

# Completing The Administrative Closeout Process

Middle Mile Grant Program



05/02/2025

# DISCLAIMER

This resource is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the specific requirements set forth in program Notice of Funding Opportunities (NOFO), existing Department of Commerce (DOC) Grants and Cooperative Agreements Manual (Grants Manual) requirements, or other Departmental Administrative Orders (DAOs) and Federal Circulars. Similarly, this guidance document does not supersede or supplement National Institute of Standards and Technology (NIST) Financial Assistance Agreements Management Office (FAAMO) or National Oceanic and Atmospheric Administration (NOAA) Grants Management Division (GMD) policies and procedures related to their work on financial assistance awards.

In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in this guidance.



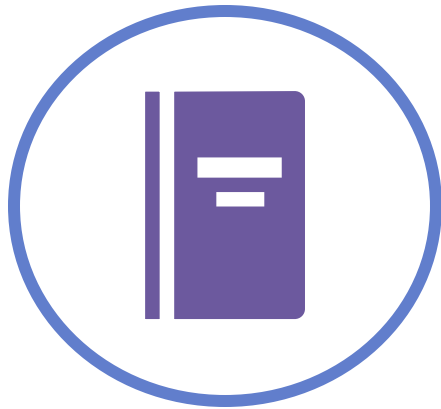
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# Closeout Overview

# Closeout Overview



## What is closeout?

The process by which National Telecommunications and Information Administration (NTIA) and National Institute of Standards and Technology (NIST) determine a recipient has **completed all administrative, financial, and programmatic award requirements**.



## How long is closeout?

The closeout period is **120 calendar days** after the end of a recipient's Period of Performance (PoP).



## What happens during closeout?

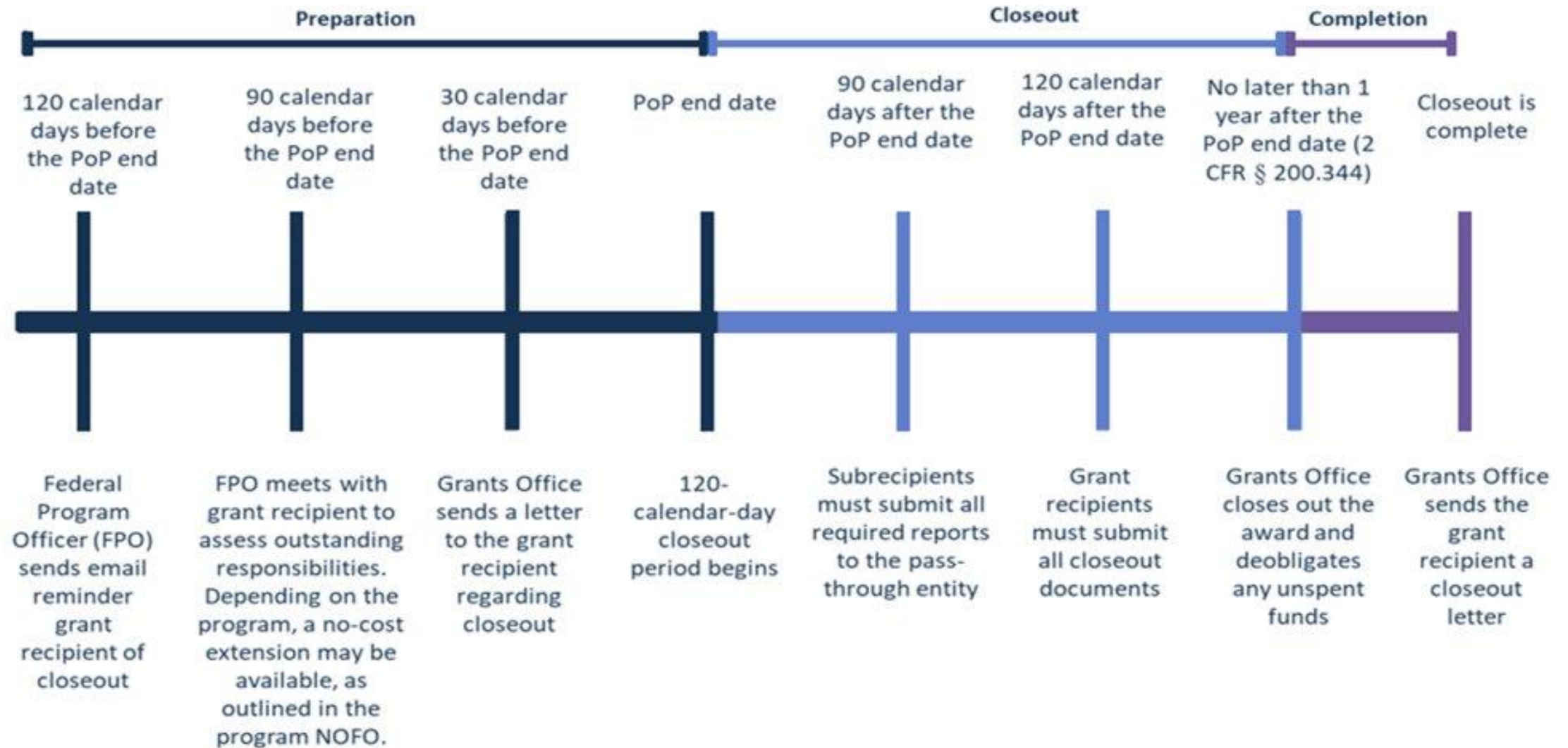
Recipients, with the help of their Federal Program Officer (FPO), verify **completion of all Specific and Standard Award Conditions (SACs)** and submit all **Federally-mandated final documentation**.



## What is the FPOs' role?

FPOs **assist recipients** with final reporting documentation submissions and satisfying any outstanding SACs or corrective actions. FPOs **approve the final Performance (Technical) Report**.

# Closeout Timeline



# Requesting an Extension to the Closeout Period

Recipients can request an extension to the 120-calendar-day closeout period. All closeout extensions must be approved by the NIST Grants Office.



How do grant recipients request an extension to the closeout period?

A grant recipient's Authorized Organizational Representative (AOR) may request an extension to the closeout period by **submitting an extension request** to [UGAM@nist.gov](mailto:UGAM@nist.gov), with justification included.

