

Coastal Impact Assistance Program

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**GULF OF MEXICO  
GRANT WORKSHOP**

**DAY 2**

**JUNE 25, 2009**

# Coastal Impact Assistance Program

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**GRANT CLOSE OUT**

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## **DEFINITION OF CLOSE OUT**

**Closeout is the process by which MMS determines that all applicable administrative actions and all required work under the CIAP grant have been completed including:**

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- **All terms and conditions have been fulfilled**
- **Necessary reports have been submitted to the Government**
- **Required financial data and other related information have been submitted and resolved**
- **All necessary adjustments have been made**
- **Property issues have been resolved**

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**The Contracting Officer (CO) follows these 9 steps:**

- 1). Send the recipient a written notification upon grant expiration and state what's due**
- 2). Review recipient's submission for completeness**
- 3). Review all financial reports to ensure funds have been used appropriately**

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- 4). Make upward/downward adjustments to allowable costs within 90 days;**
- 5). Ensure property disposition requirements are completed properly;**
- 6). Ensure all terms and conditions of award have been met;**

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**7). Notify recipient that closeout is complete;**

**8). Ensure that all closeout documents are in the file; and,**

**9). Mark the file “Closed”**

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**--THE END--**