



NIST Closeout Checklist

For Recipients of the Consolidated Appropriations Act, 2021 (CAA) Grant Programs

This document is intended solely to assist recipients in better understanding the Connecting Minority Communities Pilot Program (CMC) and Broadband Infrastructure Program (BIP) and the requirements set forth in the Notices of Funding Opportunity (NOFOs) for these programs. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.



NIST Closeout Checklist for Grant Recipients

The following checklist provides **Consolidated Appropriations Act, 2021 (CAA)** grant recipients with information on project closeout within the requirements set by the **National Institute of Standards and Technology (NIST)**.



RESPONSIBILITIES

As a grant recipient, you play a key role in ensuring the **successful and timely** closeout of your CAA grant. Please use the following checklist to confirm you have completed all required closeout activities. Completing these steps helps ensure **compliance** and supports a smooth closeout process for both you and your Federal Program Officer (FPO).

Have you:

Met with your FPO to assess **outstanding financial or programmatic responsibilities** and assess **any outstanding Specific Award Conditions (SACs)**? *Meet with your FPO at least 90 days before the end of your Period of Performance (PoP).*

☐ Yes ☐ No

Reviewed NIST guidance about the specific documents required for the closeout process, the associated deadlines, and submission instructions? *You will receive guidance from NIST 30 days before your PoP end date.*

☐ Yes ☐ No

Reviewed and discussed any **outstanding corrective actions** with your FPO to ensure all are resolved prior to closeout? *If corrective actions exist, please note that they must be resolved before the end of the closeout window. If necessary, grant recipients may request an extension to closeout during the closeout period by submitting an extension request to NIST.*

☐ Yes ☐ No

Submitted a request to your FPO and Grants Officer to **extend the 120-day closeout period** (if needed)?

☐ Yes ☐ No

Submitted all **final programmatic, financial, and administrative documents** to your FPO? *Please see the following pages for a detailed list of documents & requirements.*

☐ Yes ☐ No

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CLOSEOUT REQUIREMENTS

As grant recipients, it is crucial to complete all programmatic, financial, and administrative closeout requirements under [2 CFR § 200.344](#) and the [NTIA OICG Closeout Guidance](#), as well as those included in the [CMC Notice of Funding Opportunity](#) (NOFO) and [BIP NOFO](#) respectively per program. Use this checklist and work with your FPO to ensure that each of the following closeout actions is completed before the end of your closeout period.

Grant recipients may also reference the [CAA NIST Grant Recipient Closeout Webinar](#) and [Closeout FAQs](#) for more information on closeout requirements and documentation.



PROGRAMMATIC REQUIREMENTS

All grant recipients must complete the following programmatic requirements.

Have you:

Submitted a **Final Performance (Technical) Report** to closeout@nist.gov and the FPO? *Reminders: Include the grant recipient's name, award number, and report name in the email subject line. The reports must be signed by the Authorized Organization Representative (AOR).*

☐ Yes ☐ No

If you have **subrecipients** and require them to complete closeout documents or reports, have they submitted those documents or reports to you within **90 calendar days** after the end of the PoP?

☐ Yes ☐ No



FINANCIAL REQUIREMENTS

All grant recipients must complete the following financial requirements.

Have you:

Requested all final costs through the Automated Standard Application for Payment (ASAP) to allow a complete final financial closeout report?

☐ Yes ☐ No

Refunded any **unobligated cash balances** and **liquidated** all financial obligations, if applicable?

☐ 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*) and submitted it to closeout@nist.gov?

☐ Yes ☐ No

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ADMINISTRATIVE REQUIREMENTS

All grant recipients must complete the following administrative requirements, as applicable. Refer to the **decision tree** on page four of this resource for more information. All Standard Forms can be found on grants.gov.

Have you:

Completed an **SF-428 (Tangible Personal Property Report)** and **SF-428-B (Tangible Personal Property Report Final Report)** that collect information related to tangible personal property including equipment and supplies, and submitted to closeout@nist.gov? *If you did not use project funds to acquire personal property, you still must submit both forms and mark "None of the Above" in Question 1 of the SF-428-B.*

☐ Yes ☐ No

Completed an **SF-428-S (Tangible Personal Property Report Supplemental Sheet)** if you have a residual inventory of equipment or unused supplied exceeding \$5,000 in total aggregate value, and submitted to closeout@nist.gov? *If you do not meet this criteria, this form is not required.*

☐ Yes ☐ No

Completed an **SF-429 (Real Property Status Report)** to report any acquired or improved real property, and submitted to closeout@nist.gov? *If you did not use project funds to acquire or improve real property, this form is not required.*

☐ Yes ☐ No

Created a **grant file** for record retention that includes all suggested record retention documents? *Please utilize Table 3 in the [Recipient Closeout Guidance](#) for document retention information.*

☐ Yes ☐ No

Developed a **three-year** retention plan for pertinent documents (starting the day your Federal Financial Report is submitted and in accordance with [2 CFR § 200.334](#))?

☐ Yes ☐ No



ADDITIONAL CONSIDERATIONS (CMC)

All Connecting Minority Communities (CMC) Pilot Program grant recipients must complete the following additional requirements.

Have you:

Developed a **comprehensive report** that outlines and explains the methodologies used to evaluate the success of your CMC project, the results of the evaluation methods, and any lessons learned throughout the evaluation process?

☐ Yes ☐ No

Submitted a **HSR Closure Report** to your FPO?

☐ Yes ☐ No

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TANGIBLE & REAL PROPERTY REPORTING

Are you unsure if the **SF-428 (Tangible Personal Property Report)**, **SF-428-B (Tangible Personal Property Final Report)**, **SF-428-S (Real Property Status Report)**, and **SF-429 (Real Property Status Report)** are required for your award? Use this decision tree and the [resources](#) linked in this checklist to help!

1

Did you purchase equipment with your grant funds?

Yes

Complete the SF-428-B in full.

No

Complete the SF-428-B. If you did not use project funds to purchase equipment, mark Option D: "None of the above" in Question 1.

Do you have equipment and/or supplies with an aggregate sum of \$5,000 or greater that will remain in your organization's possession?

Yes

Complete the SF-428 in full.

Complete the SF-428-S in full.

No

Complete the SF-428. If you do not have items of equipment or supplies to report, write a comment in Section 8 of the form stating, "No items of equipment meeting the \$5,000.00 threshold and no unused supplies have a residual value of \$5,000.00 or more to report."

Do not complete the SF-428-S.

2

Through your grant-funded project, did you acquire real property, improve real property using Federal funds, or donate real property to your Federal project in the form of a match or cost share donation?

Yes

Complete the SF-429 in full. Use Attachment A to report real property status. Use Attachments B & C to request agency instructions on real property.

No

Do not complete the SF-429.