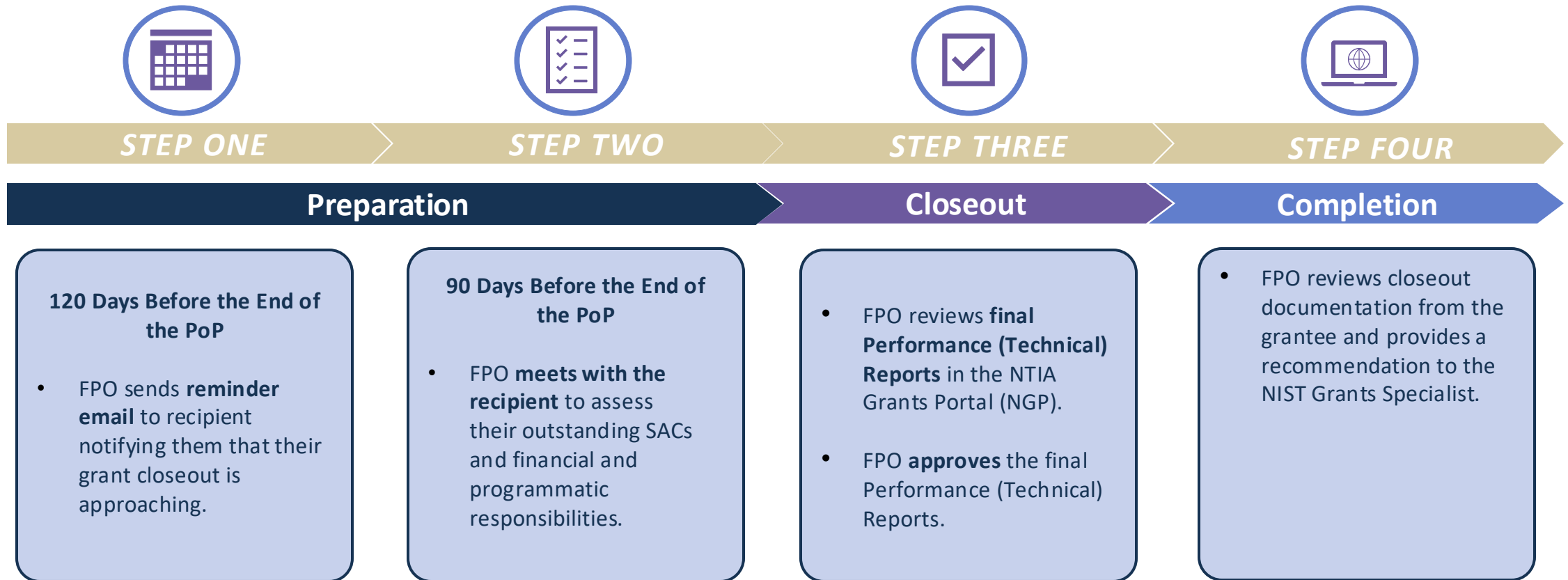


How do grant recipients know if they received an extension?

The NIST Financial Assistance Agreements Management Office (FAAMO a.k.a. the NIST Grants Office) will **provide approval to the recipient via email**.

Per [2 CFR § 200.344](#), the Federal awarding agency or pass-through entity may approve extensions when requested and justified by the non-Federal entity, as applicable. Per [2 CFR § 200.344\(b\)](#), a non-Federal entity must liquidate all financial obligations incurred under the Federal award no later than 120 calendar days after the end date of the PoP, unless an extension is approved by the Grants Officer. Please also reference the [Department of Commerce \(DOC\) Financial Assistance Standard Terms and Conditions](#) for additional closeout guidance.

# FPOs' Role in Closeout



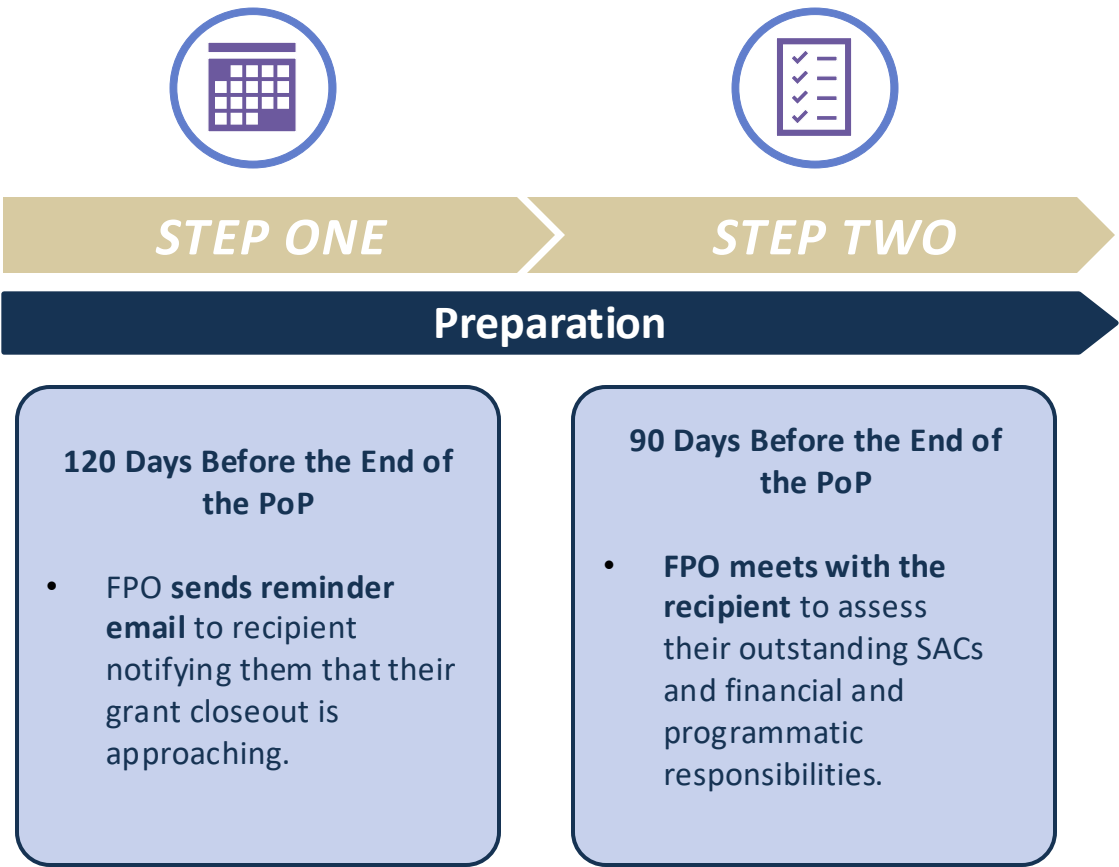
Federal closeout guidance can be found in the [DOC Financial Assistance Standard Terms and Conditions](#), Federal regulation [2 CFR § 200.344](#) and [2 CFR § 200.345](#), and within the SACs located within the recipient's award file.





# Preparing Recipients for Closeout

# Preparing Recipients for Closeout





# Requirements for an Early Closeout



Recipients must **discuss early closeout** with their FPO and Grants Specialist (GS).



Recipients must **complete all project goals** prior to their PoP end date to request an early closeout.



