

## Grant Close-Out

Grants have specific contractual close out requirements. In addition to final reports and invoicing requirements there must be retention and access requirements for grant related records. These requirements can be found in the Uniform Grant Management Standards published by the Governor's Office.

Agencies will close out the grant award when it determines that all applicable administrative actions and all required work of the grant have been completed. The awarding agency should provide any necessary additional information on grant closeouts.

Grant close-out period should be not less than 45 days nor later than 90 days after the expiration or termination of the grant. The grantee must submit all financial, performance, and other reports required in the grant. Upon request by the grantee, federal/state agencies may extend this timeframe. These close-out reports may include but are not limited to:

- Final performance or progress report.
- Final Financial Report.
- Final request for payment.
- Property Inventory Report.