acquisition-assistance-document-management-aadm), available internally. See also [**FAR 4.803, Contents of Contract files**](https://www.acquisition.gov/far/part-4#FAR_4_803) for contracts.
   2. For awards performed overseas, the COR/AOR should ensure that the demobilization plan has been received (if required under the award and demobilization actions are being followed according to the plan).
2. Actions Upon Physical Completion of the Award: The CO/AO initiates the administrative closeout of an award as soon as possible after physical completion, but no later than three months after physical completion.

The CO/AO should ensure a review of the award has been completed to determine whether there are excess funds that can be deobligated (see [**ADS 621maa,** **Deobligation Guidebook**](https://www.usaid.gov/ads/policy/600/621maa)). Prior to transferring award closeout procedures to an ACO, the CO/AO must review remaining award funds and deobligate any excess to limit the remaining award balance only to projected indirect cost rate adjustments or other relevant costs, if any.

For M/OAA-issued awards in USAID/W, the CO/AO notifies the ACO that the award is physically complete and ready for closeout. These steps transfer responsibility for subsequent closeout actions to the ACO.

The CO/AO or ACO, including designees, are responsible for performing the remaining closeout actions for specific instrument types (outlined in Section 5 below) in accordance with the timelines established in [**FAR 4.804-1**](https://www.acquisition.gov/far/part-4#FAR_4_804) for contracts and [**2 CFR 200.344(h)**](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344) for assistance awards.

1. Actions for Closeout of Acquisition and Assistance Awards: The CO/AO or ACO documents that all necessary actions have been completed using the procedures in Section 6 and the Sample Letters, Checklists, and Completion Statements in Section 7.

# Closeout Actions for Specific Award Types

The CO/AO or ACO must document the completion of necessary closeout actions and may follow the procedures listed below for specific award types. Not all actions listed for each award type will be required for every award.

Additionally, upon completion of all required closeout actions for each instrument type, the CO/AO or ACO signs the award completion statement. The CO/AO or ACO may use the sample letters, award completion statements, and closeout information sheets to document the closeout actions. If using a format other than these samples, the CO/AO or ACO must ensure that all the information required by [**FAR 4.804-5(b)**](https://www.acquisition.gov/far/part-4#FAR_4_804) (for acquisition) and [**2 CFR 200.344**](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344) (for assistance) is included and properly referenced as necessary. The CO/AO or ACO places the signed completion statement in the award file, closes the file, and archives it, as appropriate. See[**ADS 502**](https://www.usaid.gov/ads/policy/500/502)and[**FAR 4.805**](https://acquisition.gov/far/part-4#FAR_4_805)for information on records disposition, retirement, and destruction.

1. **[Purchase Orders and Blanket Purchase Agreements](#_221cp762rkzf)**

1. **[Fixed Price Contracts and Individual, Fixed Price Delivery or Task Orders](#_1vlm91yj56gv)**

1. **[Cost Type Contracts](#_ql1id05jhwub)**

1. **[Personal Services Contracts](#_hhyi9yf6ji4)**

1. **[Grants and Cooperative Agreements](#_14pn8yu7s1lj)**

## Purchase Orders and Blanket Purchase Agreements

The CO/ACO performs the following actions to close out a purchase order or blanket purchase agreement:

1. Obtains confirmation from the COR that the supplies or services have been received and that the COR has no objection to the closeout of the contract file.
2. Performs a Financial Reconciliation:
   1. Obtains a statement from the paying office indicating the status of the final payment. This statement includes the total amounts recorded as obligated and expended and the amount of the unliquidated balance.
   2. Contacts the contractor and requests an invoice for final payment if it has not been submitted.
   3. Confirms that the total obligation specified in the contract matches the total obligation reported by the paying office.
3. Deobligates any residual funds, if necessary. (See the[**Deobligation Guidebook**](https://www.usaid.gov/ads/policy/600/621maa)).
4. Signs the award completion statement. If the CO/ACO uses a format other than the attached completion statement, he or she must ensure that all the information required by [**FAR 4.804-5(b)**](https://www.acquisition.gov/far/part-4#FAR_4_804) is included.
5. Places the signed completion statement in the award file, closes the file, and archives it, as appropriate. (See[**ADS 502**](https://www.usaid.gov/ads/policy/500/502)and[**FAR 4.805**](https://acquisition.gov/far/part-4#FAR_4_805)for information on records disposition, retirement, and destruction).

## Fixed Price Contracts and Individual, Fixed Price Delivery, or Task Orders

Firm fixed price contracts, other than those using simplified acquisition procedures, should be closed within six months after the date on which the CO/ACO receives evidence of physical completion (see[**FAR 4.804-1(a)(2)**](https://www.acquisition.gov/far/part-4#FAR_4_804)). The CO/ACO performs the following actions to close the contract or order:

1. Obtains confirmation from the COR that the contractor has fully complied with all the terms and conditions of the contract, including the delivery of all required reports and the proper disposition of Government property, if any, and that the COR has no objection to the closeout of the contract file.
2. Confirms that the contractor has provided complete and up-to-date inventory records for Government-owned (title held by the U.S. Government), funded, or furnished property, and/or host country owned property (see also[**AIDAR 752.245-71**](https://www.usaid.gov/ads/policy/300/aidar)). Ensures that property disposition instructions include the identity of the property recipient(s) and any other pertinent information. The COR may have certified this in Step 1.
3. Performs a Financial Reconciliation:
   1. Obtains a statement from the paying office indicating the status of the final payment. This statement includes the total amounts recorded as obligated and expended, and the amount of the unliquidated balance.
   2. Contacts the contractor and requests an invoice for final payment if it has not been submitted.
   3. Confirms that the total obligation specified in the contract matches the total obligation reported by the paying office.

1. Deobligates any residual funds, if applicable (see [**ADS 621maa, Deobligation Guidebook**](https://www.usaid.gov/ads/policy/600/621maa)).

1. Ensures that a past performance report is completed if the contract meets the applicable threshold.
2. Signs the contract completion statement. If the CO/ACO uses a format other than the attached completion statement, he or she must ensure that all the information required by [**FAR 4.804-5(b)**](https://www.acquisition.gov/far/part-4#FAR_4_804) is included.
3. Places the signed completion statement in the award file, closes the file, and archives it, as appropriate (see[**ADS 502**](https://www.usaid.gov/ads/policy/500/502)and[**FAR 4.805**](https://acquisition.gov/far/part-4#FAR_4_805)forinformation on records disposition, retirement, and destruction).

## Cost Type Contracts

Cost type contracts should be closed within 36 months after the date on which the CO receives evidence of physical completion (see[**FAR 4.804-1(a)(3)**](https://www.acquisition.gov/far/part-4#FAR_4_804)). The CO/ACO performs the following actions to close out a cost type contract:

1. Confirmation of Completion. Obtain confirmation from the COR that the contractor has fully complied with all terms and conditions of the contract, including the delivery of all required reports and the proper disposition of Government property, if any, and that the COR has no objection to the closeout of the contract file.
2. Request that the Contractor:

* 1. Confirm the settlement of subcontracts, if any.
  2. Confirm that all reporting requirements have been met, including submissions required by the schedule of the contract and [**AIDAR 752.227-71**](https://www.usaid.gov/ads/policy/300/aidar).
  3. Submit a final inventory of all residual non-expendable property titled in the Government or the Host Country, which was acquired or furnished under the contract, if any. If required by the terms of the award, submit as applicable:
* A final patent report
* A final copyright report
* A final royalty report
* A list of “sensitive but unclassified” (SBU) or ”classified” material.

