

Section 8.2: Final Reporting

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. [Section 8.2.1](#) addresses final program reporting tasks, [Section 8.2.2](#) covers required financial report and [Section 8.2.3](#) discusses other reporting requirements that may be required when closing out a grant.

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.