ADOPT 1.0 and 2.0 Equipment Distribution Closeout Checklist

SUBRECIPIENT CHECKLIST – Use this checklist to prepare for project closeout. Closeout submissions are due within 45 days of project completion.

- ☐ Access the closeout report in Salesforce (https://kansascommerce.my.site.com/Grants/s/login/) and use the Closeout Report template to complete the final submission. Gather all required materials and complete each tab with final data.
- ☐ Provide a final narrative including updates from the most recent report.
- ☐ Prepare and submit data on final device distribution and disposition by type
- ☐ Prepare and submit all required data on the Federal Reporting tab and your project's metrics tab including
  - ✓ Final device distribution and disposition count by device type
  - ✓ The number and types of digital literacy training and other support services provided to enable the use of the equipment and the number of recipients who received training on using computers/devices
  - ✓ All other columns labeled "Required"
  - ✓ Any other agreed-upon metrics for the project
- ☐ Provide summary evidence from your tracking system that the location of each assigned and unassigned device is documented and the most recent verification date.
- ☐ Prepare and submit any improvements and/or anecdotal data on program effectiveness and impact
- ☐ Provide additional metrics in the report template or as a separate report(s) as available:
  - ✓ Geographic Reach: Areas or communities served by the program.
  - ✓ Community Engagement: Report on outreach efforts and the level of community engagement achieved.
  - ✓ Long-Term Impact: Contribution to recipients' socio-economic well-being over time.
  - ✓ Success Stories: Success stories or testimonials from beneficiaries that illustrate the program's impact.
  - ✓ Budget Utilization: How the grant funds were used accompanied by periodic financial reports.
  - ✓ Challenges and Adaptations: Any challenges faced during implementation and how the organization adapted its strategies to address them.
- ☐ Report all sub-award expenditures on the project expenditure tab. Ensure that:
  - ☐ Required match percentage is met
  - ☐ All expenditures are eligible
  - ☐ Expenditures do not exceed the approved budget line item (within 10% variance)
  - ☐ All invoices and proof of payment have been submitted
- ☐ Gather and share success stories, documented outcomes, client feedback, event turnout, etc.
- ☐ Attend the KOBD closeout meeting

☐ Maintain and preserve project files for no less than five (5) years from the end date.

Following the closeout meeting, KOBD will issue the final payment and with the next batch of monthly payments. KOBD will send a formal close-out letter dated the last day of the performance period.