* 1. Submit a schedule of costs incurred by cost element (direct labor, fringe, overhead, etc.) for the contract. This schedule should show the amount of costs claimed, by cost element, for each fiscal year.
  2. Submit the final voucher (SF-1034), marked as “FINAL” and contractor’s release form (AID 1420-40) to the paying office, if it has not already been received.

1. Indirect Cost Rates Settled. Confirm that any indirect cost rates have been finalized for the entire period of contract performance and that the contractor has adjusted the costs to the final rates. In many cases, rate adjustment vouchers are the final vouchers for the contract. CO/ACOs should use quick closeout procedures when appropriate, (see [**FAR 42.708**](https://www.acquisition.gov/far/part-42#FAR_42_708) and **Section 6 of this document**).
2. Perform a Financial Reconciliation:
   1. Obtain a statement from the paying office indicating the status of the final payment, including the total amounts recorded as obligated and expended, and the amount of the unliquidated balance.
   2. Confirm that the total obligation specified in the contract matches the total obligation reported by the paying office.
3. Final Voucher. The contractor is required to submit a final voucher within 120 days of the finalization of indirect cost rates. The final voucher may be an additional billing, a credit to the Government, or no change in billing, but the contractor must submit a voucher marked “final.” The paying office will forward the final voucher to the appropriate CO (this should include a notice of the total amount obligated and the total amount paid prior to payment of the final voucher).

USAID will not pay the final voucher until all actions necessary to settle the contract have been completed. If the final voucher includes a refund to the Government, the CO/ACO must ensure that the contractor has paid the refund amount to USAID. Acceptance of the final voucher occurs on the effective date of contract settlement, that is, when the CO/ACO has determined the final price of the contract and has received the contractor’s release of claims form for that amount. Payment of the final voucher is not subject to prompt payment provisions until acceptance (see[**FAR 32.904**](https://www.acquisition.gov/far/part-32#FAR_32_904)).

1. Government Property. If applicable, provide the contractor with instructions for the disposition of residual Government or Host Country property, if any.
2. Classified Material. If classified information is provided under the contract, provide the contractor with instructions for the disposition of “sensitive but unclassified” or “classified” material. See [ADS 567, Classified Contracts and Awards Under USAID’s National Industrial Security Program](https://www.usaid.gov/ads/policy/500/567) for further information and coordinate with the USAID Office of Security, as needed.
3. Patent Report. If applicable, transmit the contractor’s final patent report to the COR and obtain confirmation that the contractor has complied with all requirements of the contract’s patent rights clause. Place a copy of the final patent report in the contract file.
4. Audit. As discussed in [**ADS 591.3.3.2, Closeout Audits**](https://www.usaid.gov/ads/policy/500/591), as a general rule, annual incurred cost audits fulfill the closeout audit requirements for U.S. and foreign for-profit organizations. Additional information regarding audit requirements may be found in [**ADS 591**, **Financial Audits of USAID Contractors, Recipients, and Host Government Entities**](https://www.usaid.gov/ads/policy/500/591). For foreign organizations, see also [**ADS 591maa, USAID Financial Audit Guide for Foreign Organizations**](https://www.usaid.gov/about-us/agency-policy/series-500/references-chapter/591maa).
5. Settlement of Disallowed Costs. Resolve all disallowed or questioned costs identified in the final audit report or desk review or costs otherwise in question. Review the schedule of costs incurred and compare it to the incurred cost audit.
6. Final Price. Establish the final contract price to USAID; that is, the total allowable costs accepted by the CO/ACO (including indirect costs, if applicable) plus the fixed fee, if any. If the contractor does not respond to the CO/ACO’s inquiries regarding closeout matters, or if the CO/ACO is unable to obtain a completed [**Form 1420-40, Contractor’s Release and/or Assignment of Refunds, Rebates, Credits, and Other Amount**](https://www.usaid.gov/forms/aid-1420-40-pdf),the CO/ACO must determine the final contract price on information immediately available. The CO/ACO must follow the procedures in [**FAR 33.2- Disputes and Appeals**](https://www.acquisition.gov/far/part-33#FAR_Subpart_33_2) for issuing a contracting officer’s final decision. If the CO/ACO receives no response from the contractor within 90 days of the confirmed date the contractor received the final decision letter, the decision is considered to represent a final release and the contract can be closed. The CO/ACO must document in the file all attempts to obtain the required information.
7. Contractor’s Closing Statement. Verify that the contractor submitted the release form ([**AID Form 1420-40**](https://www.usaid.gov/forms/aid-1420-40-pdf)) for the final price of the contract and that the amount reflected on the release matches the final voucher amount. Technically, both “Release” and “Assignment” should be marked on the form. Deobligate any residual funds, if applicable (see the[**Deobligation Guidebook**](https://www.usaid.gov/ads/policy/600/621maa)).
8. Ensures that a past performance report is completed if the contract meets the applicable threshold.
9. Signs the award completion statement. If the CO/ACO uses a format other than the attached completion statement, he or she must ensure that all the information required by [**FAR 4.804-5(b)**](https://www.acquisition.gov/far/part-4#FAR_4_804) is included.
10. Places the signed completion statement in the award file, closes the file, and archives it, as appropriate (see[**ADS 502**](https://www.usaid.gov/ads/policy/500/502)and[**FAR 4.805**](https://acquisition.gov/far/part-4#FAR_4_805)for information on records disposition, retirement, and destruction).

## Personal Services Contracts

Personal services contracts should be closed within 20 months of the month in which the CO/ACO receives evidence of physical completion (see[**FAR 4.804-1(a)(4)**](https://www.acquisition.gov/far/part-4#FAR_4_804)). The CO/ACO performs the following actions to closeout a personal services contract:

1. Obtains a statement from the paying office indicating the status of the final payment, including the total amounts recorded as obligated and expended, and the amount of the unliquidated balance. Confirms that the total obligation specified in the contract matches the total obligation reported by the paying office.
2. If the voucher requesting final payment has not been submitted, contacts the contractor to request it.
3. Confirms that all applicable Federal income tax withholdings, accrued vacation, and medical insurance have been paid.
4. Contractor’s Closing Statement. Verify that the contractor submitted the release form ([**AID Form 1420-40**](https://www.usaid.gov/forms/aid-1420-40-pdf)) for the final price of the contract and that the amount reflected on the release matches the final voucher amount. Technically, both “Release” and “Assignment” should be marked on the form. Deobligate any residual funds, if applicable. (See the[**Deobligation Guidebook**](https://www.usaid.gov/ads/policy/600/621maa).)
5. Signs the award completion statement. If the CO/ACO uses a format other than the attached completion statement, he or she must ensure that all the information required by [**FAR 4.804-5(b)**](https://www.acquisition.gov/far/part-4#FAR_4_804) is included.
6. Places the signed completion statement in the award file (ASIST), in accordance with[**ADS 502, USAID Records Management Program**](https://www.usaid.gov/ads/policy/500/502)and [**FAR 4.805, Storage Handling and Contract Files**](https://acquisition.gov/far/part-4#FAR_4_805).

