



Contract Closeout

FOR NRP OFFICE USE ONLY

NRP Staff review by: _____ date: _____

CPED Staff review by: _____ date: _____

NRP Data Entry by: _____ date: _____

Sent to City Acct. (if funds are to be unencumbered) date: _____

Neighborhood Notified by: _____ date: _____

Neighborhood(s) _____

Contract # _____

PG #(s) _____

Vendor Name _____

Vendor # _____

Project Name(s) _____

Contract Closeout Data

NRP Funds Summary		Amount	Strategies Where Funds Should Return		
			Citation	Strategy Name	Amount
A) NRP Contract Amount					
B) Contract-Related Program Income					
C) Total NRP Contract Funds (A+B)					
D) Total NRP Contract Funds Paid To Date					
E) Unpaid Contract Balance (C-D)					
F) Unpaid Contract Balance to be Unencumbered					
G) NRP Funds to be Returned by the Provider					
H) Total NRP Funds To Be Returned To Plan (F+G)			Total NRP Funds Returned		
NRP Project(s) Reported	Date Submitted	NRP Funded Assets	Cost \$	Purchase Date	

Project Narrative Report

To be completed by the implementing agency. Please provide a one-to-three paragraph narrative of the project's outcomes, including appropriate quantitative and qualitative measures. Also address the groups involved, unique features, successes, obstacles, etc.

Neighborhood Evaluation:

To be completed by the neighborhood association. Please provide a one-to-three paragraph evaluation of the work performed under the NRP Funding Agreement. Please include your assessment of whether (1) the work was done as expected; and (2) the fees charged, if any, were reasonable given the work product.

This is to certify that The Project(s) described in this contract is complete, and all related expenses have been invoiced/reported for reimbursement.

Signature: _____ (Contract Administrator or Contractor)

Agency: _____

Date: _____

This is to certify that the Project(s) described in this contract is complete and that any contract funds being held back pending Project completion may now be paid out as necessary for eligible expenses in accordance with the terms of this contract.

Signature: _____

Title: _____

Organization: _____

Date: _____

NRP Closeout Info/Notes:

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