

APPENDIX – Sample Grant Closeout Communications

Date: June 1, 2019

To: Jane Plaine, Homeless Relief Program Manager
Tom Sawyer, Executive Director, Agency for Homeless Relief
Eve Money Penny, Fiscal Analyst

From: Joseph Dough
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Subject: Grant Closeout Notice – 90 days to Grant End Date

Reference: AZHSD 012345
Agency for Homeless Relief
Project Period End Date is **September 1, 2019**

The grant period for Grant Number AZHSD 012345 is scheduled to end on **September 1, 2019**. All grant funds, including all federal, matching (cash and in-kind), interest income, and program income funds, must be obligated by the end of the current award period, and any obligations liquidated (expended) within 90 days thereafter (**by December 30, 2019**). Unless a no-cost extension of the award period is obtained (an approved 'Change Project Period' grant adjustment request), any amounts not obligated and/or expended according to these time constraints are considered unauthorized and are no longer available to support project costs.

Instructions for the closeout process are available in the Arizona Accounting Manual ([SAAM](#)) [Topic 70, Section 35](#): Close-outs and Records Retention When the State is the Grant Recipient. Other optional topics that may be required as part of the closeout process may include: final product reports, grant products, sub-grant reporting, and other topics relevant to the specific grant. Please refer to the terms and special conditions of the award to ensure that all have been met and retired.

If you believe that your organization will require an extension of the grant period, please contact me. Otherwise, Arizona Human Services Department will expect timely submission of all final documentation within the required timeframes.

Your cooperation is appreciated.

Joseph Dough
Program Manager