

Project Completion Check List

Country Office: SLV Award N°00069442 Project Output N°00084021

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

✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Purchase Orders
✓	No Receipt Accruals
✓	No outstanding commitments
✓	No pending prepayments and other non PO advances
✓	All pre-financing activities have been recovered and/or reimbursed
✓	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.)
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded revenue
✓	No outstanding Accounts Receivable to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
✓	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
✓	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
✓	All project petty cash is cleared
✓	Project bank account is fully reconciled and closed
✓	All accrued employee benefits are fully accounted
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero future expenses (commitments).
✓	Final LPAC/ steering committee minutes are available

✓	All audit observations are closed with supporting documentation.
✓	The final CDR is signed by UNDP (i.e. programme/project manager) and the Implementing Partner. Final report submitted by responsible parties.
✓	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.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
✓	Notified the GSSC to close any associated contract in the contracts module.
✓	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.
✓	Set project output status to "F" in Atlas.
✓	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: Mónica Merino

Title: Representante Adjunta

Signature Mónica Merino Date 20-Sep-2021

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.

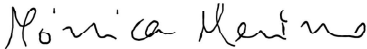
Certificado de finalización

Identificador del sobre: 192B2ADE39644D5095C5DEB78EC8E9EC	Estado: Completado
Asunto: Aplicar DocuSign a: 00069442/00084021- Cepa fase 1- CARATULA DE CIERRE	
Sobre de origen:	
Páginas del documento: 3	Firmas: 2
Páginas del certificado: 1	Iniciales: 0
Firma guiada: Activado	Autor del sobre:
Sello del identificador del sobre: Activado	Marielos Rivera
Zona horaria: (UTC-08:00) Hora del Pacífico (Estados Unidos y Canadá)	One United Nations Plaza
	New York, NY 10017
	marielos.rivera@undp.org
	Dirección IP: 190.86.33.85

Seguimiento de registro

Estado: Original	Titular: Marielos Rivera	Ubicación: DocuSign
20/09/2021 8:50:51	marielos.rivera@undp.org	

Eventos de firmante

Eventos de firmante	Firma	Fecha y hora
Monica Merino		Enviado: 20/09/2021 8:52:04
monica.merino@undp.org		Visto: 20/09/2021 8:54:38
Representante Residente Adjunta		Firmado: 20/09/2021 8:54:59
UNDP Headquarters		
Nivel de seguridad: Correo electrónico, Autenticación de cuenta (ninguna)	Adopción de firma: Dibujada en dispositivo Utilizando dirección IP: 190.120.29.180	

Información sobre confidencialidad de registros y firmas electrónicos:

No ofrecido a través de DocuSign

Eventos de firmante en persona	Firma	Fecha y hora
Eventos de entrega al editor	Estado	Fecha y hora
Eventos de entrega al agente	Estado	Fecha y hora
Eventos de entrega al intermediario	Estado	Fecha y hora
Eventos de entrega certificada	Estado	Fecha y hora
Eventos de copia de carbón	Estado	Fecha y hora
Eventos del testigo	Firma	Fecha y hora
Eventos de notario	Firma	Fecha y hora
Eventos de resumen de sobre	Estado	Marcas de tiempo
Sobre enviado	Con hash/cifrado	20/09/2021 8:52:04
Certificado entregado	Seguridad comprobada	20/09/2021 8:54:38
Firma completa	Seguridad comprobada	20/09/2021 8:54:59
Completado	Seguridad comprobada	20/09/2021 8:54:59
Eventos del pago	Estado	Marcas de tiempo