

## Final Report and Reimbursement Package Checklist

A final report and reimbursement package must include:

- Vendor Invoice
- Backup Invoices
- Final Report
- Signed Certificate of Compliance
- Signed Engineer's Statement of Final Completion (if applicable)
- As-built Drawings (if applicable)
- Deliverables
- Electronic copy of final report (CD or thumb drive)
- Supplemental material (if applicable)

**Wait!** Before you submit, **double check** these items!

- The vendor invoice details all of the charges being requested for reimbursement.
- The vendor invoice includes the period of performance and the grant number.
- The vendor invoice is signed by an authorized agent of the grant sponsor.
- Backup invoices show the dates of when the work was completed. If they do not, make sure that it is clear in the final report when these tasks were completed.
- All calculations add up correctly.
- The time reported in the final report includes all of the dates during which work was completed.
- All charges on the vendor invoice and backup invoices should be tied to the tasks outlined in your grant agreement as described in the progress report.
- The final report should include:
  - Title Page with grant sponsors information, funding and grant number, and a list of supporting documents
  - A short description of the project history, location and purpose
  - Discussion of the project goals and results (by task) including any problems encountered in the process and the solutions adopted.
  - Description of the natural resources and public benefits
  - Grant administration and project costs (including the current balance for each task),
  - Signed certificate of compliance
  - Signed engineer's statement of final completion (if applicable)
  - As built drawings (if applicable)
  - Project deliverables as described in the grant agreement
  - Any supplemental project materials (e.g. contractor reports, newspaper articles, project photos, public notices)

**Questions?** Please contact:

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