

RE: Closeout of Grant Award  
FY2004 Homeland Security Grant Program, 2004-GE-T4-0035  
Sub-grantee Agreement #(s): [xxxx](#)

[Date](#)  
[Authorizing Signatory Official](#)  
[Jurisdiction Name](#)  
[Address](#)  
[City, State, Zip](#)

Dear [xxxx](#):

We have reviewed your file for the final narrative, quarterly narrative, financial, and annual property inventory reports. It's been determined not all applicable administrative actions and project deliverables have been completed for your **FY2004 Homeland Security Grant Program** grant number 2004-GE-T4-0035 for the performance period 12/01/2003 to 11/30/2006.

An exuberant amount of time and effort to assist your jurisdiction has not achieved satisfactory results therefore your jurisdiction is considered non-compliant. We have officially closed your agreement per applicable grant program guidance.

Sub-recipients are required to retain grant records and documentation for three (3) years from the State's grant close-out date of **April 26, 2007** to the Department of Homeland Security or three (3) years from our last federal audit, whichever is later.

*Property/Equipment Inventory Reports* are required annually by January 20 until disposition of all property/equipment purchased with these grant funds falls below the fair market value of \$5,000, is transferred, or otherwise disposed of.

If you have any questions regarding this final closeout, please contact the Grants Administrator at (907) 428-7000 or 1-800-478-2337.

Sincerely,

Dale Crum

cc: [Jurisdiction Project Manager](#)  
[Jurisdiction Financial Officer](#)