



**Passaic County Open Space, Farmland,
& Historic Preservation Trust Fund
PARK DEVELOPMENT GRANT CLOSEOUT CHECKLIST**

PROJECT CLOSEOUT CHECKLIST

This checklist is enclosed to ensure that all necessary requirements to close out the park development project have been met. Please be sure to run through the following checklist:

- Notify the County when the development project is complete**
- Submit a record drawing showing the project as-built (if applicable)**
- Submit digital images and prints that clearly show the development project, as completed**
- Schedule final site inspection with the Open Space Coordinator within forty-five (45) days of receipt of the items above**
- Signage** – provide proposed location(s) via drawing markup and/or digital image for a sign that identifies the parkland as a Passaic County Board of County Commissioners Open Space, Farmland, and Historic Preservation Trust Fund project that is permanently dedicated to recreation and conservation purposes. The sign location shall be in a prominent place on the funded parkland, to be installed and maintained by the local government unit. The sign shall be provided by the County. If a sign is already installed from a previous OSTF grant on the project site, please provide an image of the current condition.
- Final Grant Tracking Report** –including signed purchase order, reimbursement forms, invoices, and supporting documentation.
- Excess grant funds (if applicable)** –any excess grant funds shall be unencumbered and returned to the OSTF.

After the above checklist items and all other applicable rules and regulations not specifically stated herein as set forth in the Grant Agreement have been satisfied, the final reimbursement for the Project shall be processed and the signed purchase order shall be provided by the County.

**For any questions, please contact Jessie W. Summers, Open Space Coordinator:
jessies@passaiccountynj.org or 973-569-4049.**