If all parties (FPO and GS) agree that early closeout is appropriate, recipients must **submit an early closeout request** to [UGAM@nist.gov](mailto:UGAM@nist.gov) via email, with the assigned FPO cc'd.



# Recipient Closeout Requirements



**Refund any unobligated cash  
balances**



**Submit all final financial and  
performance reports**



**Liquidate all financial  
obligations**



**Account for all real and  
personal property**

Federal Closeout guidance can be found in the [DOC Financial Assistance Standard Terms and Conditions](#), Federal regulation [2 CFR § 200.344](#) and [2 CFR § 200.345](#), and within the SACs located within the recipient's award file.



# Billing and De-Obligation



On most occasions, NTIA limits closeout activities to preparing final performance, financial, and required project audit reports, unless **otherwise approved in writing by the Grants Office.**

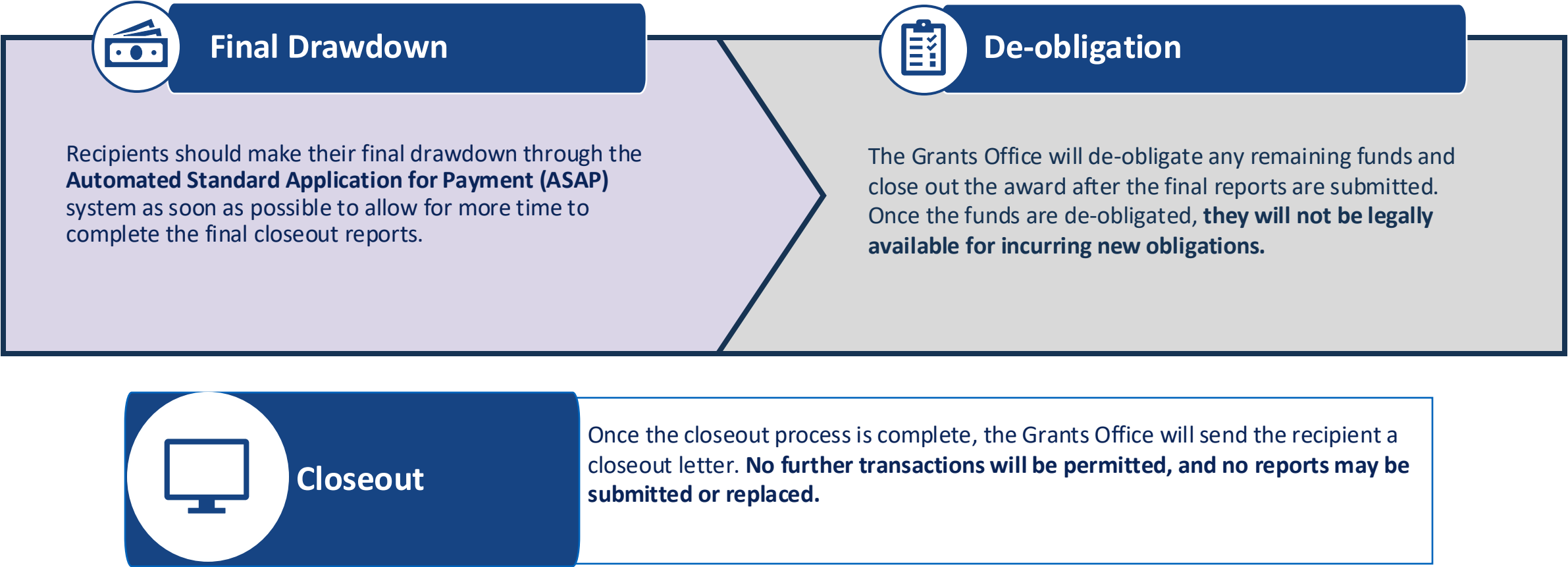


NTIA only authorizes **reasonable, necessary, allowable, and allocable** administrative award closeout costs (accounting, reporting, etc.) during the 120-calendar-day closeout period.



Programmatic costs, such as program work conducted, **may not be incurred or charged to the grant during the closeout period** as work must be completed by the end of the PoP.

# How Funds are De-Obligated





# Closeout Documentation

# Required Documentation for Closeout

CLOSEOUT DOCUMENTATION	REQUIRED FOR:
Final Performance (Technical) Report	All recipients
Final Federal Financial Report (FFR) (or SF-425)	All recipients
Form SF-428 (Tangible Personal Property Report)	All recipients and all subrecipients
Form SF-428-B (Tangible Personal Property Report Final Report)	All recipients and all subrecipients
Form SF-428-S (Tangible Personal Property Report Supplemental Sheet)	All recipients and all subrecipients with residual inventory of equipment/supplies of \$5,000 or greater to report
Form SF-429 (Real Property Status Report)	All recipients and all subrecipients that purchased or improved real property with grant funds
Uniform Commercial Code (UCC) filing (recorded version)	All recipients and all subrecipients
As-built drawings of completed infrastructure and final shapefiles of deployed infrastructure	All recipients and all subrecipients





# Closeout Report Submission - NIST



Recipients must email the closeout documentation to [closeout@nist.gov](mailto:closeout@nist.gov) with the assigned FPO copied (cc'd).

FPOs should remind their recipients to:

- Include the following in the email subject line:
  - Recipient Name
  - Award Number
  - Report Name
- Attach the report(s) to the email.
- Sign the report before submitting if a signature is required. If the recipient is unable to sign a report that utilizes an Excel template, submit a signed PDF version in addition to the unsigned Excel version.
- If possible, send all final closeout reports as attachments in one submission email, per NIST's recommendation.

# Final Performance (Technical) Report



STEP THREE

Closeout

- FPO reviews
- FPO approves

FPOs must confirm that recipients:

- Use the same template as previous Semi-Annual Performance (Technical) Reports.
- Indicate that this is the final Performance (Technical) Report by checking the “Yes” box in the General Information section.
- Mirror the information in the recipient’s last submitted Semi-Annual Performance (Technical) Report

OMB Control No. 0660-0049 Expiration Date: 07/31/2025

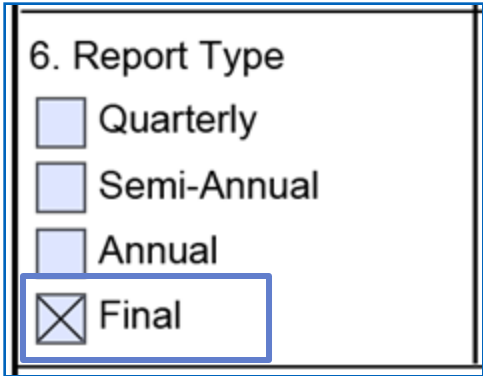
BROADBAND INFRASTRUCTURE PROGRAM PERFORMANCE (TECHNICAL) REPORT				
GENERAL INFORMATION				
GENERAL	Recipient Organization:		Award Identification Number:	
	Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
	City, State, Zip Code:		Final Report	Yes <input checked="" type="checkbox"/>
	DUNS/UEI Number:			No <input type="checkbox"/>
	Period of Performance Start Date (MM/DD/YYYY):		Period of Performance End Date (MM/DD/YYYY):	
	Report Period Start Date (MM/DD/YYYY):		Report Period End Date (MM/DD/YYYY):	



# Final Federal Financial Report (FFR) (or SF-425)

Recipients must submit a final FFR that is **cumulative** of the entire PoP.

