

GRANT CLOSE-OUT CHECKLIST

Grant Number: _____ **Grantee:** _____

HUD Grant Award Amount: _____ **Period of Performance:** _____

Final LOCCS Balance of unobligated HUD Grant Funds: _____

GTR REQUIREMENTS	Date
Final report packages for expired grants should be forwarded to the Administrative and Information Services Branch for the Grant Officer's action. The following must be included:	
a) Final Financial Report (SF-269) and Final Voucher (HUD-27053). <u>The balance reported on the SF-269 MUST agree with the balance reported in LOCCS.</u>	
b) Final GTR Performance Assessment (HUD-24016).	
c) Grantee Final Performance Report meeting the requirements outlined in Policy Guidance Number 2000-02 (Closeout Procedures for LBP Hazard Control Grants).	
d) GTR letter to Grantee approving Final Performance Report	
e) A printout of the LOCCS account indicating any balances (<u>Q05 query from LOCCS</u>).	
f) Submit Final Section 3 report (HUD-60002)	
g) Other documentation, if needed (please describe).	

GTR Signature: _____

Date Final Package Submitted to Division Director: _____