



Attachment A

Grant Closeout Review/Checklist

Date Open: _____ Date closed: _____

GRANTEE: _____ GRANT #: _____
Grant Amount: _____

Method of Distribution: _____

STATUS OF FUNDS:

	<u>Budgeted</u>	<u>Expended</u>
Total Budget per Grant Agreement	_____	_____
Program Administration	_____	_____
Program Income (if applicable)	_____	_____
Total Unliquidated obligations:	_____	_____

Required Targets

Specified Limit or Minimum

Minimum Overall benefit%: _____ Actual _____

Limit on Public services: _____ Actual _____

Limit on Admin/Planning: _____ Actual _____

Limit on Grantee Admin: _____ Actual _____

SUBMISSION OF QUARTERLY PROGRESS REPORTS:

Has the grantee submitted the final and complete QPR in DRGR? ____ Yes ____ No

Is the final QPR accurate, complete, and consistent with LOCCS, the Action Plan, and/or approved Action Plan amendments? ____ Yes ____ No

STATUS OF MONITORING:

Date of last monitoring visit: _____



U.S. Department of Housing and Urban Development
Community Planning and Development

OMB Approval No. 2506-0193 (exp 1/31/2015)

Were there any findings?

___ Yes ___ No

Have all issued findings been cleared? ___ Yes ___ No

If applicable, what is the status of the A-133 Audit?

Grantee Authorized Representative's Signature

Date

RECOMMENDATION

The Grant is ready to close _____ Not ready to close _____ (explain if not ready to close)

Action recommended:

Prepare and complete the closeout package. Write a standard letter to grantee regarding specific issues or concerns related to the acceptability/completeness of the QPR, forms or portions thereof that need to be submitted, or open findings that need to be addressed prior to completion of grant closeout.

CPD Director

Date