

CLOSEOUT QUESTIONNAIRE

This checklist must be submitted to your Grant Manager for review before a HUD federally funded Contract can be closed out.

Grantee:		
Contract:		
Contact Person:		
Telephone:		
E-mail:		
	Yes (X)	No (X)
1. Have all final Annual Reports been submitted to DCED?		
2. Have all funds for this contract been expended?		
3. Has IDIS Activity Status been changed to Complete for each project? Attach IDIS PR02 Report		
4. Has the contract been monitored and have all monitoring findings, if any, been resolved? Date:		
5. Has Program Income been generated by this contract, if so, how much? \$		
6. Has a Program Income Reuse Plan been established? If so, please attach.		
7. Will this contract require a Single Audit?		
a. If Yes, what is the anticipated date for the audit?		
b. If a Single Audit is not required, please note that Federal Funds can not be used to pay for any audit costs for the fiscal year covered.		
8. Complete and submit a Fiscal Status Report (FSR) Form, IDIS PR02 Report and Closeout Questionnaire. A Contract Closeout letter will be issued by DCED if the above mentioned areas have been satisfactorily addressed.		
9. Comments:		