

**GRANTS AND AGREEMENTS DIVISION CLOSEOUT CERTIFICATION
(not for use with IAAs)**

Agreement # FPAC Mission Area State/Div.

Recipient Name

Program/Technical Contact

Name

Email

Part 1 - Completed by Designated Program/Technical Contact	Yes	No	N/A
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1. Has recipient submitted final progress/performance report, and is it acceptable?
2. Have all the deliverables, terms, and conditions of the agreement been met? If not, ensure it is documented on the final performance report.
3. Has recipient submitted final financial report (SF425)?
4. Are the amounts on the SF425 correct? (Amount expended, cost share, and any balance for de-obligation)
5. Have all actions related to the final disposition of property been taken, if applicable?
6. Has final payment request been received, reviewed, and accepted?
7. Is de-obligation required? If so, what is the amount?
8. Name and location of documents stored outside of official agreement file. (if applicable, for large electronic files):

Notes:

I certify that, to the best of my knowledge, all close out activities designated to the Program/Technical Contact for this agreement have been completed or that they are not possible (marked "no" above) due to lack of documentation and/or recipient unresponsiveness.

Signature of Designated Program/Technical Contact

Date:

Part 2 - Completed by GAD Grants Management Specialist (non-ezFedGrants only)	Yes	No	N/A
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1. Is the agreement financially closed? (NON EFG only)
2. Has a closeout letter been sent to the recipient and filed in eAgreements or attached in EFG?
3. Is eAgreement file complete or are all documents attached in EFG?
4. Destruction date for the Official Agreement File

Notes:

I certify that, to the best of my knowledge, all close out activities designated to the grants management specialist for this agreement have been completed. **(non-ezFedGrants only)**

Signature of GAD Grants Management Specialist

Date: