



# **ADOPT AND DOCK Subrecipient Closeout Process**

July 22, 2026



# Agenda

- Program Deadlines
- Closeout Documentation
- Reporting Process
- Post-Closeout Submission Activities
- Post-Sub Award Obligations
- Subrecipient Resources



# Program Deadlines



| Program   | Performance Period End Date | Closeout Report Due                                |
|-----------|-----------------------------|----------------------------------------------------|
| ADOPT 1.0 | June 30, 2026 *             | No later than August 15, 2026, at 5:00 p.m. CDT.   |
| DOCK      | July 31, 2026               | No later than September 8, 2026, at 5:00 p.m. CDT. |
| ADOPT 2.0 | September 30, 2026          | No later than November 5, 2026, at 5:00 p.m. CST.  |

\* Unless KOBBD granted an extension, and the grant agreement has been amended.

# Required & Supplemental Documentation

## ✓ Monthly Reporting Template\*

- Update all tabs with final information = Narrative, Expenditure, Completion Status, Metrics
- If applicable, add tabs for any additional metrics collected and to report property records if equipment<sup>1</sup> was purchased as part of the project
- ***ADOPT projects only*** = also complete the Federal Reporting tab

## ✓ Supporting Documentation for Expenditures\*

- Proof of expenditure
  - invoices, receipts, time/effort records
- Proof of payment
  - copy of checks or ACH payments, bank statements, etc.

\*Required documentation

<sup>1</sup> See definition of equipment in [2 CFR 200.1](#). Property records should be reported in accordance with requirements of [2 CFR 200.313\(d\)\(1\)](#).

# Required & Supplemental Documentation Cont.

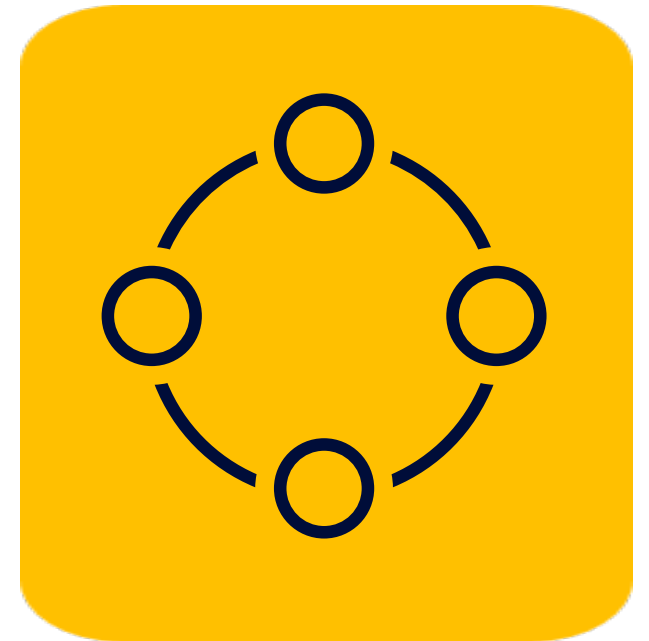
- ✓ In-Kind Match Documentation, if applicable
  - Detail on type of in-kind match expenditure
  - Explanation/Methodology used to calculate value of the in-kind expenditure
- ✓ Project Highlight Documentation
- ✓ ***ADOPT Public Wi-Fi Projects Only\****
  - Final .kmz map of the wi-fi installation
  - Speed/latency tests of the wi-fi system

\*Required documentation



# Reporting Process

1. Log-in to KDC grant portal at [Grant Portal Login](#)
2. Select the Reporting Module
3. Select Broadband Reporting
4. Select Organization
5. Select KOBD program
6. Complete required question
  - ✓ Select “Closeout” as Type of Report



# Reporting Process Continued

## 7. Upload Files

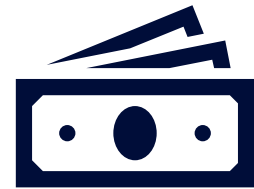
- ✓ Multiple files may be uploaded under each document type (e.g., expenditure documentation, closeout report spreadsheet, project highlight documentation, etc.).
- ✓ If a specific document type is not present for any additional documents you would like to provide, you may upload them under the Closeout Report Spreadsheet option under Required Documents.
- ✓ ***ADOPT Public Wi-Fi projects***, upload the .kmz map and completed speed test template under the Closeout Report Spreadsheet option.

