



Adams County Open Space Grant Close Out Checklist

Project Name:

Contact Person:

Use this checklist when closing out **ALL** projects, except land acquisitions. Provide copies of all documentation described below and this checklist to Open Space staff to begin the close out process.

Please submit the following:

- Grant Close Out Request Form
- Completed Grant Close Out Worksheet
- Copies of ALL invoices listed on Grant Close Out Worksheet
- Copies of cancelled checks for all costs indicated on Grant Close Out Worksheet

OR

- Signature of authorized Financial Officer on Grant Close Out Worksheet certifying all payments have been made
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)