

Instructions:

Complete a SLFRF Department Closeout Checklist and Certification for each project. This checklist serves as certification that the department has closed out their subrecipients, if applicable, successfully and certifies they have completed all grant closeout processes and reverted, if applicable, any funds required. Once the checklist is complete, please sign the Department Certification on the next page, save and return it to your OSC Compliance Liaison. Please complete each field. If it is not applicable, please note with N/A.

OSC TO COMPLETE

Department Name:
Project Name:
Expenditure Category:
Period of Performance Start:
Project Source Allocation (Bill # or SLFRF):

Project ID(s):

Period of Performance End:

Line Item	SLFRF	General Fund (Refi)	General Fund (Non-Refi)	Other
Original Budget Bill #:				
Original Braided Funds Source:				
Refinanced Amount (To be shown as negative SLFRF, positive Refi) Bill #:				
Legislative Reversions Bill #:				
Budget Subtotal				
Expenditures				
Reversions Date Reverted:				
Remaining Budget (Should be \$0)				

DEPARTMENT TO COMPLETE

Financial Characteristics (If applicable)	SLFRF	General Fund (Refi)	General Fund (Non-Refi)	Other
Direct Capital Expenditures				
Subrecipient Capital Expenditures				
Total Capital Expenditures				
Program Income Earned				
Program Income Expended				
Subrecipient Interest Income Earned				

**Amounts must align with the final Financial Summary*

1. Confirm Eligibility Document is current. (OSC Complete)

Yes

No (OSC Compliance: work with RO to modify the Eligibility Document within 10 days prior to the end of the performance period)

2. Does the department have subrecipients? (Department Complete)

Yes (Confirm an OSC Subrecipient Closeout Checklist or department's standardized closeout process has been followed)

No

3. Were subrecipients monitored per 2 CFR 200.332? (Department Complete)

Yes

No

N/A

Department Certification

All activities presented in the scope of work for this project have been completed and the numbers identified are accurate and valid. We certify to the best of our knowledge that all requirements of 2 CFR 200 and SLFRF Treasury requirements have been met. We certify that all expenditures were expended for eligible purposes and are final. In addition, all subrecipients (if applicable) have been closed out using a subrecipient checklist for each subrecipient. We certify that to the best of our knowledge we have fully closed out the above listed SLFRF project.

We understand that all SLFRF grant files and documentation must be retained for a minimum of 5 years, however in the presence of audits, monitoring or other litigation the retention period will begin at the conclusion of the review/investigation.

Department Program Manager

Date

Department Controller

Date

SAMPLE