

Project Completion Check List
(GEF funded projects and all other cost sharing funds under fund 62040)

Country Office: VNM-Viet Nam PIMS ID: 5245 Project Output No: 00092225

I confirm that all of the following matters have been considered and resolved:

1	No outstanding NEX advances – in either local currency or USD
2	No outstanding PDRs
3	No open Purchase Orders
4	No Receipt Accruals
5	No outstanding commitments
6	No pending prepayments and other non PO advances
7	All pre-financing activities have been recovered and/or reimbursed
8	No pending GMS or Direct Project Charging (formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done.) (For GEF funded projects, GMS (IA Fee) allocated by UNDP/GEF HQ to CO will be fully paid to CO's XB account after project is financially closed (except cancelled/dropped projects before completion).
9	No pending GLJEs
10	No unapplied deposits or other unrecorded revenue
11	No outstanding Accounts Receivable to be received from donors per signed agreements
12	No AR direct journals in budget error or incomplete status
13	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
14	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
15	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
16	All project petty cash is cleared
17	Project bank account is fully reconciled and closed
18	All accrued employee benefits are fully accounted

19	No other pending liabilities
20	The CDR for the previous quarter shows zero future expenses (commitments).
21	Final LPAC/ steering committee minutes are available
22	All audit observations are closed with supporting documentation.
23	The final CDR is signed by UNDP (i.e. programme/project manager) and the Implementing Partner. Final report submitted by responsible parties. (For GEF funded projects, final cumulative expenditure with Atlas yearly breakdowns have to be reconciled with UNDP GEF Trust Fund statement figures (provided by UNDP/GEF HQ) and confirmed by CO).
24	If a cost sharing project, the unexpended balance has been agreed to the general ledger. Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.
25	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero. (For GEF funded projects, after confirmation by UNDP/GEF HQ, CO may proceed with project financial closure in Atlas. However, refund to GEF is done via reporting on financially closed projects after CO financially closed the project in Atlas. UNDP/GEF HQ run Atlas reports including all financially closed projects and report to GEF Trustee).
26	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
27	Notified the GSSC to close any associated contract in the contracts module.
28	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.
29	Set project output status to "F" in Atlas.
30	Set project status to "F" in Atlas.


***Note:** Projects should be financially completed not more than 12 months after operational completion or date of cancellation.



Name Patrick Haverman

Vu Thi Thu Hang

Title Deputy Resident Representative

Signature  _____



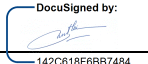
Date 22-Sep-2022

The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.

CLEARANCE SLIP for the Project Completion Check List

Project/Output No.: 00084022-00092225

Output title: **Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam – PIMS 5245**

I- Project Manager/Budget owner (Vu Thi Thu Hang)	Confirmation	Signature	Date
1. The Project Completion Check List has been reviewed and verified	Yes <input checked="" type="checkbox"/>	 9E631B04E2E34AC...	18-Sep-2022
2. There is no outstanding Project Delivery Reports (PDR) or other requirements for joint projects;	Yes <input checked="" type="checkbox"/>		
3. There is no Outstanding Commitment such as office rental, maintenance bills or any dispute invoice.	Yes <input checked="" type="checkbox"/>		
4. All pre-financing activities have been recovered and/or reimbursed.	Yes <input checked="" type="checkbox"/>		
5. The Project Bank Account is fully reconciled and closed, if applicable	Yes <input checked="" type="checkbox"/>		
6. All assets and inventory transferred/disposed and there is no uncapitalized assets that need cleared off for this project	Yes <input checked="" type="checkbox"/>		
7. Consultations with Donors on the disposition of unexpended cost-sharing balances and documented	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
8. All donor reports, as established in the Cost Sharing agreement, if applicable, submitted and acknowledged receipt by the donor	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
9. Guidelines are adhered to if the project is funded by Global funds (GFATM fund code 30078, 30068)	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
10. The supporting document for the following two items are uploaded into Atlas Project (Grants>Award>Project/Attachments) a. Final LPAC/ Steering committee minutes b. Audit Observation (if any)	Yes <input checked="" type="checkbox"/>		
II- Finance & Assurance (Focal point: Phan Trong Dam)	Confirmation	Signature	Date
1. The project has no outstanding DIM/NIM advances (Account 16005)	Yes <input checked="" type="checkbox"/>	 8F514D58FF0848F...	22-Sep-2022
2. The final CDR is certified by UNDP and the Implementing Partner, and all CDR submitted in the CDR Bridge.as required (if No, to be made ready later)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
III- Unit Head Clearance (Dao Xuan Lai)	Confirmation	Signature	Date
1. Project Completion Check List and CLEARANCE SLIP cleared by Unit Head	Yes <input checked="" type="checkbox"/>	 142C618F6BB7484...	22-Sep-2022