- A recipient may submit a final (cumulative) FFR (SF-425) covering the entire award period, in lieu of an interim FFR (or SF-425) due at the end of the PoP.
- Recipients must utilize the SF-425 form linked at grants.gov and submit the completed form into the NGP.
- The final FFR (or SF-425) should include **all financial transactions** that occurred during the life of the award, including any closeout costs.
- In “Question 6: Report Type”, recipients should check the box for “**Final**.”



6. Report Type

☐ Quarterly

☐ Semi-Annual

☐ Annual

☒ Final

# Report SF-429 (Real Property Report)

**Form SF-429** is used by recipients of Federal financial assistance to report **real property** status or to request agency instructions on real property that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award.

Examples of real property may include land for equipment shelters, cell towers and structures, etc.

All recipients and subrecipients are required to complete the SF-429 regardless if they **purchased** or **improved** with project funds or not. If no land was purchased or improved with project funds, the recipients and subrecipients would complete the form by indicating “not applicable to this grant award”

REAL PROPERTY STATUS REPORT SF-429  
(COVER PAGE)

Page: _____ of _____ Pages	
1. Federal Agency and Organizational Element to Which Report is Submitted:	
2. Federal Grant(s) or Other Identifying Number(s) Assigned by Federal Agency(ies):	
3. Recipient Organization (name and complete address including zip code):	
4a. DUNS Number:	4b. EIN:
5. Recipient Account or Identifying Number:	
6. Contact Person for this Report:	
Name: _____	
Phone: _____	
Email: _____	
Fax: _____	
7. Report End Date: (MM/DD/YYYY)	
8. Real Property Status Report – Attachments: [check the applicable block(s)]:	
<input type="checkbox"/> : Attachment A (General Reporting) attached	
<input type="checkbox"/> : Attachment B (Request to Acquire, Improve or Furnish) attached	
<input type="checkbox"/> : Attachment C (Disposition Request) attached	
9. Comments (attach additional sheets if necessary):	
10. Certification: I certify to the best of my knowledge and belief that all information presented in this report is true, correct and complete and constitutes a material representation of fact upon which the Federal government may rely.	
11a. Typed or Printed Name and Title of Authorized Certifying Official:	
11c. Telephone (area code, number, extension):	
11d. Email Address:	
11b. Signature of Authorized Certifying Official:	
11e. Date Report Submitted (MM/DD/YYYY):	
12. Agency use only	

# Tangible Property – Key Terms

## SUPPLIES

All tangible personal property other than those described in the definition of equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (see [2 CFR § 200.314](#)).

## EQUIPMENT (unit cost ≥ \$5,000)<sup>[1]</sup>

Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (see [2 CFR § 200.313](#)).

[1] If a recipient has established a lower capitalization level for equipment or supplies, they will need to follow the lower amount and their organization’s policy for management requirements.

# Tangible Property - Residual Inventory & Post-Closeout Use

SUPPLIES		EQUIPMENT (unit cost ≥ \$5,000) <sup>[1]</sup>	
Post-Closeout Use	<p><b>For unused supplies valued at \$5,000 or less in the aggregate:</b></p> <ul style="list-style-type: none"> <li>A reasonable amount of undeployed supplies may be retained to support the maintenance of the grant-funded project or program. The use of grant-funded supplies beyond these limited parameters may be subject to disposition (see <a href="#">2 CFR § 200.314</a>).</li> </ul>	<ul style="list-style-type: none"> <li>Recipients may continue to use grant-funded equipment for the purpose of their award throughout the useful life of the property, <b>as long as it is used to</b> support the grant-funded project or program.</li> <li>Grant-funded equipment may also be disposed of in a manner outlined in <a href="#">2 CFR § 200.313(e)</a>.</li> </ul>	
	<p><b>For unused supplies valued over \$5,000 in the aggregate (<a href="#">2 CFR § 200.314</a>):</b></p> <ol style="list-style-type: none"> <li>Use the supplies on another Federal award,</li> <li>Dispose of those supplies and compensate NTIA, or</li> <li>Retain the supplies for other activities and compensate NTIA.</li> </ol> <p><i>There are no reporting requirements for supplies valued under \$5,000 in aggregate.</i></p>	<ul style="list-style-type: none"> <li>In accordance with <a href="#">2 CFR § 200.313(e)</a>, when original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the non-Federal entity must request disposition instructions from the Federal awarding agency.</li> </ul>	

[1] If a recipient has established a lower capitalization level for equipment or supplies, they will need to follow the lower amount and their organization’s policy for management requirements.

# Report SF-428 (Tangible Personal Property Report)

The **SF-428** collects information related to tangible personal property (**equipment and supplies**). The form consists of the cover sheet (SF-428) and attachments, to be completed as needed.

NIST requires **all** recipients and **all** subrecipients to submit the SF-428.

TANGIBLE PERSONAL PROPERTY REPORT  
SF- 428

OMB Number: 4040-0018  
Expiration Date: 11/30/2024

1. Federal Agency and Organizational Element to Which Report is Submitted		
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. UEI	3b. EIN
4. Recipient Organization (Name and complete address including zip code)		
Recipient Organization Name:		
Street1:		
Street2:		
City:		
State:		
Country:		
ZIP / Postal Code:		
5. Recipient Account or Identifying Number	6. Attachment (Check applicable)	
	<input type="checkbox"/> Annual Report (SF-428-A)	
	<input type="checkbox"/> Final (Award Closeout) Report (SF-428-B)	
	<input type="checkbox"/> Disposition Report/Request (SF-428-C)	
7. Supplemental Sheet		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		
8. Comments		
Add Attachment Delete Attachment View Attachment		
9a. Typed or Printed Name and Title of Authorized Certifying Official		
Prefix:		
First Name:		
Middle Name:		
Last Name:		
Suffix:		
Title:		
9b. Signature of Authorized Certifying Official		
9c. Telephone (area code, number, extension)		
9d. E-Mail Address		
9e. Date report submitted (MM/DD/YYYY)		10. Agency use only



# Report SF-428-B (Tangible Personal Property Final Report)

The **SF-428-B** allows recipients to request specific disposition of Federally owned **property and acquired equipment**.

