

CLOSEOUT INSTRUCTIONS FOR GOER SUBRECIPIENTS (4/20/2011)

- Review all terms and conditions included in your original Intergovernmental Service Agreement (ISA), Intergovernmental Agreement (IGA), or Contract and make sure all have been completed and/or complied with.
- Verify that copies of all required progress reports have been submitted (normally one per month or quarter since the start date of the agreement through the end date of the agreement).
- Submit final invoice seeking reimbursement for remaining agreement expenses. If seeking less than full agreement amount please note this on final invoice.
- Contact Governor's Office of Economic Recovery (GOER) Grants Management Analyst to ensure that there are no other outstanding issues or requirements.
- Review your organization's record retention policies to ensure that they meet or exceed GOER requirements and/or make arrangements to retain the specific records for this agreement in such a manner as to meet or exceed GOER's requirements:

“All project related materials, programmatic and financial, must be retained for at least six years from the date of closeout. Materials must be retained beyond the required six years if the recipient has been notified within the six year period that Federal or State examination is required for purposes such as, litigation, claim, negotiation, audit, other action involving the records, or outstanding audit findings remain. Records may be retained in paper, electronic, or a combination of formats.”

- If applicable, ensure that any A-133 Single Audit Findings and/or Monitoring Findings have been resolved and any Corrective Action Plans submitted and completed.