

**FY 2008-09 TFCA Regional Fund  
CHECKLIST Closure Letter/Final Payment**

**PROJECT #** \_\_\_\_\_ **APPLICANT NAME** \_\_\_\_\_

		<u>Item Present</u>	<u>N/A</u>	<u>Signature/Date</u>
<b>1.</b>	<b><u>Close Out</u></b>			
	a. Date of Close-out letter: _____	<input type="checkbox"/>		_____
	b. Schedule for audit: _____	<input type="checkbox"/>		_____
	c. Date of end of Project Useful Life: : _____			_____
	d. Change form updated within the last 30 days	<input type="checkbox"/>		_____
<b>2.</b>	<b><u>Grant Application</u></b>			
	a. Grant Application	<input type="checkbox"/>		_____
	b. Cost-effectiveness worksheet	<input type="checkbox"/>		_____
	c. Grant Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>3.</b>	<b><u>Funding Agreement, or Contract</u></b>			
	a. Board Agenda/ List of Approved Projects	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Board Minutes Showing Approval	<input type="checkbox"/>	<input type="checkbox"/>	_____
	c. Award Letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
	d. Executed Funding Agreement	<input type="checkbox"/>	<input type="checkbox"/>	_____
	e. Executed Amendments if any, # _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	f. Insurance Documentation	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>4.</b>	<b><u>Fiscal</u></b>			
	a. Copies of Invoices	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Purchase/Payment/Authorization to Release Funds	<input type="checkbox"/>	<input type="checkbox"/>	_____
	c. Copy of Check(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
	d. Date Final Payment processed _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	e. Final amount paid: \$ _____ Amount to REFUND: \$ _____			_____
<b>5.</b>	<b><u>Reports</u></b>			
	a. Semi-Annual Reports: #: _____	<input type="checkbox"/>		_____
	b. Date Final Report Received: _____	<input type="checkbox"/>		_____
	c. Inspection Reports (if any)	<input type="checkbox"/>		_____
	d. Staff cost-effectiveness worksheets & calculations	<input type="checkbox"/>		_____
	Notes: _____			
<b>6.</b>	<b><u>Other</u></b>			
	a. Project complied with agreement requirements: Yes <input type="checkbox"/> No <input type="checkbox"/>			_____
	Notes: _____			
	b. _____	<input type="checkbox"/>		_____
	c. _____	<input type="checkbox"/>		_____

**Project File Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project File Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_