

**Vermont Department of Environmental Conservation (DEC)**  
**Ecosystem Restoration Grants**  
**Project Closeout Checklist for Technical Project Managers**

The checklist, below, helps DEC technical project managers, or TPMs, ensure project results are properly documented for tracking, accounting, and reporting purposes. A project is considered “closed” when all deliverables are submitted and approved according to the grant agreement. Please review and complete the checklist, below, at project closeout to ensure all required information has been submitted. Once the checklist is complete, please save it in Grants and Contacts Management System (GCMS) as a final deliverable for that project.

Project Title: \_\_\_\_\_ Grant Number: \_\_\_\_\_ WPD ID: \_\_\_\_\_

Technical Project Manager: \_\_\_\_\_ Project Type: \_\_\_\_\_

<b>Project Closeout Checklist</b>			
1.	I (TPM) approved all required deliverables and saved them to GCMS	<input type="checkbox"/> Yes	
2.	Did grantee submit final invoice?	<input type="checkbox"/> Yes	
3.	Did grantee submit match documentation (Form 430-M)?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
4.	Grantee has completed a Final Performance Report <sup>1</sup> using the DEC-provided template and contains performance measures from the grant agreement	<input type="checkbox"/> Yes	
5.	If this is an <b>implementation or equipment</b> project, grantee: <ul style="list-style-type: none"> <li>• Included before and after photos or at least 2 photos, with captions<sup>2</sup></li> <li>• Submitted a signed operation and maintenance (O&amp;M) agreement to maintain the project a minimum of 10 years from the date installed</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> N/A <input type="checkbox"/> N/A
6.	If this is an <b>equipment</b> project, grantee has submitted a letter to indicate they take full responsibility of the equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
7.	If this is a <b>stormwater</b> preliminary/final design or implementation project, grantee submitted a complete “Stormwater Best Management Practice (BMP) Final Report” <sup>1</sup> for each BMP designed or implemented	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
8.	If this is a <b>buffer planting</b> implementation project, grantee submitted a “Buffer Planting BMP Final Report” <sup>1</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
9.	If this is a <b>visible implementation</b> project, the grantee submitted a photo of the “Clean Water Project” sign during construction and returned the sign <sup>3</sup> . <a href="#">Review Sign Guidance here</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
10.	If grantee conducted <b>outreach</b> (workshops, trainings, public/stakeholder meetings), grantee recorded each outreach event using the <a href="#">ANR Online outreach tracking form</a> . Reported outreach events can be viewed <a href="#">here</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
11.	If this is a <b>planning or assessment</b> project, (such as a Stormwater Master Plan, River Corridor Plan, or other project identification with more than one project identified), grantee submitted the Batch Import File (BIF) <sup>4</sup> , containing the priority projects identified.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
12.	If this is an <b>equipment</b> project, grantee has submitted a letter to indicate they take full responsibility of the equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Notes (optional):			

## Grantee Evaluation for \_\_\_\_\_

1. Deliverables were timely, and the overall project was completed on schedule. No deliverables were late without adequate reason.	<input type="checkbox"/> 1. Strongly agree <input type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
2. Grantee was responsive to my communications, I had no issues getting responses from this grantee.	<input type="checkbox"/> 1. Strongly agree <input type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
3. Deliverables and final project were of high quality, well organized and met the intent of the grant agreement.	<input type="checkbox"/> 1. Strongly agree <input type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
4. If this was an implementation project, no violations occurred, all permits were obtained prior to construction, and project was constructed as planned.	<input type="checkbox"/> 1. Strongly agree <input type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree <input type="checkbox"/> 5. N/A
5. Overall experience working with this grantee was positive, any issues that came up were easily resolved, I have no concerns about this grantees performance.	<input type="checkbox"/> 1. Strongly agree <input type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
6. Please provide any feedback or additional comments that will help to evaluate this grantee's performance.	

Any Questions? Please contact [Helen.carr@vermont.gov](mailto:Helen.carr@vermont.gov) or [Shalini.Suryanarayana@vermont.gov](mailto:Shalini.Suryanarayana@vermont.gov).

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Footnotes:

1. The [Clean Water Initiative Program Grants webpage](#) contains the following reporting templates and instructions referenced in this checklist: Final Performance Report Template, Application Manual Appendix 2, Stormwater BMP reporting template, Buffer Plantings BMP reporting template, Outreach tracking reporting form.
2. Photos are required for implementation projects and equipment projects. Before and after photos should be taken from the same perspective. Equipment photos should show the equipment in use. In addition, if grantee posted a clean water project sign during construction, grantee should include a photo of the sign posted at the site during construction.
3. Clean Water Project signs are required on publicly visible implementation projects, only if it is stated in their grant agreement and meets [these requirements](#). A photo of the sign in place should be submitted with the final deliverables. View [Sign Tracking Spreadsheet](#).
4. Required Deliverable for Project Identification: As stated in the grant agreement's table of deliverables, all scoping grants involving project identification and prioritization are required to complete a table listing each project identified. Grantees must contact their TPM to obtain the latest version of the Batch Import File (BIF). The BIF table will be used to incorporate projects identified and prioritized into Vermont Tactical Basin Plan Implementation Tables.