

State Digital Equity Planning Grant Closeout Checklist for Recipients



The following resource provides recipients¹ with a checklist that can be used to help during their State Digital Equity Planning Grant closeout process.² Recipients should note that this process includes involvement from both the National Telecommunications and Information Administration (NTIA) and the National Institute for Standards and Technology (NIST).



RESPONSIBILITIES

Closeout is the process by which NTIA and NIST determine that a recipient has completed all **programmatic, administrative** and **financial** requirements of their award.

Closeout Period is **120** calendar days after the end of the recipient's period of performance.

Subrecipients must submit closeout reports to recipients within **90 calendar days** of period of performance end date.

Recipients must submit all **final administrative and financial** grant documentation during the closeout window.

Recipients must submit a **Final Annual Report³** within 120 calendar days.

Did you:

Discuss the closeout process and period of performance end date with your State Federal Program Officer (FPO)?

Yes No

Verify that all funds necessary for project completion will be obligated, meaning committed to a programmatic activity, by the period of performance end date.

Yes No

Verify that all project activities will be completed by the period of performance end date.

Yes No



CLOSEOUT REQUIREMENTS

Recipients must complete all programmatic, financial, and administrative requirements under [2 CFR § 200.344](#), and those included in State Digital Equity Planning Grant NOFO, during closeout. **Recipients should maintain subgrantee reports in line with their respective retention policies; these reports do not need to be submitted to NTIA.**



PROGRAMMATIC

- Submit Final Annual Report to cover the last reporting cycle
- Submit Interim Annual Report, if applicable
- Submit subrecipient closeout reports, if applicable
- HSR paperwork, if applicable.



FINANCIAL

- Submit required Financial Reports
- Refund any unobligated cash balances, if applicable
- Liquidate all financial obligations, if applicable



ADMINISTRATIVE

- Submit all personal property reports
- Account for all real property reports
- Meet all record retention requirements

¹ Note, for the purposes of this document, guidance is additionally applicable to Administering Entities.

² This document is intended solely to assist recipients in better understanding the State Digital Equity Planning Grant Program and the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in this document.

³ Only recipients that received an extension must submit an Interim Annual Performance Progress report within 120 calendar days of the original period of performance end date. This report covers activities for the first year of the award.



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PROGRAMMATIC REQUIREMENTS

All recipients must submit the following in the [NTIA Grants Portal \(NGP\)](#).

Have you:

- If applicable, submitted an Interim Annual Performance Progress Report? Yes No
- Submitted a Final Annual Performance Progress Report? Yes No
- If you have subrecipients and require them to complete a closeout documentation, have you received those documents or reports within *90 days* after the end of the period of performance? Yes No
- Worked with your FPO to submit any required paperwork related to Category 1 or Category 2 Human Subject Research (HSR), if applicable? Yes No
- Received an Institutional Review Board (IRB) Closure Letter, if applicable, from the IRB stating that the Category 2 or 3 HSR study is closed? Yes No



FINANCIAL REQUIREMENTS

All recipients must submit the following in the [NGP](#).

Have you:

- Requested all final costs through the Automated Standard Application for Payment (ASAP) to allow to a complete final financial closeout report? Yes No
- Completed a SF-425 (Final Financial Status Report) that is cumulative and reflects all financial transactions that occurred during the life of the award, *including* closeout costs? Yes No



ADMINISTRATIVE REQUIREMENTS

All recipients must submit the following in the [NGP](#).

Have you:

- Completed an SF-428 (Tangible Personal Property Report) and SF-428-S (Tangible Personal Property Report Supplemental) that collects information related to tangible personal property including equipment and supplies? *If you did not use project funds to acquire personal property, you must still submit this report and mark "None of the Above"*. Yes No
- Completed an SF-428-B (Final Report) that collects information related to the tangible personal property a recipient has at the time of report closeout? *If you did not use project funds to purchase equipment, you must still submit this form and mark "None of the Above"*. Yes No
- Completed an SF-429 (Real Property Status Report) to report any acquired or improved real property? *If you did not use project funds to acquire or improve real property, you must still submit this form and mark "None of the Above"*. Yes No
- Created a grants file for record retention that includes all [suggested record retention documents](#)? Yes No

