

## Appendix C: Sample Unilateral Termination and/or Unilateral Closeout Memorandum

### **Memorandum**

Date: [mm/dd/yyyy]

To: [Insert Grants Team Leader's or Grants Officer's Name]

From: [Insert Grants Management Official's Name]

Subject: Unilateral Termination and/or Unilateral Administrative Closeout

Recipient Name:

Award Number:

Period of Performance: [mm/dd/yyyy] through [mm/dd/yyyy]

In accordance with Chapter 12 of the Department of Commerce Federal Financial Assistance Manual (Award Closeout), the Grants Specialist assigned to this award has made reasonable efforts to obtain the outstanding information and documentation from the recipient. Based on these due diligence efforts, as documented in the official award file for this project, this award is being unilaterally terminated and/or is being unilaterally closed out.

The Finance/Accounting Office is being advised of this action, with a corresponding request that the undisbursed award funds in the total amount of \$\_\_\_\_\_ be deobligated from the award. [Additionally, an account receivable for the total disbursed award funds will be established in the amount of \$\_\_\_\_\_.]

\_\_\_\_\_  
Grants Officer

\_\_\_\_\_  
Date

Attachment: Missing Data Report and Due Diligence Checklist