

VIII. PROJECT CLOSURE

The recipient must complete all required documentation (see below) and submit all to the Marine Board. The individual authorized in the application's resolution must sign the documents.

The recipient shall have no more than 15 working days following the project ending date or project completion date, which ever comes first, to submit all required closure documents to the Marine Board. Failure to submit the closure documents within the time frame shall reflect negatively on the rating of the recipient's future assistance applications and may result in termination.

The following documents must be submitted to the Marine Board within 15 working days following project completion. **Please read carefully.**

1. A completed Year-End Project Closure Report (OSMB Form B7),
2. Submit photos of completed project/program or items purchased (photos may be used by the Marine Board in publications and/or on website),
3. A completed Project Expenditure Record (OSMB Form B8), which itemizes all expenditures of the grant funds, and
4. If applicable, a completed equipment inventory list (OSMB Form B9).
5. If applicable, submit an Invoice for reimbursement.

Only items approved by the Marine Board and identified in the scope of work from the recipient's finalized contract and/or amendments are eligible for reimbursement.

Payment requests for reimbursements to the Marine Board should be whenever all of the costs are incurred. Payment requests should not be more than the full amount approved. Please use the following documents to request reimbursement:

- a. Invoice with receipts attached from Organization/Foundation
- b. Reimbursement Request (OSMB Form B6)

If an individual that has partnered with the non-profit organization or foundation that will purchase items, the individual must submit receipts to the non-profit

organization or foundation for reimbursement. The non-profit organization or foundation will in turn submit an invoice with receipts attached of all purchased items. All costs must be itemized on the Expenditure Record form. Documentation such as invoices, statements or claims, warrants or checks must support all expenditures and are necessary for the reimbursement.

The Marine Board will only reimburse the non-profit organization or foundation. It is the responsibility of the non-profit organization or foundation to reimburse individuals.

POST-COMPLETION REQUIREMENTS

The results of a completed project/program shall benefit the public according to the purposes of the USCG Recreational Boating Safety Program and the Marine Board Objectives for the Program. Programs or projects shall be available for public use or enjoyment for at least three (3) years.