

Program Closeout Checklist

Fiscal Host: _____

Program _____

Name: _____

Grant Year: _____

Grant Number: _____

The ServeMinnesota grant closeout process is to be completed by xx-xx, 20xx. The following steps are required by the State Commission as part of the grant closeout process:

_____ A final Progress Report including performance measures

_____ A signed and dated Equipment, Supplies, and Subgrantee Closeout Certification Form

_____ A signed and dated State Commission Member Files Closeout Certification Form

_____ A letter/email from the fiscal host confirming that all steps of the program closeout procedures are completed and indicating procedures for file retrieval in the event of an audit of your program.

Also, a final PER (Periodic Expense Report) should be completed 30 days from the end of your program.

Name of person
completing this form:

Title:

Signature:

Date:

Email:

Phone:

Thank you for partnering!