

CONTRACT CLOSE-OUT CHECKLIST
(To Be Prepared by the Contracts & Lease Coordinator)

DATE: October 11, 2023

TO: Finance Department

SUBJECT: Contract No. C22-3285-OMB

MANAGING DEPARTMENT: OMB

CONTRACTOR'S NAME: Okaloosa County Council of Aging/Elder Services

PROJECT TITLE: Grant Funding Agreement

The attached has met the final payment contract requirement in subject contract.

	Yes	No
1. <u>Final Invoice</u>	X	

	Yes	No	N/A
2. <u>Close-Out Documents</u>			
a. <u>Signed Release of Lien</u>			X
b. <u>Proof of Completion Advertisement</u>			X
c. <u>Certificate of Insurance</u>			X
d. <u>Consent of Surety to Final Payment</u>			X
e. <u>Proof of Performance/Payment Bond</u>			X
<u>Continuation 12 Months Following</u>			
<u>Final Payment</u>			
f. <u>Grants approval/signature</u>			X

3. Remarks

Vendor # 003200

Invoice # Q4 FINAL Amount \$5,531.69

Faye Douglas Digitally signed by Faye Douglas
Date: 2023.10.11 15:07:25 -05'00'

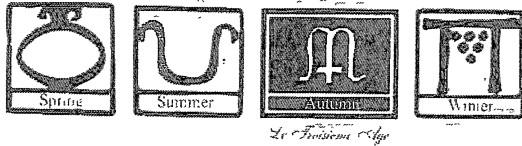
OMB DIRECTOR

DATE

*\$ 5,531.69 Paid w/ check # 240048
on 10/19/23*

Elder Services of Okaloosa County

Okaloosa County Council on Aging



Kimberly A. Fraley
Executive Director

CONTRACT: C23-3285-OMB
Okaloosa County Council of Aging/Elder Svs
Grant Funding Assistance
EXPIRES:09/30/2023

October 11, 2023

LaKeisha Straka-Conway
Budget Analyst
Okaloosa County Board of County Commissioners

We respectfully submit our request for the balance of the 4th Qtr. Allocation of \$5,531.69 for Elder Services of Okaloosa County (Okaloosa County Council on Aging, Inc.)

Sincerely,

Lee McCallister
Fiscal Manager