NIST requires **all** recipients and subrecipients to submit the SF-428-B. Recipients and subrecipients that did not use project funds to purchase equipment, or if the recipient does not have residual unused supplies/equipment with a total aggregate value of more than \$5,000 will mark "None of the above (1d)."

TANGIBLE PERSONAL PROPERTY REPORT Final Report SF-428-B		OMB Number: 4040-0018 Expiration Date: 11/30/2024	
Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).			
<div></div>			
1. Report (Select all that apply)			
<div><input type="checkbox"/> a. Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below)</div>			
<div><input type="checkbox"/> b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2b below).</div>			
<div><input type="checkbox"/> c. Residual Unused Supplies with total aggregate fair market value exceeding \$5,000 not needed for any other Federally sponsored programs or projects (Complete Section 2c below).</div>			
<div><input type="checkbox"/> d. None of the above</div>			
2. Complete relevant section(s)		For Agency Use Only	
2a. Federally-owned Property (Select one or more).		Agency response to requested disposition of Federally owned property:	
<div><input type="checkbox"/> (i) Request transfer to Award</div>		<div><input type="checkbox"/> (i) Recipient request approved <input type="checkbox"/> denied</div>	
<div><input type="checkbox"/> (ii) Request Federal Agency disposition instructions</div>		<div><input type="checkbox"/> (ii) Dispose in accordance with attached instructions:</div>	
<div><input type="checkbox"/> (iii) Other (Provide detail in Block 3 or attach request)</div>		Agency response to requested disposition of acquired equipment:	
		<div><input type="checkbox"/> (i) Recipient request approved <input type="checkbox"/> denied</div>	
		<div><input type="checkbox"/> (ii) Dispose in accordance with attached instructions:</div>	
2b. Acquired Equipment with current fair market value of \$5,000 or more: (Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)		Authorized Awarding Agency Official:	
<div><input type="checkbox"/> (i) Acknowledge equipment acquired under this federal award will be retained for use as originally approved.</div>		Signature: _____ Date: _____	
<div><input type="checkbox"/> (ii) Request Federal Agency disposition instructions.</div>		Name: _____ Phone: _____	
		Title: _____ E-Mail: _____	
<div></div>		<div>Add Attachment Delete Attachment View Attachment</div>	
2c. Reportable Residual Unused Supplies			
(i) <input type="checkbox"/> Sale proceeds or <input type="checkbox"/> Estimate of current fair market value ..... \$ <div></div>			
(ii) Percentage of Federal participation ..... % <div></div>			
(iii) Federal share ..... \$ <div></div>			
(iv) Selling and handling allowance. .... \$ <div></div>			
(v) Amount remitted to the Federal Government ..... \$ <div></div>			
3. Comments			
<div></div>			
<div>Add Attachment Delete Attachment View Attachment</div>			
FINAL REPORT ATTACHMENT TO SF-428		Agency Use Only	



# Report SF-428-S (Supplemental Sheet)

The **SF-428-S** provides detailed individual item information in connection with required reports of **tangible personal property**. It must be completed by recipients with a residual inventory of equipment or unused supplies exceeding \$5,000 in total aggregate value.

TANGIBLE PERSONAL PROPERTY REPORT  
Supplemental Sheet SF-428-S

OMB Number: 4040-0018  
Expiration Date: 11/30/2024

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)

Attachment Type  
☐ Annual Report (SF-428-A)  
☐ Final (Award Closeout) Report (SF-428-B)  
☐ Disposition Report/Request (SF-428-C)

Complete one row for each item:

	Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acquired Date (e)	Condition Code (f)	Acquisition Cost (In Dollars) (g)	Disposition Request (h)
1		-				-		
2		-				-		
3		-				-		
4		-				-		
		-				-		
6		-				-		
7		-				-		
8		-				-		
9		-				-		
10		-				-		

Please note, that under section 2b. option (i), "Request unconditional transfer of title with no further obligation to the Federal Government" is **NOT** an allowable option. This is an error on the form.

# Report SF-429 (Real Property Report)

The **SF-429** is used by recipients and subrecipients of Federal financial assistance to **report real property status** or to **request agency instructions** on real property that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award.

Examples of real property may include land, cell towers and structures, and used fiber.

All recipients and subrecipients that **purchased** or **improved** real property with Federal funds must submit the SF-429.

REAL PROPERTY STATUS REPORT SF-429 (COVER PAGE)			
		Page: _____	of: _____ Pages
1. Federal Agency and Organizational Element to Which Report is Submitted:		2. Federal Grant(s) or Other Identifying Number(s) Assigned by Federal Agency(ies):	
3. Recipient Organization (name and complete address including zip code):			
4a. DUNS Number:	4b. EIN:	5. Recipient Account or Identifying Number:	6. Contact Person for this Report: Name: _____ Phone: _____ Email: _____ Fax: _____
7. Report End Date: (MM/DD/YYYY)			
8. Real Property Status Report – Attachments: [check the applicable block(s)]: <input type="checkbox"/> : Attachment A (General Reporting) attached <input type="checkbox"/> : Attachment B (Request to Acquire, Improve or Furnish) attached <input type="checkbox"/> : Attachment C (Disposition Request) attached			
9. Comments (attach additional sheets if necessary):			
10. Certification: I certify to the best of my knowledge and belief that all information presented in this report is true, correct and complete and constitutes a material representation of fact upon which the Federal government may rely.			
11a. Typed or Printed Name and Title of Authorized Certifying Official:		11c. Telephone (area code, number, extension):	
		11d. Email Address:	
11b. Signature of Authorized Certifying Official:		11e. Date Report Submitted (MM/DD/YYYY):	
		12. Agency use only	

# Uniform Commercial Code (UCC) Filings

The UCC-1 form is used to establish a creditor's claim on personal property as collateral. By filing this form, creditors notify the public and other potential creditors of their interest in specific assets. It creates a public record that determines the priority of competing claims.

All recipients and subrecipients that acquired project funded assets or equipment must file with the UCC documentation in that state where the assets were deployed.

