

Comprehensive Approaches to Raising Educational Standards (CARES) CLOSE-OUT

Instructions to First 5 county commission:

With final invoice submit one (1) original copy of this form. The original copy must bear the original signature of the First 5 County Executive Director or Authorized Commission Representative.

Submission of Final Invoice

Pursuant to **agreement number** _____ entered into between First 5 California and the First 5 county commission (identified below), the county commission does hereby acknowledge that final payment has been requested via the following **CARES invoice**:

Check One	Invoice Period	Amount	Date Signed
<input type="checkbox"/>	January-June 2009	\$	
<input type="checkbox"/>	July-December 2009	\$	

Submission of Major Deliverables

By signing this form, county commission affirms that all deliverables have been submitted as outlined in section VII. Reporting and Evaluation Requirements of the April 2008 CARES Request for Funds. Failure to submit evaluation data, fiscal or program reports on any First 5 California Matching Program may result in withholding final payment on this matching project or other First 5 California matches to the county commission.

Release of all Obligations

By signing this form, and upon receipt of the amount specified in the invoice referenced above, the county commission does hereby release and discharge the State, its officers, agents and employees of and from any and all liabilities, obligations, claims, and demands whatsoever arising from the above referenced agreement.

Repayments Due to Audit Exceptions / Record Retention

By signing this form, county commission acknowledges that expenses authorized for reimbursement do not guarantee final allowability of said expenses. County commission agrees that the amount of any sustained audit exceptions resulting from any subsequent audit made after final payment will be refunded to the State.

State funds disbursed by First 5 California to county commissions are subject to examination and audit by First 5 California or its designee, or the State Auditor, for a period of three years after final payment of program expenditures. Therefore, records must be retained for this period. First 5 California or the state shall have access to CARES Program sites, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other material as may be relevant to a matter under investigation for the purpose of determining compliance with the use of CARES Program funds.

County Commission Name: _____

Signature of First 5 County Executive Director
or Authorized Commission Representative: _____

Printed Name/Title of Person Signing: _____ Date: _____