Northern Border Regional Commission



www.nbrc.gov

Grant Close Outs

LDD PP Quarter 4 Training: November 2026

Northern Border Regional Commission

Agenda

Welcome!

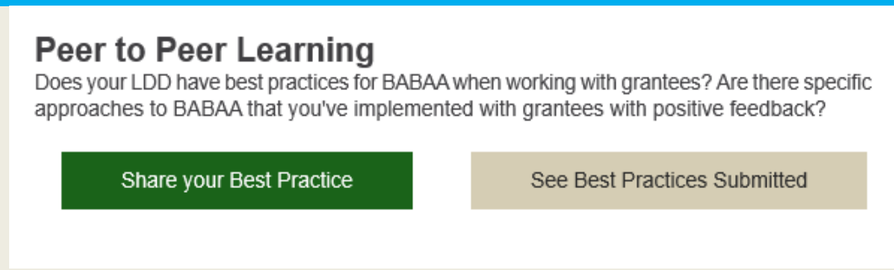
- **LDD Partnership Program Updates**
- **Grant Close Outs**
  - **Forms**
  - **De-obligations (when applicable)**
  - **Workflow**
  - **Tips and Tricks**
  - **Troubleshooting**



LDD Partnership Program Updates



LDD Partnership Program Updates



Peer to Peer Learning:

- Alternative ways to share learning and best practices between LDDs
  - LDD LinkedIn Network- low traction
  - LDD Fall email Updates included a Peer-to-Peer Learning section. Thoughts?
  - Other communications/learning opportunities?

Opt In/Out Process

- We're approaching the time of year when each LDD can opt in or out of being an LDD for the 2027 program year
- This form is sent to the MAIN CONTACT at each LDD, which is listed on our LDD contact list here. If you'd like the main contact to be someone different, please email Sarah Lang slang@nbrc.gov
- A few updates to the agreement: timelines on hosting a project kickoff meeting and responding to a grantee's request for review of reports/documents.

LDD Partnership Program Updates

Checklists Galore!

- **2026 Application Review Checklist** - this gives LDDs high-level items to check in applications, if you are asked to review them.
- **Review Checklist** - this covers everything from PNTP through the end of the award that LDDs often get asked to review for a grantee.
- **Closeout Checklist** - this covers the closeout process for an award, listing all the documents and forms needed for a successful closeout.

LDD Partnership Program Updates

What LDDs CAN do with the GMS update:

In the Grant/Award Record

- View the organization and project information, including Grant Issue Date
- Create and edit draft payment (under Actuals tab) and amendment request (under Management tab) records
- Edit draft progress report records (under Performance tab)
- View and upload files across all record types

What LDDs CANNOT do with GMS update:

- LDDs do not receive a notification when they have been associated; grantees will need to reach out to the LDD Contact if they want you to know they have given you access. You will also be able to see any awards you have been associated with on your home screen under the Awards menu
- LDDs are not guaranteed to receive the same automated communication that the applicant or grantee receive; the applicant/grantee will need to be proactive in communicating with the LDD about administrative updates they receive so LDDs can continue to provide assistance.
- **LDDs will not be able to submit records to NBRC. The Authorized Official ('Primary' account holder) is responsible for ensuring all information is accurate and finalizing the submission.**

LDD Partnership Program Updates

Bugs being fixed in the GMS Update:

- Amendments that LDDs create will soon be able to be seen by the grantee
- When a grantee removes an LDD user from the Award contact table, the LDD will soon no longer have any access to any records and should not see the awards listed under their awards list on the home page
- When a grantee adds an LDD user through a Key Personnel amendment, the LDD will soon be able to see all versions of the award (included previous amended awards)

Are there other issues you are experiencing working the GMS?

Grant Close Out: Overview

Congratulations on a successful project!



A project is complete when the scope of work as defined in the grant agreement has been satisfied. A statement from the Authorized official is required.

Note: **5%** of the award is held until a project is confirmed as complete. A final reimbursement will not be processed until all closeout requirements have been met.

Final reimbursement and closeout documentation must be submitted within 90 days after project completion or from the end of the performance period (3 years), whichever is sooner.

Grantees should submit a final reimbursement and project completion statement to admin (pre 2024) or a final reimbursement via the GMS.

Grant Close Out: Final Reporting

Download all BLANK forms on the Grantee Resources page --> Closeout

SF-270- Final Reimbursement Request

- Ensure 11.a. (Total program outlay) and 11. g. (federal share) are consistent with grant agreement and budget.
- It is ok to “over match”, but NBRC funds must not exceed GA amount.
- Check FINAL in box 1.b

SF-PPR- Final Performance Report

- Ensure all bi-annual reports have been submitted to date
- Provide a summary of the ENTIRE project from notice to proceed to completion
- Check FINAL

SF-425- Final Federal Financial Report

- Financial summary of the ENTIRE project
- NBRC and match totals should align with final SF-270 and include the final reimbursement amount

GPRA form/KPIs- Performance Measures

- Identify the outcomes of project from original work plan (#jobs created, feet of new waterline, etc.). See grant application for reference.
- GPRA: Amounts should align with final SF-270/SF-425

SF-428,S & B- Equipment Inventory

- Required if equipment purchased over $10k.
- Depreciation schedule required (spreadsheet template available)

SF-429A- Real Property

- Required for investment in real property, regardless if NFI is required.
- Provide leases, if applicable.

Other Deliverables

- Photo Release Form & 3-5 photos of final project
- Reports/Service Maps/Blogs/Final products
- Broadband projects must complete a NTIA questionnaire

Notes for completion of final forms are the SAME regardless of grant year!

Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Final Reimbursement Request

- **SF-270**

OMB Number: 4040-0012
Expiration Date: 01/31/2025

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. TYPE OF PAYMENT REQUESTED
   a. "X" one or both boxes: ☐ ADVANCE ☐ REIMBURSEMENT
   b. "X" the applicable box: ☐ FINAL ☐ PARTIAL
2. BASIS OF REQUEST: ☐ CASH ☐ ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED
4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
6. EMPLOYER IDENTIFICATION NUMBER
7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER
8. PERIOD COVERED BY THIS REQUEST — From: To:
9. RECIPIENT ORGANIZATION — Name: Street1: Street2: City: County: State: Province: Country: ZIP / Postal Code:
10. PAYEE *(Where check is to be sent if different than item 9)* — Name: Street1: Street2: City: County: State: Province: Country: ZIP / Postal Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES		(a)	(b)	(c)	TOTAL
a. Total program outlays to date	(As of date)	$	$	$	$
b. *Less:* Cumulative program income					
c. Net program outlays *(Line a minus line b)*					
d. Estimated net cash outlays for advance period					
e. Total *(Sum of lines c & d)*					
f. Non-Federal share of amount on line e					
g. Federal share of amount on line e					
h. Federal payments previously requested					
i. Federal share now requested *(Line g minus line h)*					
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY
a. Estimated Federal cash outlays that will be made during period covered by the advance $
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period
c. Amount requested *(Line a minus line b)* $

13. CERTIFICATION
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL | DATE REQUEST SUBMITTED

TYPED OR PRINTED NAME AND TITLE
Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Final Report Notes:

- ✓ **1b.=FINAL**
- ✓ **11.f+g=a,c,e**
- ✓ **Final amounts should align with GA.**
- ✓ **Minimum match must be met.**

Grant Agreement Example:

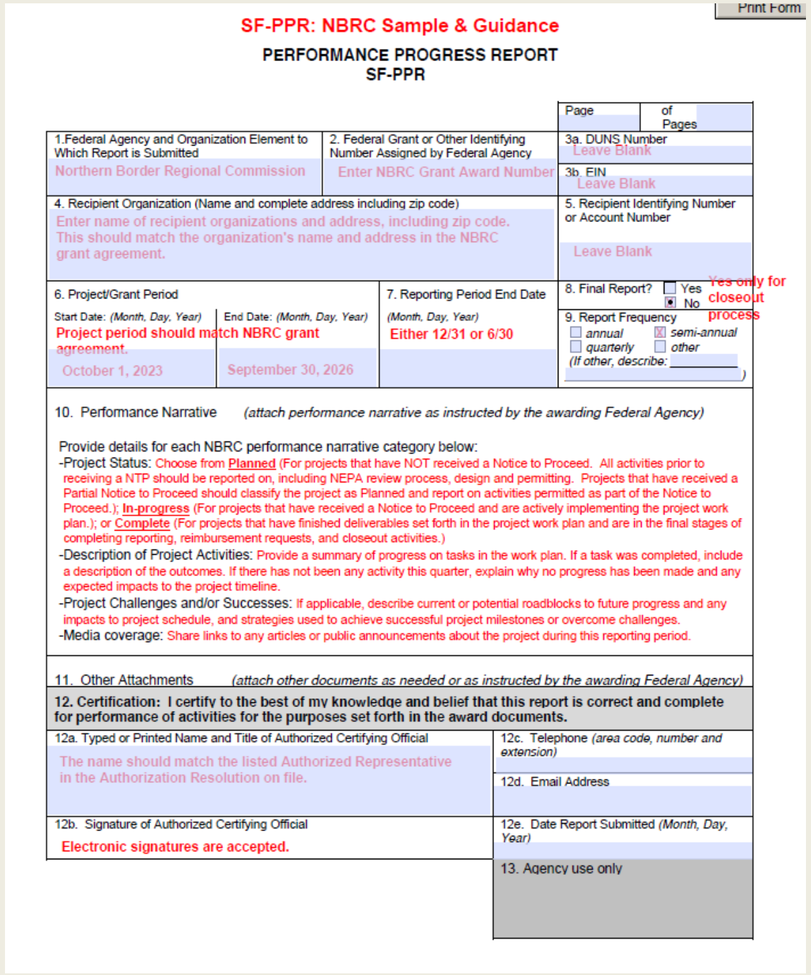
Total Project Amount:	$1,376,208.00
Amount of Federal NBRC Funds Awarded:	$606,691.00
Total Other Funds/Match:	$769,517.00
Reimbursement Rate:	80%

Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Final Performance Report

- **SF-PPR**



Print Form

SF-PPR: NBRC Sample & Guidance

PERFORMANCE PROGRESS REPORT
SF-PPR

Page | of Pages

1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number / 3b. EIN
Northern Border Regional Commission	Enter NBRC Grant Award Number	Leave Blank / Leave Blank

4. Recipient Organization (Name and complete address including zip code)	5. Recipient Identifying Number or Account Number
Enter name of recipient organizations and address, including zip code. This should match the organization's name and address in the NBRC grant agreement.	Leave Blank

6. Project/Grant Period		7. Reporting Period End Date	8. Final Report? / 9. Report Frequency
Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	*(Month, Day, Year)*	8. ☐ Yes ☑ No (Yes only for closeout process)
Project period should match NBRC grant agreement. October 1, 2023	September 30, 2026	Either 12/31 or 6/30	9. ☐ *annual* ☒ *semi-annual* ☐ *quarterly* ☐ *other* (*If other, describe:*)

10. Performance Narrative *(attach performance narrative as instructed by the awarding Federal Agency)*

Provide details for each NBRC performance narrative category below:
-Project Status: Choose from Planned (For projects that have NOT received a Notice to Proceed. All activities prior to receiving a NTP should be reported on, including NEPA review process, design and permitting. Projects that have received a Partial Notice to Proceed should classify the project as Planned and report on activities permitted as part of the Notice to Proceed.); In-progress (For projects that have received a Notice to Proceed and are actively implementing the project work plan.); or Complete (For projects that have finished deliverables set forth in the project work plan and are in the final stages of completing reporting, reimbursement requests, and closeout activities.)
-Description of Project Activities: Provide a summary of progress on tasks in the work plan. If a task was completed, include a description of the outcomes. If there has not been any activity this quarter, explain why no progress has been made and any expected impacts to the project timeline.
-Project Challenges and/or Successes: If applicable, describe current or potential roadblocks to future progress and any impacts to project schedule, and strategies used to achieve successful project milestones or overcome challenges.
-Media coverage: Share links to any articles or public announcements about the project during this reporting period.

11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone *(area code, number and extension)*
The name should match the listed Authorized Representative in the Authorization Resolution on file.	12d. Email Address
12b. Signature of Authorized Certifying Official	12e. Date Report Submitted *(Month, Day, Year)*
Electronic signatures are accepted.	13. Agency use only

Final Report Notes:

- ✓ **6. Project Period End Date should align with final SF-270 "To" date**
- ✓ **8. Yes**
- ✓ **10. Provide summary of entire project from award to completion**

Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Final Federal Financial Report

- **SF-425**

Federal Financial Report
(Follow form Instructions)

OMB Control Number: 4040-0014
Expiration Date: 2/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted: Northern Border Regional Commissions

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment): NBRC ID# ex: NBRC17GVT14

3. Recipient Organization (Name and complete address including Zip code)
Recipient Organization Name: Your Grant Name
Street1: Your Address as listed in the GA
Street2:
City: County:
State: Province:
Country: USA: UNITED STATES ZIP / Postal Code:

4a. UEI: Your Org. UEI
4b. EIN: Your Org. EIN
5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment):

6. Report Type: ☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final
7. Basis of Accounting: ☒ Cash ☐ Accrual
8. Project/Grant Period From: 10/01/2019 To: 09/30/2022 *Enter Entire Grant Period
9. Reporting Period End Date: 09/30/2021 *Only report reimbursements that have been fully processed prior to 9/30

