

## Section 8.2.3: Other Final Reports

### 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

In addition to the requisite programmatic and financial reports, some grants may have additional final reporting requirements. Such reporting requirements would be included in the grant agreement and related tasks should be scheduled in eCivis. This may include:

- For federally funded grants, specific federal standard forms submitted in compliance with the terms and conditions of the grant (i.e., SF-428 or the Tangible Personal Property Report);
- Relevant subject matter expert reports (i.e., research findings, data analysis, etc.).