## 8. Click Submit



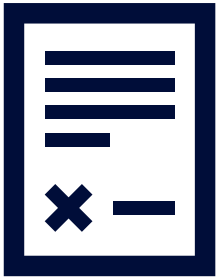
# Post-Closeout Report Submission Activities

- ✓ 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

Applicable to All ADOPT and DOCK Subrecipients

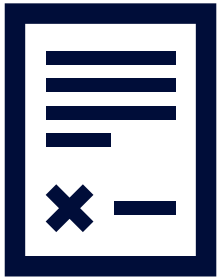


- ✓ **Record Retention:** Maintain and preserve all project files and documentation for no less than five (5) years from December 31, 2026.
- ✓ **Audit:** Comply with the single audit requirements outlined in [2 CFR 200 Subpart F](#), as applicable.
  - Submit copies of completed single audits to KOBD by emailing to [KDC\\_Broadband@ks.gov](mailto:KDC_Broadband@ks.gov).
- ✓ **Adhere** to the *Confidentiality and Open Records* section of the grant agreement, as applicable.

# Post-Sub Award Closeout Obligations Cont.

Applicable to only ADOPT Public Wi-Fi Projects

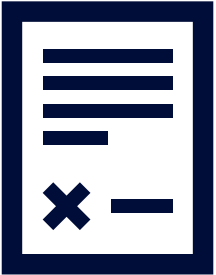
**Federal Interest Period:** Adhere to the property standards described below until December 31, 2034.



Title to real property or equipment acquired or improved under the award shall vest in the ISP for the duration of the federal interest period only if the ISP adheres to these standards. This includes but is not limited to the following:

1. Use the Project Property for the authorized purposes as described in the Grant Agreement and in the same manner as comparable real property and equipment within the ISP's networks in the ordinary course of their business, subject to the rights of disposition provided below.

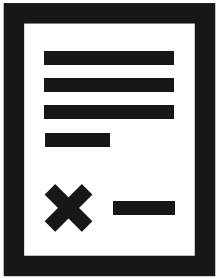
# Post-Sub Award Closeout Obligations Cont.



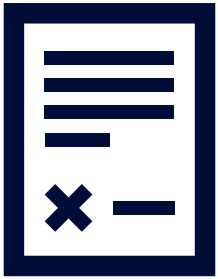
2. Must continue to provide internet service to the service areas and at the standard initially agreed upon by Commerce and the ISP.
3. Participate in federal programs that provide low-income consumers with subsidies on broadband internet access services.
4. Comply with the requirements in [2 CFR 200.310](#) (Insurance), which may be satisfied with adequate self-insurance.
5. Comply with the use and management requirements for equipment in sections [2 CFR 200.313\(c\)\(4\) and 313\(d\)](#), which may be satisfied by applying the Grantee's commerce practices for meeting such requirements in the normal course of business, provided that such inventory controls indicate the applicable federal interest.

# Post-Sub Award Closeout Obligations Cont.

6. Maintain records of real property that include an indication of the applicable federal interest.
7. May dispose of Project Property in the ordinary course of business when no longer needed to operate the network, such as in order to upgrade equipment and improve facilities, provided that at least the same level of service provided by the network is maintained and there is no material interruption to service and that such upgraded property is subject to the same requirements as other Project Property.



# Post-Sub Award Closeout Obligations Cont.



8. May otherwise sell or transfer the Project Property only after provision of notice to Treasury that identifies the successor or transferee and after securing the agreement of the successor transferee to comply with these requirements and the acknowledgement of the successor or transferee of the Federal Property Interest.
9. Notify Commerce and Treasury upon the filing of a petition under the Bankruptcy Code, whether voluntary or involuntary, with respect to the ISP or its affiliates.

Additional information about the Federal Interest Period for Capital Projects Fund projects may be found on the US Treasury website under [Recipient Compliance and Reporting Responsibilities](#).

# Subrecipient Resources

The following resources are available on the KOBD website:

- ☐ [ADOPT Equipment Distribution Closeout Checklist](#)
- ☐ [ADOPT Public Wi-Fi Closeout Checklist](#)
- ☐ [ADOPT Public Wi-Fi Speed Test Template](#)
- ☐ [DOCK Closeout Checklist](#)
- ☐ [Broadband Reporting User Guide](#)

# Subrecipient Resources Cont.

KOBD is providing opportunities for Subrecipient 1:1 Technical Assistance during the month of August.

- ✓ Sessions may be booked at [Closeout 1:1 Technical Assistance](#).

Questions may also be emailed to the following staff:

Marie McNeal, KOBD  
[Marie.e.mcneal@ks.gov](mailto:Marie.e.mcneal@ks.gov)

Joshua Edgar, KOBD  
[Joshua.edgar@ks.gov](mailto:Joshua.edgar@ks.gov)

Kristi Livingston-Hunter, Witt O'Briens  
[klivingstonhunter@wittobriens.com](mailto:klivingstonhunter@wittobriens.com)

If emailing staff directly, copy the KOBD inbox at [KDC\\_Broadband@ks.gov](mailto:KDC_Broadband@ks.gov) to ensure timely response in the event these staff are out of office.

# Questions?

---

**KDC\_Broadband@ks.gov**