## Grants and Cooperative Agreements

The AO/ACO performs the following actions to close out an assistance award:

1. Technical Office Clearance. Obtains confirmation from the AOR that the recipient has fully complied with all the applicable terms and conditions of the award, including the delivery of all required reports/milestone verification documentation and certificate of completion, including the award final report if any, and has accounted for any property (including equipment) procured with federal funds, if any, and that the AOR has no objection to the closeout of the award file. Place a copy of all required reports/milestone verification documentation and certificate of completion in the award file.
2. Instructions to the Recipients of Cost Reimbursement Awards (Grants or Cooperative Agreements). Requests that the recipient submit the following:

* 1. Written confirmation that the recipient has met all report requirements under the award provisions, or if all required reports have not been submitted, a written list of those reports still outstanding.
  2. A final expenditure report to the paying office if not already submitted. This document should show any amount owed to the organization or to the Government due to rate adjustments and establish a final cost for this award.
  3. A final Federal Financial Report (SF- 425) to the paying office if an advance was provided, or, for a cost reimbursable award, both a Request for Advance or Reimbursement (SF- 270) and a final Financial Report (SF- 425).
  4. A completed Indirect Cost Rate Certification form included in [Attachment F – Sample Letter to the Recipient (cost reimbursement awards)](#6hqxpkhlt8l5), including a copy of the most recent Government-approved Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.
  5. A completed Audit Certification form included in [Attachment F – Sample Letter to the Recipient (cost reimbursement awards)](#6hqxpkhlt8l5).
  6. A final inventory of federally-owned property, Cooperating Country property, and real property acquired with Federal funds or received from the Federal Government in accordance with [**2 CFR §200.310 through §200.316**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=6328c8e834c940ccd9862aea8f2c24ed&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1310), and[**§**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=6328c8e834c940ccd9862aea8f2c24ed&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1310) [**200.330**](https://www.ecfr.gov/current/title-2/section-200.330).
  7. A request for disposition instructions for real property, federally owned property, Cooperating Country property, equipment (as defined in the award terms), or unused supplies (as defined in the award terms) furnished or acquired under the award.
  8. If required by the terms of the award, the following, as applicable:
* A final patent report,
* A final copyright report,
* A final royalty report, and
* A list of “sensitive but unclassified” or “classified” materials provided.

1. Instructions to the Recipients of Fixed Amount Awards (Grants or Cooperative Agreements). Requests that the recipient submit the following:

* 1. Written certification that the award was completed as prescribed in the award terms, or identify those activities that were not completed, and that all expenditures were incurred in accordance with[**2 CFR 200.403**](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200).
  2. Voucher for payment of completed milestones.
  3. If the recipient was provided advance payments, the recipient must immediately return all funds that USAID has advanced in excess of any completed milestones.
  4. A final inventory of federally-owned property, Cooperating Country property, and real property acquired with federal funds or received from the Federal Government in accordance with [**2 CFR §200.310 through §200.316**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=6328c8e834c940ccd9862aea8f2c24ed&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1310), and[**§**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=6328c8e834c940ccd9862aea8f2c24ed&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1310) [**200.330**](https://www.ecfr.gov/current/title-2/section-200.330).
  5. A request for disposition instructions for real property, federally-owned property, Cooperating Country property, equipment (as defined in the award terms), or unused supplies (as defined in the award terms) furnished or acquired under the award
  6. If required by the terms of the award, the following, as applicable:

1. A final patent report,
2. A final copyright report,
3. A final royalty report, and
4. A list of “sensitive but unclassified” or “classified” materials provided.
5. Classified Material. If applicable, provide the recipient with instructions for the disposition of “sensitive but unclassified” or “classified” material. See [ADS 567, Classified Contracts and Awards Under USAID’s National Industrial Security Program](https://www.usaid.gov/ads/policy/500/567) for further information and coordinate with the USAID Office of Security, as needed.
6. Process Patent/Royalty/Copyright Reports. Transmit the recipient’s final patent, royalty, or copyright report(s), if any, to the AOR and obtain confirmation that the recipient has complied with all requirements of the patent rights award terms, as applicable. Place a copy of these reports in the award file.
7. Audit Requirements. U.S. and non-U.S. nonprofit organizations receiving USAID assistance funding are subject to the Single Audit requirements described in [**2 CFR 200, Subpart F**](https://www.ecfr.gov/cgi-bin/text-idx?SID=99c53bde2461f04adc29cbc88692deca&mc=true&node=pt2.1.200&rgn=div5#sp2.1.200.f); note that this includes recipients of fixed amount awards, in accordance with §§ [2 CFR 200.101(b)(5)(i)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) and [200.201(b)(1)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200). As discussed in [**ADS 591.3.3.2, Closeout Audits**](https://www.usaid.gov/ads/policy/500/591), as a general rule, incurred cost audits fulfill the closeout audit requirements for U.S. and foreign for-profit organizations.

Additional information regarding audit requirements can be found in [**ADS 591, Financial Audits of USAID Contractors, Recipients, and Host Government Entities**](https://www.usaid.gov/ads/policy/500/591).

Note: The [Federal Audit Clearinghouse](https://www.fac.gov/)is the repository of record designated by OMB where non-federal entities must transmit the information required by 2 CFR Subpart F, such as Single Audit reports. It may be useful to AOs conducting closeout procedures.

1. Management Decision. For cost reimbursement assistance awards, resolve all disallowed or questioned costs identified in the final audit report or desk review, as applicable, or costs otherwise in question.
2. Indirect Cost Rates. For cost reimbursement assistance awards, after indirect cost rates have been finalized for the entire period of the award performance, obtain a statement from the paying office indicating the status of the final payment. This statement would include the total amounts recorded as obligated and expended, and the amount of the unliquidated balance. Final financial status reports (Notification of Final Voucher) for awards paid under a Letter of Credit will be issued by CFO/CMP/LOC.
3. Final Award Amount.

* 1. For cost reimbursement assistance awards, establish the final award amount; that is, the total allowable costs accepted by the AO. For recipients with a NICRA, the settlement of final indirect costs is included within the final amount. If the final award amount will exceed the total amount obligated, and provided the recipient complied with the requirements of [2 CFR 200.308(f)(8)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) regarding requests for additional funds (for U.S. organizations) and the standard provision “Amendment of Award, Revision of Budget and Program Plans” (for non-U.S. organizations), obtain additional funding from the technical office in order to cover the excess and issue an award amendment.

1. When total disbursements to the recipient are less than the final award amount, request that the recipient coordinate with the cognizant payment office for the best method of receiving payment.

1. When total disbursements to the recipient are greater than the final award amount, request that the recipient coordinate with the cognizant payment office on the best method for refunding the amounts due.

* 1. For fixed amount awards: When one or more required activities were not completed, the award must be amended to remove or revise the related milestone(s) and make a corresponding reduction to the total award amount. When the required activities were completed in accordance with the terms of the award, the recipient is entitled to any unexpended funds.

1. Final Reconciliation (cost reimbursement awards only). Confirm that the final expenditure report (**SF- 425** and **SF-270,** if required) has been received. The recipient must state the total recorded obligation and expenditures under the award. Confirm that the total obligation specified in the award matches the total obligation reported by the paying office. Final reconciliation of costs incurred does not apply to fixed amount awards.
2. Deobligate any residual funds, if applicable (see the [**ADS 621maa, Deobligation Guidebook**](https://www.usaid.gov/ads/policy/600/621maa)). For fixed amount awards, funds are only deobligated when the total award amount is reduced to reflect activities that were not completed, see above **section E.ix.b**.
3. The AO/ACO signs the award completion statement and places it in the award file, closes the file, and archives it, as appropriate (see[**ADS 502**](https://www.usaid.gov/ads/policy/500/502)and [**FAR 4.805**](https://acquisition.gov/far/part-4#FAR_4_805)for information on records disposition, retirement, and destruction).

# Quick-Closeout Guidance for Acquisition Awards

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The quick-closeout process for acquisition awards offers an alternative to holding contracts open until direct costs and indirect costs are settled. If there will be a delay in auditing direct costs or settling final indirect cost rates beyond 36 months from the end of the period of performance end date of the contract the CO or ACO may use quick closeout procedures.

