

## Checklist for Closure Letter/Final Payment For Pre-FY07/08 TFCA Regional Fund Projects

PROJECT # \_\_\_\_\_

		<u>Item Present</u>	<u>N/A</u>	<u>Initials &amp; Date</u>
<b>1.</b>	<b><u>Closeout</u></b>			
	a. Date of Closure 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</u></b>			
	a. Board Agenda/ List of Approved Projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In Program File
	b. Board Minutes Showing Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In Program File
	c. Award Letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
	d. Executed Funding Agreement	<input type="checkbox"/>		_____
	e. Executed Amendments, if any: # of them _____	<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(ies) of Check(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
	d. Date Final Payment processed _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	e. Final total paid: \$ _____			_____
	f. Remaining Balance (based on Board award): \$ _____			_____
	g. Audit Report	<input type="checkbox"/>		_____
<b>5.</b>	<b><u>Reports</u></b>			
	a. Quarterly Reports Received: # of rpts _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Date Final Report Received: _____	<input type="checkbox"/>		_____
	c. Inspection Reports (if any)	<input type="checkbox"/>		_____
	d. Cost-effectiveness worksheets & calculations	<input type="checkbox"/>		_____
<b>6.</b>	<b><u>Other Items</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"/>		_____

Comment/Notes: \_\_\_\_\_

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

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