

Section 8.2.1: Programmatic Final Report

PURPOSE AND POLICY

Closeout of the grant will require final status reports regarding program activities and expenditures. Closeout requirements for Federal grants are included in Uniform Guidance (2 CFR 200) [§200.343 Closeout](#); Uniform Guidance requires a 90-day closeout (final reports are due within this timeframe). The State of Arizona Accounting Manual (SAAM) Topic 70, Section 35: [Close-outs and Records Retention When the State is the Grant Recipient](#) provides detailed information regarding the actions grant program managers must undertake for closeout, including final reporting.

Closeout should begin with the programmatic close-out in eCivis and end in the Arizona Financial Information System (AFIS) with the inactivation of the chart of account structure upon the liquidation of all obligations.

PROCEDURE

During the grant lifecycle, the grant program manager files periodic reports on program progress and related financial activity. These reports should be measured against the goals and budget as stated in the terms and conditions of the grant agreement. This allows the grant program manager to monitor his/her progress toward successful conclusion of the grant and funded program activities and ensure the related expenditures are tracking according to the budget. All such activities should have scheduled tasks associated with the grant in eCivis.

Per SAAM policy 70.35, the following final reporting should have been completed before a grant is closed out. If required, reports, all identified as “Final,” dealing with programmatic matters:

- A narrative or close-out report.
- A sustainability report.