Quick-closeout procedures facilitate settlement of unaudited direct or indirect costs on a contract-by-contract basis, where agreement can be reached on a reasonable estimate of allocable dollars and the amount of unsettled direct and indirect costs to be allocated to the contract is relatively insignificant. Quick-closeout procedures are appropriate especially where the DCAA incurred cost audit reports have historically accepted Contractor cost as proposed or with minor exceptions. It is mutually advantageous to the U.S. Government and the Contractor to expedite settlement of such costs and close these contracts as soon as possible, rather than waiting for a final audit determination, which may take years. The determination of final indirect cost rates under the quick-closeout procedure must be final for the contract they cover, but quick-closeout rates do not establish a binding precedent for other contracts.

The procedure for quick-closeout is identified in [**FAR 42.708**](https://www.acquisition.gov/far/42.708). Specifically, quick-closeout procedures may be used if:

* The contract is physically complete.
* The amount of unsettled direct costs and indirect costs to be allocated to the contract is relatively insignificant. Cost amounts are relatively insignificant when the total unsettled direct costs and indirect costs to be allocated to any one contract does not exceed the lesser of:
* $1,000,000.00, or
* 10 percent of the total contract amount.
* The CO/ACO performs a risk assessment and determines that quick-closeout is appropriate. [**FAR 42.708(a)(3)**](https://www.acquisition.gov/far/42.708) specifies the required contents of the risk assessment.
* Agreement can be reached on a reasonable estimate of allocable dollars.

Procedure for Quick-Closeout Indirect Cost Rate Development. There is no guidance presented in the FAR as to how you should go about reaching reasonable quick-closeout rates. However, the steps below present a framework that can be used in negotiating a reasonable rate.

* **Obtain the Contractor’s final rate proposal.** While there is no FAR requirement to obtain a final rate proposal before negotiating quick-closeout rates, the practical reality is that the only sound way to begin negotiations is with a Contractor proposal, for several reasons:
  + It is difficult to negotiate rates without knowing the Contractor's position.
  + The proposal summarizes the Contractor's records on final indirect costs.
  + Requiring the proposal for quick-closeout incentivizes timely submission of a proposal that can be used for final rate negotiations.
* **Obtain the Contractor’s proposed** indirect cost rates and NICRAs (if available) for three years preceding the fiscal year for which you are pursuing quick-closeout.
* **Develop negotiation objective**. The CO, ACO, or his or her designee, should analyze the Contractor’s proposed rates. It is important to analyze the Contractor’s history. If the Contractor has a history of including unallowable costs in its indirect cost proposal or inflating indirect rates, it is important to decrement the Contractor’s unsettled year(s) by either establishing a decrement factor or applying a percentage of the difference. This will help ensure that the U.S. Government’s financial interest is protected. Some additional sources of information for developing a negotiation objective are:
  + The final indirect cost rates agreed upon for the immediately preceding fiscal year;
  + The provisional billing rates for the current fiscal year; and
  + Estimated rates for the final fiscal year of contract performance based on the Contractor's actual data adjusted for any historical disallowance found in prior years' certified final incurred cost proposals.

After the CO or ACO has developed the U.S. Government proposed quick-closeout rate, he or she should contact the cognizant auditor to determine if the auditor is currently aware of any substantial exceptions to the Contractor's proposed rates.

* **Negotiate a reasonable rate.**
* **Sign a bilateral modification describing** the rates and the contract(s) to which the rates apply. Also, state that: a) the use of the quick-closeout rate is final for the contracts involved and that differences between the quick-closeout rates and final settlement rates cannot be shifted to other contracts; and b) agreement on quick-closeout rates does not set a binding precedent affecting the establishment of final indirect cost rates for other contracts.
* **Distribute the modification promptly** to all involved parties (the Contractor, OFM, etc.).
* **Prepare a Negotiation Memorandum** documenting data considered during negotiations and the basis for your objective and the rates negotiated.

# Prompt Closeout Guidance for Assistance

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In accordance with [**2 CFR 200.344(h)**](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200), if the indirect cost rate has not been finalized and would delay closeout, the AO may mutually agree with the recipient to close an award using the current or most recently negotiated rate. Note that the recipient is not required to agree to a final rate for a federal award for the purpose of prompt closeout. The use of prompt closeout does not require an award amendment. All excess funds must be deobligated prior to closing an assistance award using prompt closeout procedures.

Prior to implementing prompt closeout procedures, the AO must confirm that:

1. The award is physically complete.

1. The amount of unsettled direct costs and indirect costs to be allocated to the award is relatively insignificant.

1. Recent audit reports, if any, and other financial history or documentation support the appropriateness of using prompt closeout to include the following: no audit findings, no extreme indirect cost rate volatility, no recent cost accounting structure changes, no recent novations, mergers, acquisitions or external restructuring agreements.

Requirements for use of prompt closeout:

1. The AO and recipient may mutually agree to use the current or most recently negotiated rate as the final rate for the award for purposes of a prompt closeout, but the recipient is not required to agree to this;

1. The AO may only negotiate a final rate for the purpose of closing out a specific award in a timely manner; and

1. A final rate negotiated for the purpose of completing prompt closeout of an award does not create any rate precedent for other awards, nor does it supersede the rates negotiated by the recipient’s cognizant agency.

A “current” or “most recently negotiated” rate is any rate (i.e., provisional, predetermined, or final rate) established in a NICRA that has been negotiated by the recipient’s cognizant agency for indirect costs, or the most current provisional or predetermined rate negotiated in the most recent cost-reimbursable award to the recipient. If the NICRA rate or the rate in the most recently issued award to the recipient is older than the recipient’s rates submitted in its most current incurred cost proposal (ICP), the ICP indirect cost rates should be considered the most “current” rate to use as the basis for closing an award. Such a rate does not create a rate precedent for other awards nor does it supersede the rates negotiated by the cognizant agency for indirect costs.

# Sample Letters, Checklists, and Completion Statements

CO/AOs and ACOs may use the samples from the list below when performing the closeout process:

**Sample Internal Letter to COR/AOR:**

[Attachment A – Sample Letter to the COR](#amdghh7htj7z)

[Attachment B – Sample Letter to the AOR](#nap6w089iuib)

**Sample External Letters to Contractors/Recipients:**

[Attachment C – Sample Letter to the Contractor](#gofsv0av5i9h)

[Attachment D – Sample Letter to the Contractor regarding Excess Funds](#4d34og8)

[Attachment E – Sample Letter to the Contractor Regarding Quick Closeout](#3mmxmzypjlgr)

[Attachment F – Sample Letter to the Recipient (cost reimbursement awards)](#6hqxpkhlt8l5)

[Attachment G - Sample Letter to the Recipient (fixed amount awards)](#6zgh483db2f)

**Sample Completion Statements and Checklists:**

[Attachment H – Completion Statement for a Cost type Contract with Checklists for Internal Approvals](#ez0e86ylnhh2)

[Attachment I – Contract Completion Statement – Basic Version](#1kmleggfo1eo)

[Attachment J – Contract Combined Checklist with Completion Statement](#6z3sjlw9ohjm)

[Attachment K – Assistance Combined Checklist and Completion Statement](#nivdrc68qrpq)

[Attachment L – Grant/Cooperative Agreement or Grant Completion Statement - Basic Version](#qg8d8rccl74)

**Financial Forms and Sample Letters:**

[Attachment M – Financial Information Checklist – Direct Reimbursement](#zc9r99v2f5ld)

[Attachment N – Memo to LOC Requesting Notice of Final Voucher (AO does not have the SF-425)](#urdmcbmew297)

