



Streamline Your Grant Closeout in AmpliFund

Build a robust and standardized Closeout process by leveraging a variety of tools in AmpliFund to ensure compliance has been met by the end of the funding period. It's best practice to begin planning closeout midway through the Grant Lifecycle. Make sure your Closeout process adheres to your funder's regulations or those within the 2 CFR-200 for Federal Grants.

Design and manage your Closeout process using several of AmpliFund's features described next:

Custom and Standard Reports

AmpliFund has a variety of standard and custom reports to support the financial reconciliation and programmatic reporting required for a successful closeout process. Custom reports' data points and formatting can be configured and adapted to your needs. A good way to stay on top of your closeout requirements is by having any report be automatically delivered to your email on a regular basis. If you are interested to learn more or add a report to your account, please contact your Customer Success Representative.

- **Closeout Custom Report**

- Identifies grants within 90 days of their closeout date.

Closeout Status						
<i>This report shows Approved and Enabled Grants whose end dates are 90 days or more from today. These are grants that are approaching closeout.</i>						
Grant Name	ID	Status	Award Amount	Period of Performance Start	Period of Performance End	Days until Period of Performance End
SD_National Priority Safety Program_Governor's Office of Highway Safety (GOHS) DUI/Impaired Driving	78225	Approved	\$17,283.00	09/23/2024	09/22/2025	104
SD_State and Community Highway Safety_Governor's Office of Highway Safety (GOHS)_Accident Investigation, Occupant Protection, STEP	78651	Approved	\$39,090.54	09/23/2024	09/22/2025	104
CR- QUEST Disaster Recovery Dislocated Worker Grant - OT2224	65873	Approved	\$1,045,212.00	09/26/2022	09/25/2025	107
Title II Alternatives to Detention FF2425	70332	Approved	\$89,756.00	09/30/2024	09/29/2025	111
JU-DPS-VOCA - FF2425	70334	Approved	\$293,435.00	09/30/2024	09/29/2025	111
JU-SAMHSA VII - FF2425	70337	Approved	\$118,855.00	09/30/2024	09/29/2025	111
JU- SAMHSA VIII- SAMHSA Treatment Drug Court FF2425	70338	Approved	\$523,802.00	09/30/2024	09/29/2025	111
HD-SAMHSA-SOR - OT2324	70319	Approved	\$570,691.55	09/30/2023	09/29/2025	111
HD-SAMHSA-SOR - OT2425	70320	Approved	\$401,025.00	09/30/2024	09/29/2025	111
HD - Racial and Ethnic Approaches to Community Health OT2425	70325	Approved	\$3,259,408.00	09/30/2024	09/29/2025	111
DPC VOCA Grant FF2425	70354	Approved	\$156,105.00	09/30/2024	09/29/2025	111

- **Grant Budget Variance Report**

- Shows Budget vs Actuals at the category and line-item level by Grant
- As you approach closeout stages, review this report periodically to monitor funding spend down is on track and before submitting the last invoice to your funder.

- **Expense Detail Report**

- Lists all expenses broken down to the line-item level associated with a Grant
- Helps ensure financial reconciliation is aligned with the terms of the grant agreement

- **SF-425**

- Details financial status information to ensure accountability and transparency in the use of federal funds
- Track expenditures, obligations, and unobligated balances

- **Performance Plan Detail and/or Summary Report(s)**

- Provides visibility into performance metrics associated with a Grant
- Creates transparency with underperforming areas early allowing for timely corrective actions
- Identifies completion of all goals and achievements to support compliance

Workflow

As a grant approaches the closeout stage, enroll your Grant in a Workflow to help guide grant managers and other departments through the necessary steps to fulfill all closeout requirements. Use the Workflow feature to assign tasks to specific users and leverage email notifications to ensure timely completion.

Custom Forms

Using custom forms linked to the Grant record allows Grant Managers to maintain compliance by organizing and capturing additional data points in one centralized location. These forms are highly configurable and flexible, allowing you to:

- Design a closeout checklist to identify tasks needing completion before closeout
- Choose from a variety of field types such as single or multi-line text fields, multiple choice, dates, and attachments

Some items your checklist may include:

- Identify outstanding financial obligations
- Make decisions regarding property disposition
- Prepare Programmatic and Financial reports

Grants Closeout Checklist - Program Manager

Point of Contact

First Name*
Last Name*

Closeout Checklist

Were all goals successfully completed?*
Were all performance reports submitted on time?*
Verify that final performance reports are received*
Were all invoices submitted on time?*
Complete final financial reporting, especially for expenses paid after end date*
Verify actual expenditures with Accounting*
Was local match fully contributed?*

MM/DD/YYYY
MM/DD/YYYY
MM/DD/YYYY
MM/DD/YYYY
MM/DD/YYYY

This field is required.
This field is required.
This field is required.

Yes
No
Yes
No
Yes
No
Yes
No
Not applicable

Documents

Even after the grant program period has ended, supporting documents, financials records, and other documents may be subject to future review. In a strong internal control environment, organizations will have written policies for retention of documents. Utilize AmpliFund 's unlimited storage to:

- Store documentation from multiple sources in a centralized place to comply with retention policies
- Choose from a variety of support file types and documents to be uploaded
- Control documentation access by user role
- Keep relevant financial records, evidence of program accomplishments, progress reports, final closeout letter, property disposition, and more
- Ensure a funder's retention requirements are met

Grants > Natural Resource Conservation Grant						
Drag a column header and drop it here to group by that column						
Name	Type	Created By	Date Created	Last Modified	File Size	
Public	Folder	system	7/27/2020	7/27/2020	--	
Closeout	Folder	pmartinez@streamlinksof...	6/20/2025	6/20/2025	--	

Award Status

Change the Award Status to *Closed* to identify the grant entered the closeout period. This status will:

- Restrict users from creating expenses, importing expenses, and creating payment requests
- Move the Grant Record from *Active Grants* sub-menu to *Closed Grants* within the Grant Management section.

Update the Award Status to *Completed* once the closeout period ends.

