

**NEPIRC Manufacturing Training and Technical Assistance Award
Project Closeout Checklist and Completion Certification**

- **Project Identification (Company and Award Number):** _____
- **Collect, Review and Approve Expense / Payment Documentation as Eligible and complete table below:**

Cost Item	Amounts	Notes
Total Project Budget	\$	Amount found in NEPIRC award document
Total Final Allowable Expenses	\$	Total amount from recipient accounting records of allowable expenses.

- **NOTE 1: Recipient certifies when submitting this form; they have no NEPIRC project funds left over as cash on hand.**
- **NOTE 2: Recipient certifies when submitting this form; they have no NEPIRC project related unliquidated obligations created because of and during the project.**
- **Submit Final Invoice addressed to NEPIRC including the following:**
 - Project Expense Documentation can not be greater than the Total Project Budget.
 - Project Payment Documentation (canceled checks, etc) must equal each invoiced amount and cannot exceed Total Project Budget.
- **Initiate Awardee Follow-up for Project Impact Data.**

By signature below, I certify completion of the above referenced project as outlined in the corresponding Application and implementation in accordance with the corresponding award, including all guidelines and award requirements. Further, the undersigned acknowledges that this signed form constitutes the formal and complete release of obligations between the parties.

Sponsor Signature:

Print Name:
Title:
Organization:
Date:

Awardee Signature:

Print Name:
Title:
Organization:
Date

OFFICE USE ONLY:

Reviewed for completeness _____ Date _____

Reviewed for compliance _____ Date _____

Final payment made check # _____ Date _____