[Attachment O – Memo to LOC Requesting Notice of Final Voucher (AO does have the SF-425](#ysjbteg15i6y)

[AID Form 1420-40, Contractor's Release and/or Assignment of Refunds, Rebates, Credits, and Other Amounts](https://www.usaid.gov/forms/aid-1420-40-pdf)

**Attachment A – Sample Letter to the COR**

**MEMORANDUM**

**TO**: Contracting Officer’s Representative (COR), [Insert COR name]

Location:

**FROM**: Administrative Contracting Officer, [Insert CO name]

Location:

**SUBJECT**: Closeout of Contract No. [Insert Contract No.] with [Insert contractor name]

**DATE**: [Insert date]

**REFERENCE**: Activity Title: [Insert Activity Title]

Our records indicate that the subject contract was physically completed as of [Insert physical completion date]. If you are not currently the designated COR for this contract, please identify the individual who was designated in your place and return this form to me appropriately annotated. To facilitate the formal closeout of this contract, please advise on the following:

|  |  |
| --- | --- |
| **ACTION:** | **DATE COMPLETED:** |
| All deliverables (supplies and/or services) have been accepted |  |
| All required reports have been provided |  |
| Any SBU or Classified Material has been dispositioned |  |
| Final patent report has been cleared |  |
| Property dispositioned in accordance with any instructions |  |

If the Contractor has not fully complied with all the applicable terms and conditions of the subject contract, those specific terms and conditions should be cited in an attachment to this memo. If the contractor has fully complied, please sign the certification below and return this document to me. Upon receipt of your confirmation, I will proceed with the closeout of this contract.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [Insert CO name] |  | Date |

---------------------------------------------------------------------------------------------------------------------

I, [Insert COR name], Contracting Officer’s Representative, confirm that the contractor has fully complied with all the applicable terms and conditions of subject contract.

Signature:

Date:

**Attachment B – Sample Letter to the AOR**

**MEMORANDUM**

**DATE**: [Insert date]

**TO**: Agreement Officer’s Representative (AOR), [Insert AOR name]

Location:

**FROM**: Agreement Officer, [Insert AO name]

Location:

**SUBJECT**: Closeout of Award No. [Insert Award No.] with [Insert recipient name]

**REFERENCE:** Activity Title: [Insert Activity Title]

Our records indicate that the period of performance for the subject award ended on [Insert completion date]. If you are not currently the designated AOR for this award, please identify the individual who was designated in your place and return this form to me. To facilitate the formal closeout of this award, please advise on the following:

|  |  |
| --- | --- |
| **ACTION:** | **DATE COMPLETED:** |
| Technical office clearance that the recipient has: 1) fully complied with all the applicable terms and conditions of the award, and; 2) submitted all required reports or milestone verification documentation, final report/certificate of completion, and; 3) accounted for applicable inventory and requested disposition instructions for property as applicable. |  |
| All required final patent, royalty. or copyright reports have been provided and the AOR has confirmed recipient compliance with patent right award terms, as applicable. |  |
| Any SBU or Classified Material has been dispositioned |  |

If the recipient has not fully complied with all the applicable terms and conditions of subject award, those specific terms and conditions should be cited in an attachment to this memo. If the recipient has fully complied, please sign the certification below and return this document to me. Upon receipt of your confirmation, I will proceed with the closeout of this award.

Name:

Signature:  
Date:

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I, [insert AOR name], Agreement Officer’s Representative, confirm that the recipient has fully complied with all the applicable terms and conditions of subject award and, at this time, have no objection to the closeout of the award file.

Signature:

Date:

**Attachment C – Sample Letter to the Contractor**

**Subject**: Closeout of USAID/W Contract No. [Insert Contract No.]

Our records indicate that the subject U.S. Agency for International Development (USAID) cost reimbursement contract was completed on or about [insert date]. To facilitate the formal closeout of this contract, you are required to take the actions below:

1. Confirm that your organization has met all the reporting requirements of the contract, including submission to the Development Experience Clearinghouse (DEC).
2. Confirm the settlement of all Subcontracts, if any.
3. Submit a final inventory of all residual non-expendable property titled in the U.S. Government, which was acquired or furnished under the contract, if any.
4. Submit a final patent report, if required by the terms of the contract.
5. Submit a final royalty report, if required by the terms of the contract.
6. Submit a list of any residual "sensitive but unclassified" or "classified" materials provided under the contract, if any. Disposition instructions will follow.
7. It is not possible to determine the propriety of the final voucher until all provisional indirect cost rates have been finalized. Therefore, at such time as your rates have been finalized, please submit the following to the address below:
   1. Your organization's final voucher (SF-1034) and attached Contractor's Release Form. If your final voucher was submitted prior to rate finalization, please submit a revised final voucher. This document should show any amount owed to your organization or to the U.S. government due to rate adjustments and establish a final cost for this contract. The amount on item three (3) of your release form should reflect the final cost of the contract.
   2. A schedule of costs incurred by the cost element for the subject contract. This schedule should show the amount of cost claimed, by cost element (direct labor, fringe, overhead, etc.) for each fiscal year. Please be certain the final indirect cost rates reconcile with the lower of the NICRA determined indirect cost rates or any applicable ceiling rates. The final amount claimed should reconcile to the final voucher, prepared in paragraph (A) above.

Please complete and sign the attached information sheet and forward to the Office of Acquisition and Assistance, Closeout Team, M/OAA/CAS at cas-closeout@usaid.gov.

**PLEASE RESPOND WITHIN 30 DAYS.**

If you have any questions pertaining to this matter, please contact my designee, [insert designee name], at [insert designee phone number].

Sincerely,

[Insert CO name],

Contracting Officer

Office of Acquisition and Assistance

Attachments:

1. Closeout Information Sheet

2. Contractor’s Release Form, AID Form 1420-40**COST REIMBURSEMENT CONTRACT**

**CONTRACTOR CLOSEOUT INFORMATION SHEET**

CONTRACT NO.:

CONTRACTOR NAME:

1. Final Voucher (SF-1034)

\_\_\_\_ Has been submitted

\_\_\_\_ Has not yet been submitted

Reason:

Estimated submittal date:

1. Schedule of cost incurred by cost element

\_\_\_\_\_ Has been submitted

\_\_\_\_ Has not yet been submitted

Reason:

Estimated submittal date:

1. Release Form attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

(*Note: Item three (3) of the release form should indicate total amount of funds received under subject contract*)

1. Confirm that your organization has met all the reporting requirements in the Contract, including submission of appropriate report copies to the Development Experience Clearinghouse (DEC).

\_\_\_\_\_ Yes \_\_\_\_\_ No

1. Confirm the settlement of all Subcontracts.

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable

1. Submit a final inventory of all residual non-expendable property titled in the U.S. Government, which was acquired or furnished under the contract.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final patent report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final royalty report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a list of any residual "sensitive but unclassified" or "classified" materials provided under the contract.

