

Kansas Department of Commerce (KDC) Detailed Review Summary for Program Closeout

Awardee	
Grant Program/Project Title	
Project (Beginning and Ending) Dates (include any extension/amendment)	

Monitoring *Describe monitoring of grantees (reports, communication, etc.):*

Site Visit performed & documented	Date(s):	
Quarterly Progress Reports Submitted	Quarters:	
Quarterly Calls performed & documented	Date(s):	
Desk Review Reports on file	Date:	
Are all required Quarterly Progress Reports complete and on file?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, what is missing?
As applicable, was an audit submitted and reviewed for findings/recommendations regarding this grant or controls been resolved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, which findings/recommendations or questioned costs have not been resolved?
Has all monitoring of grant funds been completed (Corrective action items resolved and documentation on file)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, state the status of the monitoring.
Have any fraudulent activities been noted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, have these activities been reported to the RO?

Close-out

Have all project/grant program activities concluded prior to the project end date?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please note status of activities not concluded.														
Were all funds spent within the specified project dates?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please elaborate.														
Have all unexpended funds been recouped from awardees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state the responsible parties and timeline of recouping the funds.														
Was the Closeout Site Visit Checklist completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please note status														
Does the Closeout Site Visit Checklist reconcile with KDC's records?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please elaborate.														
All required award tracking documentation is in KDC SharePoint grant folder?																
<table border="0"> <tr> <td><input type="checkbox"/> Application and scoring</td> <td><input type="checkbox"/> Payment and PO documentation</td> </tr> <tr> <td><input type="checkbox"/> SAM.gov Entity Registration and debarment check</td> <td><input type="checkbox"/> Monitoring documentation (as noted above)</td> </tr> <tr> <td><input type="checkbox"/> State Documents (W9, SH policy, Boycott, ACH)</td> <td><input type="checkbox"/> Supporting documentation for all expenditures</td> </tr> <tr> <td><input type="checkbox"/> Award letter</td> <td><input type="checkbox"/> Internal Quarterly Progress Report complete</td> </tr> <tr> <td><input type="checkbox"/> Pre-award documentation (property ownership, permits, insurance, enviromental review)</td> <td><input type="checkbox"/> Correspondence/communication</td> </tr> <tr> <td><input type="checkbox"/> Agreement and applicable amendments</td> <td><input type="checkbox"/> Photos of project</td> </tr> <tr> <td><input type="checkbox"/> Policies and procedures (accounting, procurement, conflict of interest, grant program compliance & management)</td> <td></td> </tr> </table>			<input type="checkbox"/> Application and scoring	<input type="checkbox"/> Payment and PO documentation	<input type="checkbox"/> SAM.gov Entity Registration and debarment check	<input type="checkbox"/> Monitoring documentation (as noted above)	<input type="checkbox"/> State Documents (W9, SH policy, Boycott, ACH)	<input type="checkbox"/> Supporting documentation for all expenditures	<input type="checkbox"/> Award letter	<input type="checkbox"/> Internal Quarterly Progress Report complete	<input type="checkbox"/> Pre-award documentation (property ownership, permits, insurance, enviromental review)	<input type="checkbox"/> Correspondence/communication	<input type="checkbox"/> Agreement and applicable amendments	<input type="checkbox"/> Photos of project	<input type="checkbox"/> Policies and procedures (accounting, procurement, conflict of interest, grant program compliance & management)	
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Closeout letter sent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, date: If no, please note status?														