



Nonpoint Source Grants Program Project Close-Out Checklist

Before the Nonpoint Source Grants Program can close out a project all grant contract obligations must be met. The items below must be in the “official file” in Lansing (which are the files held by the financial analyst). If the grantee has not previously submitted the items listed below, they will be asked to do so before the withholding amount is released. Included are “TIPs” that will help speed up the review process.

Items needed in the file for final closeout are:

- ☐ A master list of BMPs implemented.
- ☐ Copies of QAPPs and DEQ approval letters/memos for Quality Assurance Project Plans (QAPP) for [monitoring](#) and [social surveys](#), as applicable.
- ☐ Final Report submitted in MS Word.
- ☐ Before and After Photos. Final reports must include before and after photographs of all sites where BMPs have been implemented as part of the project (grant-funded and as match).
- ☐ Fact Sheets developed on the [NPS fact sheet template](#) and consistent with the [instructions](#). They must be submitted in MS Word.
- ☐ All Information and Education (I/E) products created during the project must be submitted in their original formats and in pdf.
- ☐ All environmental monitoring data collected throughout the grant project must be submitted on [STORET templates](#) and in their original form.
- ☐ All [Geospatial data \(GIS\)](#) created by the grant or match funds must be submitted electronically on CD or DVD. These are required by the boilerplate in your contract.
- ☐ Release of claims letter if required. Refer to our [web page](#).
- ☐ Verification that the project has met or exceeded the match commitment.

Once the grantee has submitted the above information to the Project Administrator (PA) and comments have been addressed, the PA will give their approval to the Financial Analyst (FA). The FA will make sure that all of the contents are in the file and that the budget portions have been met while other staff in Lansing update the grants tracking database, post electronic versions of all products on a server, check coordinates of geospatial data and ensure the fact sheet, final report and BMP data all correspond. Once that is complete, final payment will be approved and fact sheets posted online. This process usually takes 3-4 weeks or longer

during quarterly reporting or year end closing.

TIP: Grantee's need to compare their final report, fact sheet and any BMP data to each other and make sure that any discrepancies are taken care of before submitting final materials to the DEQ.

If there are any questions regarding the status of a close-out or how to complete your closeout, please contact your Project Administrator.

TIP: The quickest way to submit closeout documentation is by providing a CD, DVD, or jump drive with all the information and data created under the grant. This includes BMP forms, data, Fact Sheets, Final Reports, QAPPs, etc.