ADOPT 1.0 and 2.0 Public Wi-Fi 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 that demonstrates the public Wi-Fi project has been completed and the Wi-Fi equipment has been purchased and installed
- ☐ Maintain documentation that the device distribution project has been completed and that devices have been provided to those communities in critical need as specified in the approved application
- ☐ Prepare and submit a final .kmz map of the Wi-Fi installation
- ☐ Prepare and submit required tests of the Wi-Fi system
- ☐ Prepare and submit all required data on the Federal Reporting tab including
  - ✓ number and types of digital literacy training and other support services provided to enable the use of the public Wi-Fi services
  - ✓ the number of recipients who received training
  - ✓ all other columns labeled "Required"
- ☐ 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 proofs of payment have been submitted
- ☐ Gather and share success stories, documented outcomes, client feedback, event turnout, etc.

- ☐ Implement a plan to comply with record retention requirements in the program guidelines (5 years after project closeout)
- ☐ 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.