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_Other (explain)

ADDITIONAL COMMENTS:

Signature of Authorized Representative:

Type or Print Name:

Title:

Date:

**Attachment D – Sample Letter to the Contractor Regarding Excess Funds**

**CONTRACT NO.:**

**CONTRACTOR:**

**1) Please advise if the unexpended balance of [*insert balance*] is correct:**

**Yes** \_\_\_ (Please go directly to item #2.)

**No** \_\_\_ Please indicate the unexpended balance per your records: [*insert balance*]

**2) Has your organization submitted its final voucher for this contract?**

**Yes** \_\_\_\_\_\_\_\_\_ (Please go to section **A)**.  **No** \_\_\_\_\_\_\_\_\_ (Please go to section **B).**

**A) Have you received payment?**

| Yes \_\_ (if yes complete below) | No \_\_ (if no complete below) |
| --- | --- |
| Do you agree that we can safely deobligate the above listed amount?  Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_  If you do not agree with this amount, please estimate the amount that can safely be deobligated from this award:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | If you have not received payment please submit a copy of your final voucher and Contractor’s Release Form now and estimate the amount that can safely be deobligated from this award:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**B) No \_\_\_\_\_\_\_ Our organization has not submitted its final voucher.**

Are you waiting on finalized indirect cost rates?

| Yes \_\_ (if yes complete below) | No \_\_ (if no complete below) |
| --- | --- |
| Please estimate the amount that will be required for final indirect rate adjustments  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  And advise what residual amount can be safely deobligated  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Please submit your final voucher and Contractor’s Release Form now and estimate the amount that can safely be deobligated from this award  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

ADDITIONAL COMMENTS:

Signature of Authorized Contractor Representative:

Type or Print Name:

Title:

Date:

**Attachment E – Sample Letter to the Contractor Regarding Quick-Closeout**

Subject: Quick-Closeout of USAID/W Contract No.

Thank you for your dated [insert date] wherein you provided required closeout information for subject contract, which was completed on or about      .

Our records indicate that indirect rates for the period of the subject contract have not been finalized. This contract qualifies for quick-closeout (FAR 42.708). Quick-closeout would allow us to close this contract by considering the billed provisional rates to be final. Indirect cost rates used in the quick-closeout of a contract shall not be considered a binding precedent when establishing the final indirect cost rates for other contracts.

Our records indicate that the total amount obligated was $\_\_\_\_\_\_\_\_\_\_ and the total amount expended was $\_\_\_\_\_\_\_\_. Therefore, if we implement the quick-closeout procedure, the final cost of this contract would be $\_\_\_\_\_\_\_.

If you agree to the quick-closeout of this contract, please sign in the space below and return this document along with a signed Contractor’s Release Form to the address below. The amount on item three (3) of your release form should reflect the final cost of the contract.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree to the quick-closeout of the subject contract and agree that all billed provisional rates will be considered to be final for this contract only and acknowledge that this in no way affects any other agreement between      and the U.S. Agency for International Development.

Please forward this document and your Contractor’s Release Form to:

If you have any questions pertaining to this matter please contact my designee at:

Sincerely,

Contracting Officer

Office of Acquisition and

Assistance

**Quick Closeout Request Form**

**Contract No.:**

**Contractor Name:**

**Period of Performance:**

**42.708 Quick-Closeout Procedure. (Please Certify Below)**

(a) The contracting officer responsible for contract closeout shall negotiate the settlement of direct and indirect costs for a specific contract, task order, or delivery order to be closed, in advance of the determination of final direct and indirect cost rates set forth in [42.705](https://www.acquisition.gov/far/42.705#FAR_42_705), if --

(1) The contract, task order, or delivery order is physically complete; **True/False (Circle One)**

(2) The amount of unsettled direct costs and indirect costs to be allocated to the contract, task order, or delivery order is relatively insignificant. Cost amounts will be considered relatively insignificant when the total unsettled direct costs and indirect costs to be allocated to any one contract, task order, or delivery order does not exceed the lesser of-

(i) $1,000,000 **True/False (Circle One)**; or

(ii) 10 percent of the total contract, task order, or delivery order amount; **True/False (Circle One)**

(3) The contracting officer performs a risk assessment and determines that the use of the quick-closeout procedure is appropriate; **True/False (Circle One)**

The risk assessment must include-

(i) Consideration of the contractor’s accounting, estimating, and purchasing systems; **True/False (Circle One)**

(ii) Other concerns of the cognizant contract auditors; and **True/False (Circle One)**

(iii) Any other pertinent information, such as, documented history of Federal Government approved indirect cost rate agreements, changes to contractor’s rate structure, volatility of rate fluctuations during affected periods, mergers or acquisitions, special contract provisions limiting contractor’s recovery of otherwise allowable indirect costs under cost reimbursement or time-and-materials contracts; and **True/False (Circle One)**

(4) Agreements can be reached on a reasonable estimate of allocable dollars. **True/False (Circle One)**

(b) Determinations of final indirect costs under the quick-closeout procedure provided for by the Allowable Cost and Payment clause at FAR [52.216-7](https://www.acquisition.gov/far/) shall be final for the contract it covers and no adjustment shall be made to other contracts for over- or under-recoveries of costs allocated or allocable to the contract covered by the agreement. **Agree/Disagree (Circle One)**

(c) Indirect cost rates used in the quick closeout of a contract shall not be considered a binding precedent when establishing the final indirect cost rates for other contracts. **Agree/Disagree (Circle One)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title**

**Attachment F – Sample Letter to the Recipient (cost reimbursement awards)**

**Subject**: Closeout of USAID Assistance Award No. [*Insert Award No.*], [*Insert Award Title*]

Our records indicate that the subject U.S. Agency for International Development (USAID) award was completed on [*insert completion date*]. To facilitate the closeout of this award, you are required to take the actions below.

1. Submit Final Financial Report: If you have not already done so, submit your organization's final expenditure report (SF-425 and/or SF-270). Also submit the "Audit Certification" form (enclosed).
   1. [Insert the following for recipients with NICRAs or other negotiated rate] At such time as your rates have been finalized, please submit the following to the address provided below:
      1. If your final report was submitted prior to rate finalization, submit a revised final expenditure report with the final indirect cost rate. This document should show any amount owed to your organization or to the U.S. Government due to rate adjustments and establish a final cost for the award.
      2. Complete and sign "Indirect Cost Rate Certification" (form enclosed).
2. Submit a final inventory of federally-owned property in your custody, if any.
3. Submit a final inventory of Cooperating Country property, if any.
4. Submit a request for disposition instructions for real property, federally-owned property, Cooperating Country property, equipment (as defined in the award terms), and unused supplies (as defined in the award terms) furnished or acquired under the award, if any.
5. Submit a final patent report or state none required.

1. Submit a final copyright report or state none required.
2. Submit a final royalty report or state none required.
3. Confirm that all reports required under the terms of the award have been submitted or identify and explain reports that were not submitted.

Please complete and sign the attached information sheet and forward it to the undersigned below.

**PLEASE RESPOND WITHIN 30 DAYS.**

If you have any questions pertaining to this matter, please contact my designee, [*insert designee name*], at [*insert designee phone number*].

Sincerely,

[*Insert AO Name*],

Agreement Officer

Office of Acquisition and Assistance

**GRANT/COOPERATIVE AGREEMENT**

(cost reimbursement)

**RECIPIENT CLOSEOUT INFORMATION SHEET**

**AWARD NO.:**

**RECIPIENT NAME:**

1. Confirm that the Final Expenditure Report (SF-425 and/or SF-270) (*Note: Administrative closeout costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Agreement Officer.*)

\_\_\_ Has been submitted \_\_\_\_ has been paid \_\_\_\_Is submitted herewith

Explanation:

Estimated submittal date (if not submitted):

1. Completed "Indirect Cost Rate Certification" form (attached)

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Completed "Audit Certification" form (attached)

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final inventory of real property furnished or acquired under the award

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final inventory of federally-owned property in your custody

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final inventory of Cooperating Country property furnished or acquired under the award

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a request for disposition instructions for real property, federally-owned property, Cooperating Country property, equipment (as defined in the award terms), or unused supplies (as defined in the award terms) furnished or acquired under the award

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final performance report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final patent report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final copyright report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final royalty report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Confirm that all report requirements under the award terms have been met, or identify and explain reports that were not submitted.