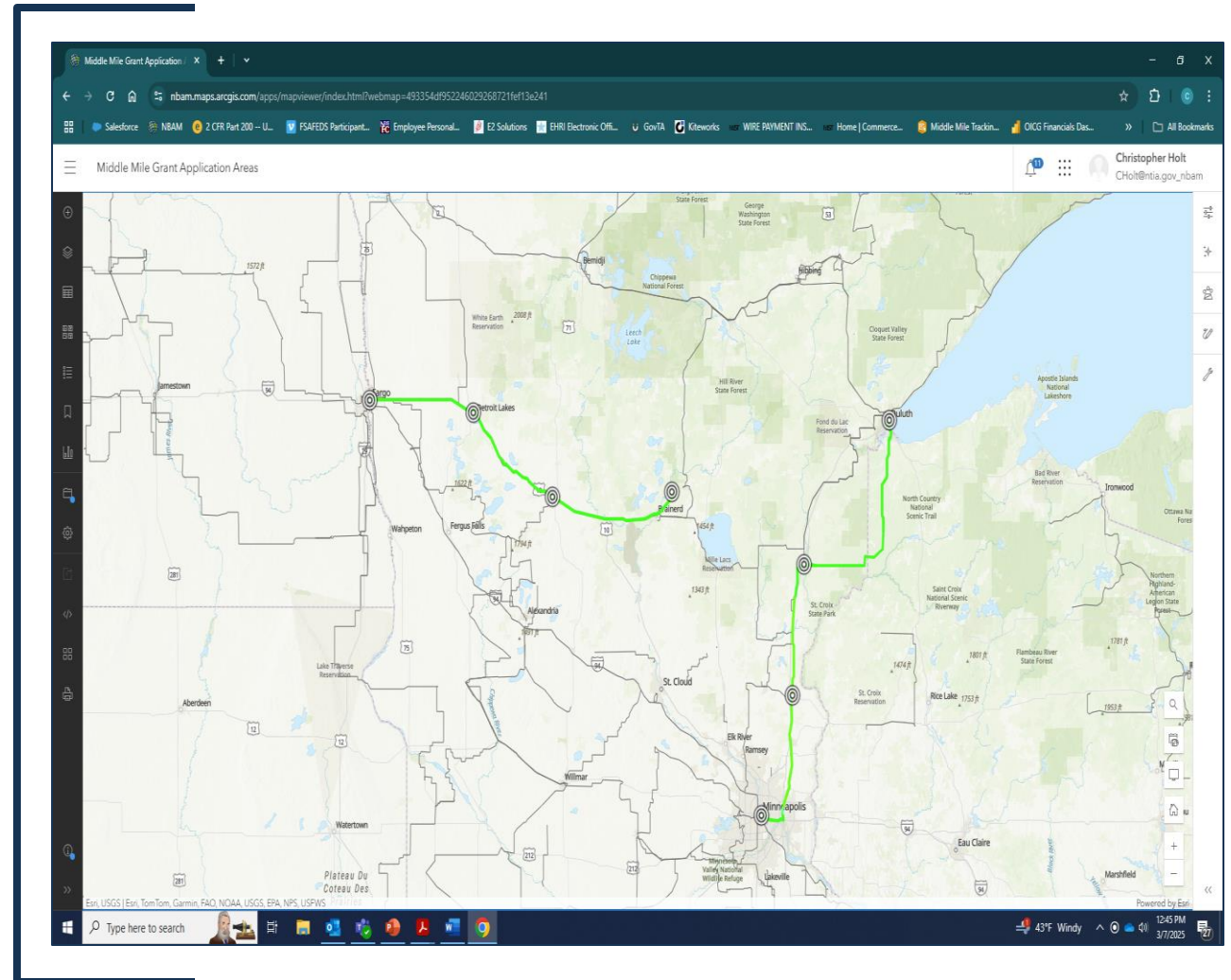
Per the Specific Award Conditions (SACs), all UCC filings require an attorney certification stating that, to their knowledge, the filing is complete, accurate and conforms with the SACs.

<h2 style="margin: 0;">UCC FINANCING STATEMENT</h2> <p style="margin: 0;">FOLLOW INSTRUCTIONS (front and back) CAREFULLY</p>																																																
<p><b>A. NAME &amp; PHONE OF CONTACT AT FILER (optional)</b></p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																																
<p><b>B. SEND ACKNOWLEDGMENT TO: (Name and Address)</b></p> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>																																																
<div style="display: inline-block; border: 1px solid red; padding: 5px; margin: 5px;">Print</div> <div style="display: inline-block; border: 1px solid red; padding: 5px; margin: 5px; margin-left: 20px;">Reset</div>										THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY																																						
<p><b>1. DEBTOR'S EXACT FULL LEGAL NAME</b> - insert only <u>one</u> debtor name (1a or 1b) - do not abbreviate or combine names</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="height: 20px;">1a. ORGANIZATION'S NAME</td> </tr> <tr> <td style="width: 40px; text-align: center;">OR</td> <td colspan="4" style="height: 40px;"></td> </tr> <tr> <td></td> <td style="width: 40%;">1b. INDIVIDUAL'S LAST NAME</td> <td style="width: 30%;">FIRST NAME</td> <td style="width: 20%;">MIDDLE NAME</td> <td style="width: 10%;">SUFFIX</td> </tr> </table> <p>1c. MAILING ADDRESS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">CITY</td> <td style="width: 20%;">STATE</td> <td style="width: 20%;">POSTAL CODE</td> <td style="width: 20%;">COUNTRY</td> </tr> </table> <p>1d. <u>SEE INSTRUCTIONS</u> Not Applicable</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">ADD'L INFO RE ORGANIZATION DEBTOR</td> <td style="width: 20%;">1e. TYPE OF ORGANIZATION</td> <td style="width: 30%;">1f. JURISDICTION OF ORGANIZATION</td> <td style="width: 30%;">1g. ORGANIZATIONAL ID #, if any</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> NONE       </td> </tr> </table>																									1a. ORGANIZATION'S NAME					OR						1b. INDIVIDUAL'S LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	CITY	STATE	POSTAL CODE	COUNTRY	ADD'L INFO RE ORGANIZATION DEBTOR	1e. TYPE OF ORGANIZATION	1f. JURISDICTION OF ORGANIZATION	1g. ORGANIZATIONAL ID #, if any	<input type="checkbox"/> NONE
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ADD'L INFO RE ORGANIZATION DEBTOR	1e. TYPE OF ORGANIZATION	1f. JURISDICTION OF ORGANIZATION	1g. ORGANIZATIONAL ID #, if any	<input type="checkbox"/> NONE																																												
<p><b>2. ADDITIONAL DEBTOR'S EXACT FULL LEGAL NAME</b> - insert only <u>one</u> debtor name (2a or 2b) - do not abbreviate or combine names</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="height: 20px;">2a. ORGANIZATION'S NAME</td> </tr> <tr> <td style="width: 40px; text-align: center;">OR</td> <td colspan="4" style="height: 40px;"></td> </tr> <tr> <td></td> <td style="width: 40%;">2b. INDIVIDUAL'S LAST NAME</td> <td style="width: 30%;">FIRST NAME</td> <td style="width: 20%;">MIDDLE NAME</td> <td style="width: 10%;">SUFFIX</td> </tr> </table> <p>2c. MAILING ADDRESS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">CITY</td> <td style="width: 20%;">STATE</td> <td style="width: 20%;">POSTAL CODE</td> <td style="width: 20%;">COUNTRY</td> </tr> </table> <p>2d. <u>SEE INSTRUCTIONS</u> Not Applicable</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">ADD'L INFO RE ORGANIZATION DEBTOR</td> <td style="width: 20%;">2e. TYPE OF ORGANIZATION</td> <td style="width: 30%;">2f. JURISDICTION OF ORGANIZATION</td> <td style="width: 30%;">2g. ORGANIZATIONAL ID #, if any</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> NONE       </td> </tr> </table>																									2a. ORGANIZATION'S NAME					OR						2b. INDIVIDUAL'S LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	CITY	STATE	POSTAL CODE	COUNTRY	ADD'L INFO RE ORGANIZATION DEBTOR	2e. TYPE OF ORGANIZATION	2f. JURISDICTION OF ORGANIZATION	2g. ORGANIZATIONAL ID #, if any	<input type="checkbox"/> NONE
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<p><b>3. SECURED PARTY'S NAME (or NAME of TOTAL ASSIGNEE or ASSIGNOR SIP)</b> - insert only <u>one</u> secured party name (3a or 3b)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="height: 20px;">3a. ORGANIZATION'S NAME</td> </tr> <tr> <td style="width: 40px; text-align: center;">OR</td> <td colspan="4" style="height: 40px;"></td> </tr> <tr> <td></td> <td style="width: 40%;">3b. INDIVIDUAL'S LAST NAME</td> <td style="width: 30%;">FIRST NAME</td> <td style="width: 20%;">MIDDLE NAME</td> <td style="width: 10%;">SUFFIX</td> </tr> </table> <p>3c. MAILING ADDRESS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">CITY</td> <td style="width: 20%;">STATE</td> <td style="width: 20%;">POSTAL CODE</td> <td style="width: 20%;">COUNTRY</td> </tr> </table>																									3a. ORGANIZATION'S NAME					OR						3b. INDIVIDUAL'S LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	CITY	STATE	POSTAL CODE	COUNTRY					
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<p><b>4. This FINANCING STATEMENT covers the following collateral:</b></p>																																																



