



Subaward Agreement Closeout Requirements

Subaward Agreement # _____

To be completed by Subrecipient and verified by Project Manager for Subaward. Pursuant to Section _____ of this Subaward Agreement ([2 CFR 200.344](#)), Subrecipient has satisfactorily completed the following requirements as well as the rest of its obligations under this Agreement:

- All financial, performance, and other reports as required by the terms and conditions of this Agreement have been submitted within thirty (30) days after the end date of the period of performance under this Agreement, to the extent they were not due earlier under the terms and provisions of this Agreement.
- Obligations incurred under this Agreement have been liquidated within thirty (30) days after the end date of the Agreement.
- Subrecipient made prompt payments to its subcontractors, if any, for allowable costs under this Agreement.
- Any balances of unobligated cash that ODFW paid in advance or paid and that are not authorized to be retained by Subrecipient for use in other projects have been refunded promptly.
- Settlement for any upward or downward adjustments to the Federal Award share costs have been made after closeout reports are received.
- Any real and personal property, if any, acquired under this Agreement has been accounted for.
- All closeout actions have been completed within one year after receipt and acceptance of all required final reports.

The remaining funds that were not used during the Grant Agreement period will be de-obligated approximately fifteen (15) days after the date of this notification.

The Subaward Agreement award was \$ _____.

The reported expenditures were \$ _____.

This leaves an unobligated balance of \$ _____.

I hereby certify the above information is correct and in accordance with the terms of the Subaward Agreement.

Subrecipient: _____

Date: _____

Subrecipient shall return this form to ODFW's Project Manager listed in Exhibit ____.

Verified by:

ODFW's Project Manager: _____

Date: _____

ODFW's Project Manager must provide a copy of this form to ODFW's Contract Officer listed in Exhibit ____