

From: Miner, Mark (CDC/DDID/NCHHSTP/DTE)
Sent: Thursday, April 23, 2020 10:45 AM
Subject: Review of Close Out Reports, 15-1501

As outlined in the National 15-1501 Close Out call with partners:

An Amendment will be created by the recipient* by 5/29 (new deadline), with all attachments included.

Next Steps:

1. PO will review all materials for completeness
2. PO to review the Close Out report to look for areas of program progress, such as:
 - meeting NTIP objectives for the project period
 - barriers to meeting objectives
 - useful methods to overcoming barriers
 - successes
 - appropriate use of federal funds
3. Enter an internal Grant Note with comments reflective of the above areas, among any others deemed relevant.
4. Enter a no-cost Funding Memo.

Inform your Lead when ready to recommend for approval.

Due by June 30, or 30-days after received if an additional extension was requested.

**If the recipient submits a Grant Note instead of an Amendment, the PO should create the Amendment and attach the documents therein. Be mindful that we are looking at the 15-1501 grant number and not the 20-2001 grant number.*

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