\_\_\_\_\_ All reports submitted \_\_\_\_\_Not all reports submitted (explain)

ADDITIONAL COMMENTS:

Signature of Authorized Representative:

Type or Print Name:

Title:

Date:

**INDIRECT COST RATE CERTIFICATION**

**AWARD NO.:**

**RECIPIENT NAME:**

By signing below, I hereby certify to the following (check only *one*):

\_\_ Indirect cost rates covering the period of performance have not been finalized. A final financial report with current provisional rates has been submitted. A revised final financial report will be submitted when all applicable indirect cost rates have been finalized.

\_\_ Provisional indirect cost rates applicable for each fiscal year of performance under subject have been finalized, all claims for reimbursement reflect the final indirect cost rates (subject to the limitation of funds and any applicable ceiling indirect cost rates established by this), and all claims for reimbursement have been submitted.

\_\_ Indirect cost rates have not been finalized and we (the Recipient) have mutually agreed with USAID to close the award using the current or most recently negotiated rate (prompt closeout). The negotiated rate is: [*insert negotiated final rate*].

Signature of Authorized Representative:

Type or Print Name:

Title:

Date:

**AUDIT CERTIFICATION**

**AWARD NO.:**

**RECIPIENT NAME:**

I hereby certify that all required audits have been completed in accordance with the terms of the award and that all audit findings and recommendations, if any, have been resolved.

Signature of Authorized Representative:

Type or Print Name:

Title:

Date:

**Attachment G – Sample Letter to the Recipient (fixed amount awards)**

**Subject**: Closeout of USAID Assistance Award No. [*Insert Award No.*], [*Insert Award Title*]

Our records indicate that the subject U.S. Agency for International Development (USAID) award was completed on [*insert completion date*]. To facilitate the formal closeout of this award, you are required to take the actions below.

1. Submit all milestone verification documentation for completed milestones (unless previously submitted).
2. Confirm that all activities were completed as agreed to in the award, or identify and explain those activities that were not completed, and confirm that all expenditures were incurred in accordance with the terms of the award.

Guidance: Include the below points 3-8 only if/as applicable, and tailor the Recipient Closeout Information Sheet below):

1. Submit a final inventory of federally-owned property in your custody, if any.
2. Submit a final inventory of Cooperating Country property, if any.
3. Submit a request for disposition instructions for real property, federally-owned property, Cooperating Country property, equipment (as defined in the award terms), and unused supplies (as defined in the award terms) furnished or acquired under the award, if any.
4. Submit a final patent report or state none required.

1. Submit a final copyright report or state none required.
2. Submit a final royalty report or state none required.

Please complete and sign the attached information sheet and forward it to the undersigned below.

**PLEASE RESPOND WITHIN 30 DAYS.**

If you have any questions pertaining to this matter, please contact my designee, [*insert designee name*], at [*insert designee phone number*].

Sincerely,

[*Insert AO Name*],

Agreement Officer

Office of Acquisition and Assistance

**GRANT/COOPERATIVE AGREEMENT**

(fixed amount award)

**RECIPIENT CLOSEOUT INFORMATION SHEE**T

**AWARD NO.:**

**RECIPIENT NAME:**

1. Confirm that all activities were completed as agreed to in the award, or identify and explain those activities that were not completed, and confirm that all expenditures were incurred in accordance with the terms of the award.

\_\_\_\_\_ All activities completed \_\_\_\_\_ Not all activities completed

Explanation:

1. Confirm that all report requirements under the award have been met, or identify and explain reports that were not submitted.

\_\_\_\_\_ All reports submitted \_\_\_\_\_Not all reports submitted (explain)

Guidance: Include the below points 3 -8 only if/as applicable

1. Submit a final inventory of federally-owned property in your custody.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final inventory of Cooperating Country property.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a request for disposition instructions for real property, federally-owned property, Cooperating Country property, equipment (as defined in the award terms), or unused supplies (as defined in the award terms) furnished or acquired under the award.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final patent report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final copyright report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

1. Submit a final royalty report.

\_\_\_\_\_ Attached \_\_\_\_\_ Not Applicable \_\_\_Other (explain)

ADDITIONAL COMMENTS:

Signature of Authorized Representative:

Type or Print Name:

Title:

Date:

**Attachment H – Completion Statement for a Cost Type Contract with Checklists for Internal Approvals**

**TYPE OF CONTRACT: COST TYPE CONTRACTS**

**CONTRACT NUMBER:**

**LAST MODIFICATION NUMBER:**

**LAST ORDER NUMBER (if applicable)**

**CONTRACTOR:**

**ADDRESS: SEE DETAILS ON FILE.**

**CONTRACT AMOUNT:**

**COMPLETION DATE:**

**TECHNICAL OFFICE:**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*1

1. **TECHNICAL OFFICE:**

Has the contractor

1. Completed all requirements, terms, and conditions? YES☐ NO ☐ N/A ☐

2. Completed all reporting requirements? YES☐ NO ☐ N/A ☐

3. Complied with all requirements of the patent rights clause?

YES☐ NO ☐ N/A ☐

4. Submitted final inventory and disposed of non-expendable property?

YES☐ NO ☐ N/A ☐

5. Submitted patent, copyright and/or royalty reports? YES☐ NO ☐ N/A ☐

6. Disposed of all SBU or classified material? YES☐ NO ☐ N/A ☐

7. Has the technical office completed the past performance report?

YES☐ NO ☐ N/A ☐

*BASED ON THE FOREGOING, I RECOMMEND THE CLOSEOUT OF THIS CONTRACT:*

COR's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

1. **OFFICE OF FINANCIAL MANAGEMENT**
2. Has the final voucher been paid? Yes☐ No☐

Voucher No.:

Date paid:

1. Have all payment advances been liquidated? Yes☐ No☐
2. Have all unused funds, if any, been deobligated/decommitted? Yes☐ No☐

Total amount paid:

Total amount deobligated/decommitted:

Amount of excess funds remaining, if any:

Date of deobligation/decommit:

Method to be used for deobligation/decommit: ☐ Journal Voucher ☐ Modification

*BASED ON THE FOREGOING, I RECOMMEND THE CLOSEOUT OF THIS CONTRACT:*

Controller's Printed Name:

Signature:

Date:

1. **CONTRACT SPECIALIST**

**a)** Has a final audit been completed as required by ADS 591?

YES☐ NO ☐ N/A ☐

1. Are all questioned costs resolved? YES☐ NO ☐ N/A ☐
2. Has the final price been established? YES☐ NO ☐ N/A ☐
3. Has the contractor's release been filed on AID Form 1420-40?

YES☐ NO ☐ N/A ☐

If # 3 above is No, has a final release been prepared under the disputes clause?

