



## STANDARD TERMS AND CONDITIONS (CLOSEOUT)

This grant is about to enter the final budget period. The following final reports must be submitted to SAMHSA within 90 days of the end of the budget period in accordance with § 381 of 45 Code of Federal Regulations (CFR) Part 75; *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Award*; where the grant can be closed out unless a no-cost extension is requested and approved by the Division of Grants Management:

Final Federal Financial Report (FFR), SF-425 – The SF-425 form and its instructions are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms). The final FFR must be prepared on a cumulative basis and expenditures reported on line 10, e. should be based on the total actual grant expenditures reported in the accounting system. The total expenditures reported should reconcile to the total quarterly cash-basis expenditures reported to the Payment Management Service (PMS) and on line 10.b. If non-federal expenditures (matching) was required under the grant, lines 10.i. and 10.j. must be completed. Drawdowns made from PMS under the grant in excess of the total grant expenditures must be returned to SAMHSA along with any funds received as a result of refunds, corrections, overspending and audits. All program income earned as a result of the grant and expended must be reported on lines 10.l., 10.m, and 10.n as well. No unliquidated obligations may be reported on line 10.f in the final FFR.

Tangible Personal Property Reports (TPPR) – The following TPPR forms and their instructions are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms): TPPR (SF-428); Annual Report (SF-428-A); Final Report (SF-428-B); Disposition Request/Report (SF-428-C); and Supplemental Form (SF-428-S). A SF-428 must be completed and submitted even if no personal property was purchased under the grant or if there are no plans to use personal property purchases after grant closeout in accordance with § 320 of 45 CFR Part 75. Further, SF428-A, SF428-B, SF428-C, and SF-428-S must be completed and attached to the SF-428, as appropriate.

Final Progress Report (FPR) – The FPR should be prepared in accordance with the terms and conditions of the initial Notice of Award (NoA) and/or based on instructions provided by the SAMHSA Program Official listed at the bottom of your latest NoA under Contacts. It should cover the entire project period and include, at a minimum, an overview of the goals and objectives accomplished during the funding period identified in the grant application. If assistance is required to complete the FPR, please contact the Program Official.

All the required final reports must be submitted by email to [grant.closeout@samhsa.hhs.gov](mailto:grant.closeout@samhsa.hhs.gov).