

Close Out Requirements Checklist
For Gulf Coast Ecosystem Restoration Council Grants and IAAs

PIPER Requirements (Access at <https://www.restorethegulf.gov/grantsportal>)

- ☐ Performance Reporting Questionnaire (PIPER Web Form) **Note: Detailed instructions for submitting an award closeout performance report in PIPER are available in the [PIPER Performance Report Module User Manual](#) (pg 18)*
- ☐ Updated Final Metrics (PIPER Web Form)
- ☐ Updated Final Leveraged Funding Data (if applicable) (PIPER Web Form)
- ☐ Final Milestones Reporting *and Deliverables* (PIPER Web Form)
- ☐ Final GIS Files (Uploaded with final Performance Report)
- ☐ Final Updated Observational Data Plan (Uploaded with final Performance Report)
- ☐ Final Updated Data Management Plan (Uploaded with final Performance Report, Note: *Only needed if NOT using an eODP form at closeout*)
- ☐ Observational Data Closeout Report (Complete here: <https://docs.google.com/forms/d/e/1FAIpQLSepuhXNcyvYPvJajYTEPcxGhNtcfwvNZPwNdRniQRp18I5tHg/viewform>) **Note: This should be completed outside of PIPER and then uploaded as a PDF to the Performance Report. PSEP awards are exempt from completing the Observational Data Closeout Report requirement*
- ☐ Final update and “publish” of MERLIN Metadata Record

Details about creating and editing metadata records in MERLIN are available at: <https://restorethegulf.gov/merlin-landingpage>. Please reach out to merlin.metadata@restorethegulf.gov for additional questions about accessing MERLIN or editing metadata records.

GrantSolutions Requirements (Access at <https://www.grantsolutions.gov>)

- ☐ Completed Final FFR (GrantSolutions Web Form)
- ☐ Final Expenditures Sheet (upload to GrantSolutions)
- ☐ [Financial Reporting Narrative](#) (upload to GrantSolutions)
- ☐ [Close Out Certification](#) (upload to GrantSolutions)

In addition, the following may also be needed in Grantsolutions:

- ☐ Tangible Personal Property Report ([SF-428](#) and [SF-428B](#)) (upload to GrantSolutions *only* if tangible personal property was acquired with Council funds)
- ☐ Real Property Status Report ([SF-429](#) and [SF-429C](#)) (upload to GrantSolutions *only* if real property was acquired with Council funds)

Please check that all deliverables have been completed and provided to the Council staff.