YES☐ NO ☐ N/A ☐

1. Has the contractor settled all subcontracts? YES☐ NO ☐ N/A ☐
2. Have indirect costs been settled? (FAR 42.708) YES☐ NO ☐ N/A ☐

**b**) Has a Desk Audit been completed, if applicable?

YES☐ NO ☐ N/A ☐

1. Are the direct costs acceptable? YES☐ NO ☐ N/A ☐

2. Are any disallowed costs resolved? YES☐ NO ☐ N/A ☐

3. Have the final indirect costs been determined? YES☐ NO ☐ N/A ☐

4. Have the amounts of funds obligated been exceeded? YES☐ NO ☐ N/A ☐

5. Has the final price been established? YES☐ NO ☐ N/A ☐

6. Has the contractor's release been filed on AID Form 1420-40?

YES☐ NO ☐ N/A ☐

If # 6 above is No, has a final determination been prepared under the dispute clause? YES☐ NO ☐ N/A ☐

7. Have all contract administration actions been satisfactorily accomplished?

YES☐ NO ☐ N/A ☐

**BASED ON THE FOREGOING, I RECOMMEND THE CLOSEOUT OF THIS CONTRACT:**

Contract Specialist's Printed Name:

Signature:

Date:

1. **CONTRACTING OFFICER:**

Based on the recommendations contained in parts I through III, above, it is hereby determined that all required contract administration actions have been fully and satisfactorily accomplished.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Officer Date

Contracting Office Name

Contracting Office Address

**Attachment I – Contract Completion Statement – Basic Version**

1. **CONTRACTING OFFICE NAME:**

**ADDRESS:**

2. **CONTRACT NUMBER:**

3. **LAST MODIFICATION NO.**

4. **CONTRACTOR NAME AND ADDRESS:**

5. **DOLLAR AMOUNT OF EXCESS FUNDS**

**AND DISPOSITION** $

6. **FINAL VOUCHER NO. AND DATE**

7. **PERIOD OF PERFORMANCE: FROM** **TO**

**All required contract administration actions have been fully and satisfactorily accomplished.**

**Comments:**

**Contracting Officer Name:**

**Contracting Officer Signature:**

**Date:**

**Attachment J – Contract Combined Checklist with Completion Statement**

| Contractor Name and Address |  |
| --- | --- |
|  |  |
|  |  |
| Contract/Order Number |  |
| Last Modification Number |  |
| Last Call/Order Number |  |
| Final Invoice/Voucher No. and Date |  |

| Administrative Closeout Actions: | Date Complete or N/A if not applicable |
| --- | --- |
| Disposition of SBU or Classified Material |  |
| Final Patent Report Cleared |  |
| Property Dispositioned |  |
| Interim or Disallowed Costs settled |  |
| Subcontracts settled by Prime Contractor |  |
| Indirect Cost Rates settled |  |
| Contract Audit complete |  |
| Contractor’s closing statement (release) complete |  |
| Contract Funds review complete |  |
| Excess funds deobligated |  |

All required administrative actions have been fully and satisfactorily accomplished. Excess funds in the amount of $\_\_\_\_\_\_\_\_\_ remain on the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type name of CO) Date

Contracting Officer

US Agency for Intl. Development

M/OAA/CAS (SA-44, 822B)

1300 Pennsylvania Ave  
Washington, DC 20523-1000

Comments:

Note: This checklist does not address outstanding VECPs, plant clearance, or royalty reports because such issues are rarely encountered in USAID contracting. The CO is responsible for verifying that all requirements in 4.804-5(a) are addressed.

**Attachment K – Assistance Combined Checklist and Completion Statement**

| Recipient Name and Address |  |
| --- | --- |
|  |  |
|  |  |
| Award Number |  |
| Last Modification Number |  |
| Final Voucher No. and Date |  |
| Award Title |  |

| Administrative Closeout Actions: | Date Complete |
| --- | --- |
| Technical Office Clearance |  |
| Disposition of SBU or Classified Material |  |
| Final Patent Report Cleared |  |
| All Final Reports/Verification Documentation Received |  |
| Applicable property disposition instructions issued |  |
| Settlement of Cost Share Issues, if any |  |
| Final Audit Complete, if applicable |  |
| Final Expenditure Report Received (cost reimbursement awards only) |  |
| Cost Verification Process Completed (cost reimbursement awards only) |  |
| Excess Funds Deobligated (cost reimbursement awards only) |  |

All required administrative actions have been fully and satisfactorily accomplished.

Signature:

Date:

Name (printed):

Title:

**Attachment L – Grant/Cooperative Agreement Completion Statement, Basic Version**

1. **Awarding Office Name:**

**Address:**

1. **Award No.:**
2. **Last Modification No.:**
3. **Recipient Name:**

**Address:**

1. **Amount of Excess Funds (USD):**

1. **Final Voucher FSR or RAR No. and Date:**

1. **Award Period of Performance:**

**Additional Comments:**

**Statement:** All required award administration actions have been fully and satisfactorily accomplished.

**Signature:**

**Date:**

**Name (printed):**

**Title:** Agreement Officer

**Attachment M – Financial Information Checklist – Direct Reimbursement**

Date of Request:

| Agreement No. |  |
| --- | --- |
| Organization |  |
| Expiration Date | Date through Modification No.: |
| Type |  |

| **Last Paid Voucher:** | | **Financial Information:** | |
| --- | --- | --- | --- |
| Bureau Voucher No. |  | Total Obligation |  |
| Date Processed |  | Total Disbursements |  |
| Amount |  | Outstanding Advance |  |
|  |  | Unliquidated Obligation |  |

| 1. | Does it appear that the last paid voucher indicated above represents a final invoice? | ☐ YES (go to A) ☐ NO (go to 2) |
| --- | --- | --- |
| A. | If “YES,” was this marked “final”? | ☐ YES (go to 2) ☐ NO (go to B) |
| B. | If this was the final voucher but it was **not** marked “final,” how was it determined that final payment has been made? | ☐ Cover letter  ☐ No financial activity for       years  ☐ Invoice through end date  ☐ Other |
| 2. | Has a retention fee been paid and final settlement made? | ☐ YES ☐ NO ☐ N/A |
| 3. | A. Have all applicable Federal Income Tax withholdings been paid?  B. Has accrued vacation been paid?  C. Has medical insurance been reimbursed? | A. ☐ YES ☐ NO ☐ N/A  B ☐ YES ☐ NO ☐ N/A  C ☐ YES ☐ NO ☐ N/A |
| 4. | Do the cumulative expenses reported by the recipient match the cumulative disbursement recorded in USAID/W’s accounting records? | ☐ YES ☐ NO ☐ N/A |
| 5. | Are any refunds to USAID pending? | ☐ YES ☐ NO ☐ N/A |
| 6. | Comments: |  |
|  | **Prepared by** |  |
|  | **Telephone No.** |  |
|  | ***Preparation Date*** |  |

**Attachment N – Memo to LOC Requesting Notice Of Final Voucher**

**(AO does not have the SF-425)**

MEMORANDUM

TO: M/CFO/CMP-LOC Unit [loc@usaid.gov](about:blank)

FROM: [*Insert Name*]

USAID Closeout Project Manager

DATE:

SUBJECT: Closeout of Award No.:

Award Title:

Recipient:

Our records indicate that the subject award was physically completed as of [*insert date*] and is paid through Letter of Credit. The recipient’s NICRA rates are final through the entire period of the award. We do not have a FINAL SF-425 for the subject award in our file. If possible, please issue the Final Payment Report (Notification of Final Voucher) in order for us to closeout the subject award. If you are unable to do so at this time, please advise me of the reason and the expected submission date. Thank you.

**Attachment O – Memo to LOC Requesting Notice Of Final Voucher**

**(AO does have the SF-425)**

MEMORANDUM

TO: M/CFO/CMP-LOC Unit [loc@usaid.gov](about:blank)

FROM: [*Insert Name*]

USAID Closeout Project Manager

DATE:

SUBJECT: Closeout of Award No.:

Award Title:

Recipient:

Our records indicate that the subject award was physically completed as of [insert date] and is paid through Letter of Credit. The recipient’s NICRA rates are final through the entire period of the award. Please find attached a FINAL SF-425 for the subject award. This is not a request for payment. If possible, please issue the Final Payment Report (Notification of Final Voucher) in order for us to closeout the subject award. If you are unable to do so at this time, please advise me of the reason and the expected submission date. Thank you.

Attachment: Final SF-425

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