

**Checklist for Closure Letter/Final Payment
For FY07/08 TFCA Regional Fund Projects**

PROJECT # _____ APPLICANT NAME _____

		<u>Item Present</u>	<u>N/A</u>	<u>Initials & Date</u>
1.	<u>Closeout</u>			
	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"/>		_____
2.	<u>Grant Application</u>			
	a. Final Cost-effectiveness worksheet	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Grant Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	<u>Funding Agreement</u>			
	a. Executed Amendments, if any: # of them _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	<u>Fiscal</u>			
	a. Copy of Final Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Date Final Payment processed _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	c. Final total paid: \$ _____			_____
	d. Remaining Balance (based on Board award): \$ _____			_____
	e. Audit Report	<input type="checkbox"/>		_____
5.	<u>Reports</u>			
	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"/>		_____
6.	<u>Other Items</u>			
	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: _____