# As-Built Drawings and Final Shapefiles of Deployed Infrastructure

As part of the administrative closeout process, recipients must submit final as-built drawings with its closeout documentation. Recipients are also required to submit final shapefiles of the deployed infrastructure. Both sets of information must include information for all subrecipients on the award.



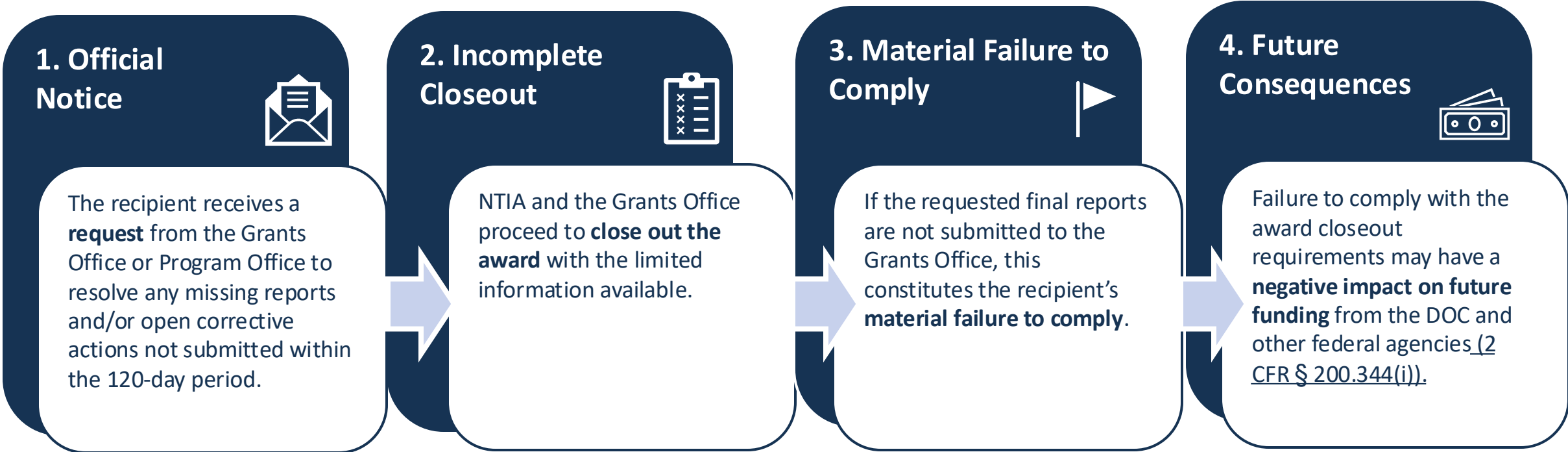


# Recipient Noncompliance

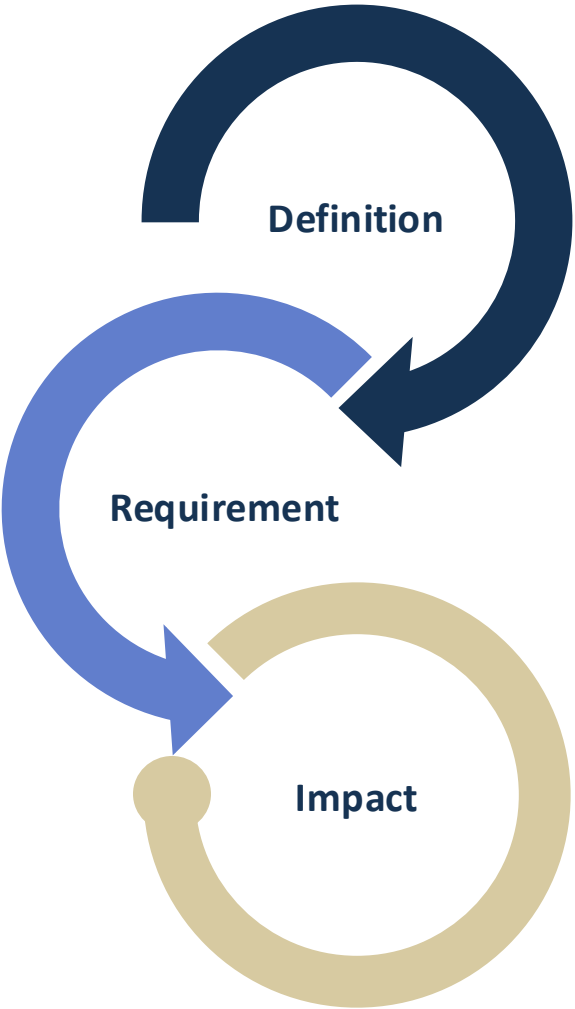
# Recipient Noncompliance in Closeout

FPOs are responsible for monitoring recipient progress on completing all closeout activities, including timely submission of their final reporting documents. If a recipient is delinquent on their submission of final reports (i.e., within 120 calendar days after the end of the period of performance), the FPO should notify their Program Leadership, the GMAC Division, and NIST to determine whether any corrective actions are necessary.

