

**ECONOMIC DEVELOPMENT ADMINISTRATION**  
**GOVERNMENTAL PERFORMANCE AND RESULTS ACT (GPRA)**  
**CHECKLIST FOR PROJECT CLOSEOUT**

EDA Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient(s): \_\_\_\_\_

Co-Recipient(s): \_\_\_\_\_

Recipient's Authorized Representative: \_\_\_\_\_

*Name & Phone Number*

	Estimates from the ED-900-Grant Application
Estimated Private Investment	
Estimated Jobs Created	
Estimated Jobs Retained	

Y	N	NA
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1. The Recipient affirms that they have established a system to track performance data for 9 years from the EDA grant award date.
2. The Recipient acknowledges the Records Retention Requirement requiring records to be maintained for a minimum of three years. As GPRA reporting continues until 9 years after award date, the Recipient is encouraged to maintain documentation supporting performance for 9 years. [Link to the GPRA Data Instructions](#) and [GPRA Data Form](#). (Note examples of performance documentation include: before and after photos of the property; property or business tax information; employment information; private investment information; annual wage information; population information; newspaper articles and brochures; and maps of the area.)
3. The contact information for the person responsible for the submission of the GPRA Data:  
If this person/contact information changes, the recipient will notify EDA with the new information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Prepared By (Name & Title)**

\_\_\_\_\_  
**Prepared By (Signature)**

\_\_\_\_\_  
**Date**