

DOCK 1.0 and 2.0 Subrecipient Closeout Checklist

- Use this checklist to prepare for project closeout.
- Closeout submissions are due by 5:00 pm on September 7, 2026
- ☐ Complete the Monthly Reporting Template with all final data including:
 - ✓ **Program Narrative tab:** provide a final project narrative that summarizes the project activities and results.
 - ✓ **Project Expenditures tab:** report all final sub-award expenditures and ensure:
 - All expenditures are eligible in alignment with the Program Guidelines
 - Expenditures do not exceed the approved budget line item (within 10% variance)
 - Required match percentage is met
 - Invoices and proof of payment have been submitted for all expenditures
 - ✓ **Completion Status tab:** provide the Actual Completion Date for all project milestones.
 - If a milestone was not completed, provide an explanation in the Comments column.
 - ✓ **Metrics tab:** provide final data for the project.
 - ✓ **Additional Metrics:** Provide any additional metrics on a new tab in the reporting template or as a separate report as available:
 - Geographic Reach: Areas or communities served by the program.
 - Long-Term Impact: Contribution to recipients' socio-economic well-being over time.
 - Any additional metrics subrecipient captured to measure the project's effectiveness and impact.
 - Any participant feedback captured in surveys or by other means during the project.
 - Challenges and Adaptations: Any challenges faced during implementation and how the organization adapted its strategies to address them.
 - Any improvements and/or anecdotal data on program effectiveness and impact.
 - ✓ **Equipment:** if equipment¹ was purchased for the project, report property records ² in a new tab in the reporting template or as a separate report to include:
 - Description of the property
 - Serial Number or another identification number
 - Source of funding
 - Title Holder
 - Acquisition Date
 - Purchase Cost
 - Percentage of grant funds utilized for the purchase
 - Location of the property
 - Condition of the property
 - As applicable, any disposition data including the date of disposal and sale price

¹ As defined in [2 CFR §200.1](#), equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$5000. See the definitions of capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment and supplies in this section.

² The requested information is in accordance with Equipment Management Requirements in 2 CFR [§200.313\(d\)\(1\)](#).

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- ☐ Gather in-kind match expenditure documentation, as applicable. Documentation must include:
 - ✓ Detail on the in-kind match expenditure
 - ✓ Explanation/Methodology used to calculate value of the in-kind match
- ☐ Gather any success story and/or project highlight documentation you would like to share with KOBD.
- ☐ Access Broadband Reporting in the [Kansas Commerce Grant Portal](#).
 - ✓ When prompted, select Closeout Reporting as the report type.
 - ✓ When prompted, enter the report due date as: 9/7/2026
 - ✓ Complete the Grant Closeout Form to include:
 - Uploading all Required files
 - The completed monthly report template will be uploaded under the Closeout Report Spreadsheet option under Required Documents.
 - If separate reports for additional metrics or equipment property records were created, upload these files under the Closeout Report Spreadsheet option under Required Documents.
 - Uploading Supplemental files as applicable.
 - If in-kind match was included in the approved budget, providing the in-kind match documentation as discussed above is required.

➤ Post-Closeout Report Submission

- ☐ Attend the final closeout meeting which will be scheduled by KOBD upon receipt and review of subrecipient's closeout report.
- ☐ Following the closeout meeting, KOBD will process the final payment with the next batch of monthly payments.
- ☐ KOBD will send a formal close-out letter the month after the final payment is issued or, in the case where no final payment is due, the last day of the month following the closeout meeting.

➤ Post-Sub Award Closeout Obligations

- ☐ Maintain and preserve all project files/documentation for no less than five (5) years from December 31, 2026.
- ☐ Comply with the single audit requirements outlined in [2 CFR 200 Subpart F](#), as applicable.
- ☐ Adhere to the property standards set forth in [2 CFR 200 §200.310-316](#), as applicable.
- ☐ Adhere to the requirements of Section XVI of the grant agreement regarding *Confidentiality and Open Records*, as applicable.