CLOSE OUT VISIT CHECKLIST

Preparation

- ☐ Compliance Monitoring Site Visit Interview Questions
- ☐ Narrative (original and any revisions)
- ☐ Budget (original and any revisions)
- ☐ Performance Measurement Tools from all reporting quarters
- ☐ Jobs OMB 1512 Reports from all reporting quarters (if applicable) ☐ NOT APPLICABLE
- ☐ Quarterly Financial Report Print out from OPM Grants Portal
- ☐ Final Financial Statement of Accountability Form
- ☐ Time Accountability Worksheet (if applicable)   ☐ NOT APPLICABLE
- ☐ Property Inventory Report (if applicable) ☐ NOT APPLICABLE
- ☐ Compliance Monitoring Site Visit Memorandum

Documentation

- ☐ Documentation of PMT Data
- ☐ Additional Data/Info to demonstrate success/outcome of project
- ☐ Program Publicity (if applicable) ☐ NOT APPLICABLE
- ☐ Separate Account of Grant Activity
- ☐ Non-Supplanting Evidence
- ☐ Invoices/Purchase Orders (if applicable) ☐ NOT APPLICABLE
- ☐ Time/Attendance Records (if applicable) ☐ NOT APPLICABLE
- ☐ Payroll Records (if applicable) ☐ NOT APPLICABLE
- ☐ OTHER

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