| **YES** | **NO** | **N/A** | **TASK** |
| --- | --- | --- | --- |
| ⬜ | ⬜ | ⬜ | Proposed commodity distribution plan is developed through end-of-project. |
| ⬜ | ⬜ | ⬜ | Distribution plan is agreed to with partners (if applicable). |
| ⬜ | ⬜ | ⬜ | *Close-out Schedule* is submitted with final PREP (no later than mid-November of the penultimate year). |
| ⬜ | ⬜ | ⬜ | AOR agrees to date by which the close-out plan is due. |
| ⬜ | ⬜ | ⬜ | Physical inventory of equipment (assets) and supplies is completed, and includes condition and monetary value of all items over US$5,000. |
| ⬜ | ⬜ | ⬜ | A disposition plan is completed for all equipment with unit value over US$5,000 and supplies with aggregate value over US$5,000. |
| ⬜ | ⬜ | ⬜ | All third party claims resulting from damage, loss or improper distribution of commodities (including those from Sub-Awardees) are settled. **If not, describe status, including whether or not legal action was pursued or a waiver was requested from FFP.** |
| ⬜ | ⬜ | ⬜ | Details of all outstanding financial obligations (such as personnel contracts, ongoing service contracts, and inland transportation charges) are documented. |
| ⬜ | ⬜ | ⬜ | All outstanding audit recommendations are resolved. **If not, describe status and expected date for resolution.** |
| ⬜ | ⬜ | ⬜ | Close-out plan is submitted to USAID. |
| ⬜ | ⬜ | ⬜ | Donor approval is received for proposed equipment disposition plan. |
| ⬜ | ⬜ | ⬜ | Final Sales Order (call forward) is submitted. |
| ⬜ | ⬜ | ⬜ | All required documentation is on file. Documents include:* Donor approvals (e.g. waivers and prior approvals)
* Records pertaining to the receipt, storage, transportation, distribution, processing, repackaging, sale, and use of commodities by recipients
* Theft reports
* Third-party claims
* Lease agreements
* Service contracts
 |
| ⬜ | ⬜ | ⬜ | Staff are notified of Award end date and adjustments are made if necessary. |
| ⬜ | ⬜ | ⬜ | Final distribution schedules are confirmed with partners. |
| ⬜ | ⬜ | ⬜ | All commodity loans have been repaid. |
| ⬜ | ⬜ | ⬜ | All service provider contracts are completed per terms. |
| ⬜ | ⬜ | ⬜ | All commodities have been distributed or disposed of in accordance with approved Operational Plan or Close-Out Plan. If not, advise USAID.  |
| ⬜ | ⬜ | ⬜ | All equipment (assets) and supplies are disposed of according to agreed Close-Out Disposition Plan. |
| ⬜ | ⬜ | ⬜ | Local staff are terminated, and all HR/severance issues are completed. |
| ⬜ | ⬜ | ⬜ | All partners’ closed-out is complete, including acceptance of all final reports. |
| ⬜ | ⬜ | ⬜ | All partners’ supporting documentation is on file and reconciled to prime Award. |
| ⬜ | ⬜ | ⬜ | Record retention is confirmed with partners. |
| ⬜ | ⬜ | ⬜ | Commodity documents to be retained according to donor regulations are securely filed. |
| ⬜ | ⬜ | ⬜ | Proper disposition of all property is confirmed. |
| ⬜ | ⬜ | ⬜ | All claims and financial obligations associated with the award are settled. |
| ⬜ | ⬜ | ⬜ | Final year annual results report is submitted (due the first Monday of November following the date of expiration of the program, or within 90 days of date of expiration, whichever comes first). |