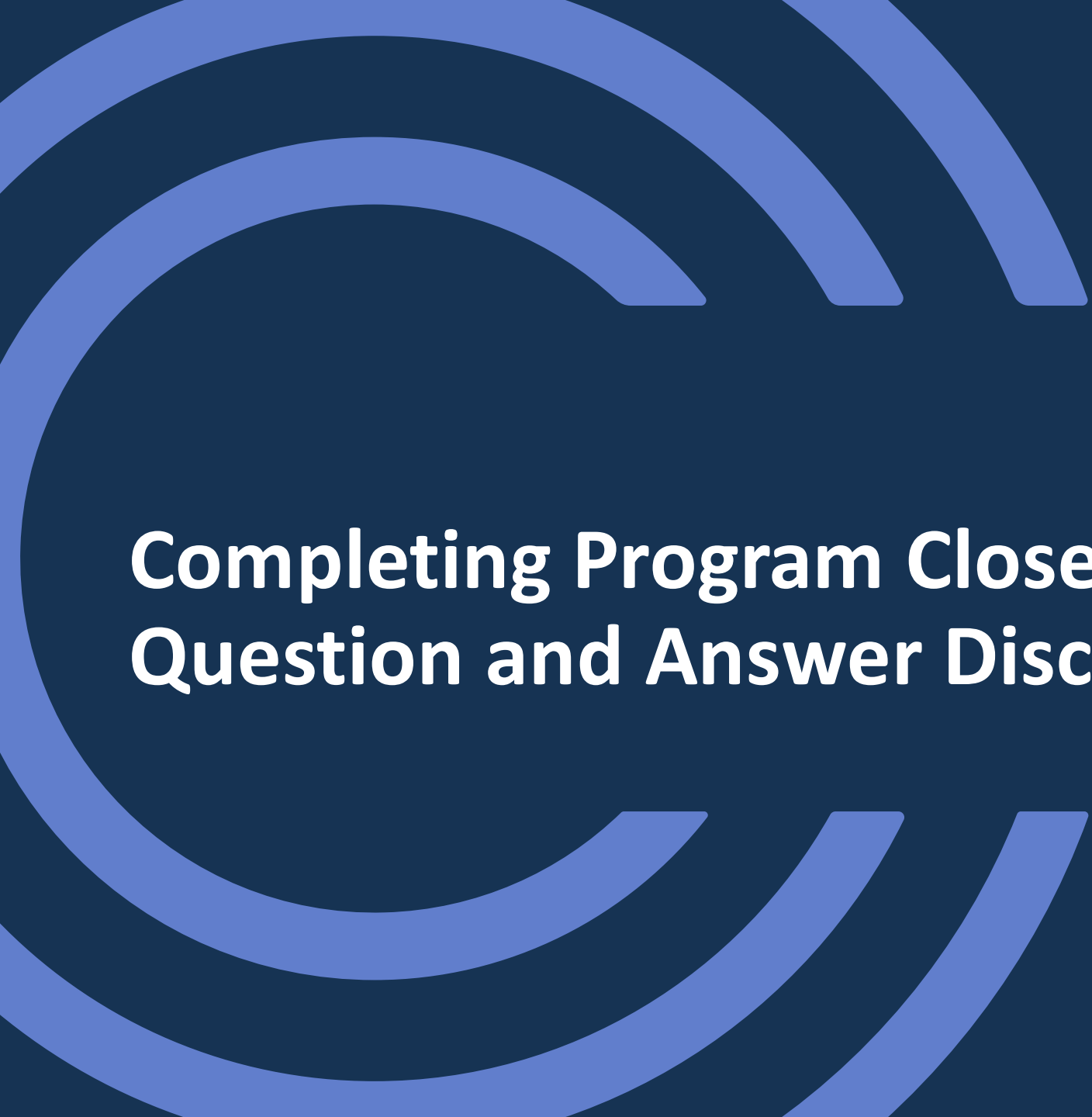
If the recipient fails to complete the requirements, including submitting all final, requested reports, the following steps will be taken:



# Open Corrective Actions at Closeout



- A **Corrective Action** is an action the recipient is required to take to correct a finding of noncompliance as specified in an official notice from the Program Office.
- 
- All open corrective actions (e.g. documents due as a result of an immediate action letter (IAL), completion of a performance improvement plan (PIP), etc.) must be resolved before **NTIA** and the **Grants Office** can close the award.
- 
- Open Corrective Actions do not alone prevent recipients from applying for or receive future Federal funding from NTIA.
  - However, unresolved **material non-compliance** may result in actions per [2 CFR § 200.339](#), including potentially disallowing costs for all or part of the activity associated with the noncompliance of the recipient or subrecipient and potentially withholding of further Federal awards.



# **Completing Program Closeout: Question and Answer Discussion**





# Closeout Resources

# Closeout Terms and Definitions

TERM	DEFINITION
<b>Award Closeout Documents Due Date</b>	The award closeout documents are due within 120 calendar days after the PoP end date.
<b>Closeout Letter</b>	The letter from the Grants Office to the recipient confirming the award has been closed.
<b>Closeout Period</b>	The 120-calendar-day window, which begins immediately following the PoP end date during which the recipient must submit all required documentation, perform any final financial accounting of the award, and receive final review by NTIA and the Grants Office.
<b>PoP End Date</b>	The last day of the recipient's award period as stated on the most recent award amendment (CD-451 or Notice of Award (NOA)) or the original CD-450.

# Additional Closeout Resources

RESOURCE	
<a href="#">NTIA Grants Closeout SOP</a>	SOP outlining stakeholder roles and responsibilities, required documentation, timeline, and processes involved in closing out NTIA grant awards.
<a href="#">2 CFR Part 200.344 Closeout</a>	Federal Regulations outlining closeout protocols.
<b>Standard and Specific Award Conditions (SACs)</b>	The requirements, regulations, and legislation specifically applicable to a recipient's award. SACs can be found in the recipient's award file.
<a href="#">DOC Financial Assistance Standard Terms and Conditions (dated 01 October 2024)</a>	The standard terms and conditions (ST&Cs) applicable to DOC financial assistance awards.
<a href="#">BroadbandUSA Technical Assistance Hub</a>	Online resource hub that provides Technical Assistance for BroadbandUSA programs under NTIA.



# Thank you

For questions please contact: [middlemile@ntia.gov](mailto:middlemile@ntia.gov)