

## Children's Bureau Discretionary Grant Closeout Guidance

### Final Program Progress Report

- The report should cover the entire project period and include significant findings (successes and challenges) and a list of publications, if any.
- Grantees should consider including a program problem or issue that was encountered and solved or not solved.
- This final report is in addition to the semi-annual program report for the final 6 months of the project.
- Grantees should submit the report within 90 days after the end of the project period.
  - If a no-cost extension was granted, the final report is due within 90 days after the end of the extension.
  - The semi-annual reports continue to be due every 6 months.

### Final Financial Status Report

- Grantees should submit the final (cumulative) SF-425 within 90 days after the end of the project period.
  - If a no-cost extension was granted, the quarterly SF-425 is still due every 3 months.
- The SF-425 must not reflect any unliquidated obligations. All the bills due must be paid.
- Grantees are responsible for reconciling all SF-425s submitted to the Payment Management System.
- This final financial status report is in addition to the semi-annual financial report for the final 6 months of the project.

### Property Inventory and Disposition Statement

- This statement is specific to an article of tangible nonexpendable property that has a useful life of more than 1 year and an individual cost of \$5,000 or more. For example, if a van was purchased to transport clients and (1) cost more than \$5,000 and (2) still has a useful life beyond 1 year, it would be included in this property inventory statement.
- If there was no property that met these criteria, then indicate that the project did not acquire any equipment.
- This statement is due within 90 days of the end of the project.

### No-Cost Extension

- A no-cost extension request is used solely to complete activities that were not completed prior to the end of the project period. No-cost extensions are not to be used solely to expend funds that were not obligated or expended prior to the end of the project period.
- The Children's Bureau can issue one-time extensions of up to 12 months. Shorter extensions can be requested and approved, but grantees are strongly urged to consider exactly how much time the uncompleted activities will require to complete.

Current as of April 24, 2014



U.S. Department of Health and Human Services  
Administration for Children and Families  
Administration on Children, Youth and Families  
Children's Bureau

