

GRANT AND COOPERATIVE AGREEMENT CLOSEOUT CHECKLIST

Grant Recipient _____

Type of Grant: Regulatory (A&E) _____ Abandoned Mine Land _____
 Watershed Cooperative Agreement _____
 Other _____

Grant Identifiers: Grant Number _____
 Application Number _____

Date Complete Closeout Information Received _____
 Grant Closeout Due Date _____

Part A. Has the Recipient:	Y	N	NA
1. Stated in the transmittal that it considers the grant to be complete, that payments from OSM for all allowable costs have been made, and that OSM is released from all obligations under or arising from the grant?			
2. Submitted an inventory of federally-owned property received under the grant?			
3. Submitted an inventory of grant-purchased property requesting disposal or transfer to another grant?			
4. Reported program income and sale of equipment in accordance with the program income option in the grant award?			
Part B. Has the OSM Reviewing Office:	Y	N	NA
1. Reviewed documentation of in-kind services?			
2. Checked that expenditures and drawdowns agree with amounts in FBMS?			
3. Prepared a brief written evaluation of the recipient's performance and placed a copy in the grant file?			
4. Approved the transfer or disposition of grant-purchased property to another grant?			
5. Reconciled the inventory of federally-owned property reported to OSM records, and approved the transfer to a subsequent grant?			
6. Closed the grant or processed the final amendment?			

GRANT AND COOPERATIVE AGREEMENT CLOSEOUT CHECKLIST - Continued

Part C. Closeout Documentation	DATE
<p align="center"> Evaluation Report (Monitoring Statement) Inventory of Grant-Purchased Equipment Inventory of Federally-Owned Equipment Closeout Checklist Other Documents (Explain)K </p>	
Part D. Financial Information	DATE
<p> Amount Awarded \$ Less Expenditures \$ Amount Deobligated \$ </p>	
<p>Downtime, please explain:</p>	
<p>Recommended Action:</p>	
<p>Prepared by _____ Date Prepared _____</p>	