



Public Beach and Coastal Waterfront Access Project Grant Closeout Guidance

Please provide the following materials to closeout your access grant with the Division of Coastal Management.

1. **Cover letter** – written to Director of Division of Coastal Management from the Local Government and submitted to District Planner
2. **Summary of Access Grant Expenses** – signed by Local Project Administrator and District Planner. Please break expenses down by invoice in chronological order, and subtract the cost of any tools purchased or taxes.
 - *It is recommended that you fill out this form and email to your District Planner prior to packet submittal.*
3. **Grant Reimbursement Schedule** – signed by Finance Officer or Local Project Administrator
4. **Invoices/Receipts/Statements/Billings** – (copies)
5. **Contractor's Sales Tax Reports** – as applicable, a report from the contractor listing state and local sales taxes paid by the contractor and eligible for reimbursement to the Local Government that have not been noted on the invoices/billings.
6. **Period Report** – submit final period report.
7. **Handicapped Accessibility Certification letter** – letter written to District Planner from Local Government Chief Building Official certifying that the project meets the Federal and Local Government's handicapped accessibility requirements.
8. **In-kind Documentation** - if applicable

Land Acquisition projects must also submit:

9. **Acquisition Documentation FORM** – signed by Authorized Local Government Representative. Attach two (2) copies of each of the following: **Copy of Deed** – deed to include recording of conditions on property (i.e., future use) as stipulated in the grant award contract (See SAMPLE DEED RESTRICTION RECORDING)
 - **Proof of Title**
 - **Copy of Appraisal** – to include appraisers' certification that the appraisal was completed using the Universal Standard of Professional Appraisal Practices.
 - **Copy of Payment** – instrument that includes cost of property.

If not previously sent to the Division with the Final Application:

- A copy of the Resolution authorizing the local government to enter into the grant contract with NCDEQ.
- Title Opinion

The package of materials should be emailed to the appropriate [District Planner](#).