

**GRANT CLOSEOUT CHECKLIST**

<b>Grant Name</b> <u>SHIP</u>	<b>County Project</b> <u>g642360</u>
<b>Grant Period</b> <u>7/1/2022</u> through <u>6/30/2026</u>	<b>Contract #</b> _____
<b>Award Amount</b> \$ <u>2,308,201.00</u>	<b>Federal</b> <input checked="" type="checkbox"/> <b>CFDA #</b> _____
	<b>State</b> _____ <b>CSFA #</b> <u>40.901</u>
<b>Revenue</b> <u>1056.000000.335.501.0000</u>	<b>Expense</b> <u>1056.593701.554.??.???</u>
<b>Actual Revenue</b> \$ <u>2,899,125.27</u>	<b>Expenses</b> \$ <u>2,898,839.47</u>
	<b>County Impact</b> \$ <u>(285.80)</u> Project expense less revenue.
<b>Grant Reimbursable</b> <b>330</b> \$ <u>2,898,839.47</u>	
<b>Match</b> <b>430</b> \$ <u>-</u>	
<b>Other Non-Reimbursable</b> <b>430</b> \$ <u>-</u>	

The State Housing Initiative Partnership (SHIP) grant is used to provide funds to the county as an incentive for the creation of and preservation of affordable housing. To further the housing element of the local government comprehensive plan, specific to affordable housing and to increase housing related employment.

Shared Drive File Path:  
P:\Fiscal\GRANTS Section\Human Services Grants\Grants\60 - SHIP - FY23

- |   | <b>Date Completed</b> |
|---|-----------------------|
| <ul style="list-style-type: none"> <li>● <b>Submission of Final Invoice</b> <span style="float: right;"><u>6/30/2025</u></span><br/><i>If there are any pending transactions, wait until those are processed before submitting invoice.</i></li> <li>● <b>Close grant project in Munis</b> <span style="float: right;"><u>3/20/2026</u></span><br/><i>If there are any pending transactions, wait until those are processed before closing project.</i></li> <li>● <b>Notify Department project will be closed and no other expenses should be posted to the grant.</b> <span style="float: right;"><u>3/20/2026</u></span></li> <li>● <b>Update grant information to Grant List Worksheet</b> <span style="float: right;"><u>3/20/2026</u></span></li> <li>● <b>Print Munis Reports</b> <span style="float: right;"><u>3/20/2026</u></span><br/><i>Print Project Expense Detail Report and Ledger Expense Detail Report</i></li> </ul> |                       |

**Audit Reporting Requirements:**

**Comments:**

<b>Fiscal Approval to Close Grant</b>	<b>Date</b>	<b>Department Approval to Close Grant</b>	<b>Date</b>
<u>Amanda Tomasetti</u>	<u>3/20/2026</u>	<u>Colleen K. Turner</u>	<u>3/20/2026</u>