

**Division of Homeland Security Emergency Management
Jurisdiction Grant Closeout Review Checklist**

1. Award Number	2. Award Title		3. Jurisdiction	
4. Grant Period	5. Award Amount	YES	REVIEW DATE	NO
6. Regular Closeout (If no, report findings in section 10 on back of form)				
a. Obligation Award Signed and Accepted				
b. Amendment(s) Signed and Accepted				
c. All Special Conditions Satisfied				
d. Signatory Authority or Point of Contact Form				
e. Quarterly Narrative Reports Submitted				
f. Final Narrative Report Submitted				
g. Quarterly Financial Reports Submitted				
h. Final Financial Report Submitted				
7. Obligations & Expenditures				
	Amount	Date	Comments	
a. Initial Award				
b. Award Increases:				
c. Subtotal Award Amount (7a + 7b)	\$ -			
d. Award Decreases:				
e. Current Award Amount (7c minus 7d)	\$ -			
f. Deobligation required (if yes, list amount)				
g. Deobligation completed (if yes, list amount and date)				
8. Property & Equipment				
	YES	NO	Comments	
a. Inventory Report (if over \$5,000)				
b. Disposition of Equipment				
9. PROGRAM OFFICE CERTIFICATION				
<i>We certify that all items have been reviewed/corrected and comply with G&T grant closeout procedures.</i>				
9a. Project Manager's Signature (required for all Closeouts)	9b. Office		9c. Date	
	DHS&EM			
9d. Grants Administrator's Signature (required for all Closeouts)	9e. Office		9f. Date	
	DHS&EM			