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts — Total cumulative amount of reimbursements received from NBRC as of reporting period end date	0.00
b. Cash Disbursements — Equal to line 10a	0.00
c. Cash on Hand (line a minus b) — Equal to line 10a minus 10b	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized — Total NBRC Funds Awarded as listed in Grant Agreement	0.00
e. Federal share of expenditures — Equal to line 10b	0.00
f. Federal share of unliquidated obligations — Equal to line 10d minus 10e	0.00
g. Total Federal share (sum of lines e and f) — Equal to line 10d	0.00
h. Unobligated balance of Federal Funds (line d minus g) — Should always be $0, unless NBRC money was de-obligated at project close-out	0.00
Recipient Share:	
i. Total recipient share required — Total match as listed in Grant Agreement	0.00
j. Recipient share of expenditures — Expended/documented match as of reporting period end date.	0.00
k. Remaining recipient share to be provided (line i minus j) — Equal to line 10i minus line 10j	0.00
Program Income:	
l. Total Federal program income earned — Program income should always be $0 unless otherwise stated in Grant Agreement	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

STANDARD FORM 425 (REV. 6/2010)

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts — Total cumulative amount of reimbursements received from NBRC as of reporting period end date	0.00
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Federal Expenditures and Unobligated Balance:	
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Recipient Share:	
i. Total recipient share required — Total match as listed in Grant Agreement	0.00
j. Recipient share of expenditures — Expended/documented match as of reporting period end date.	0.00
k. Remaining recipient share to be provided (line i minus j) — Equal to line 10i minus line 10j	0.00

Grant Agreement Example:

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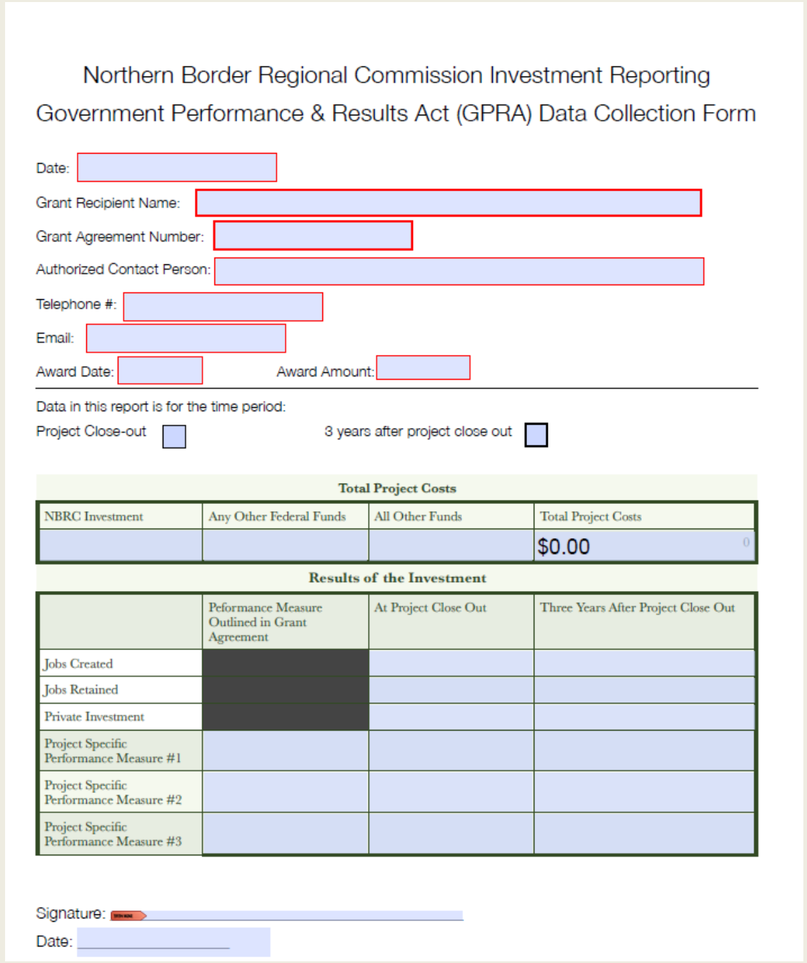
- ✓ **6.=FINAL**
- ✓ **8. To period should align with SF-270 "To" date.**
- ✓ **9. Should align with SF-270 "To" date.**
- ✓ **10b. Include the final reimbursement**
- ✓ **10f.=$0 unless a de-obligation**
- ✓ **10i-final match should align with GA**
- ✓ **Program Income must be reported**

Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Performance Measures

- **GPRA**
- **KPI**



Northern Border Regional Commission Investment Reporting

Government Performance & Results Act (GPRA) Data Collection Form

Date:

Grant Recipient Name:

Grant Agreement Number:

Authorized Contact Person:

Telephone #:

Email:

Award Date: Award Amount:

Data in this report is for the time period:

Project Close-out ☐ 3 years after project close out ☐

Total Project Costs

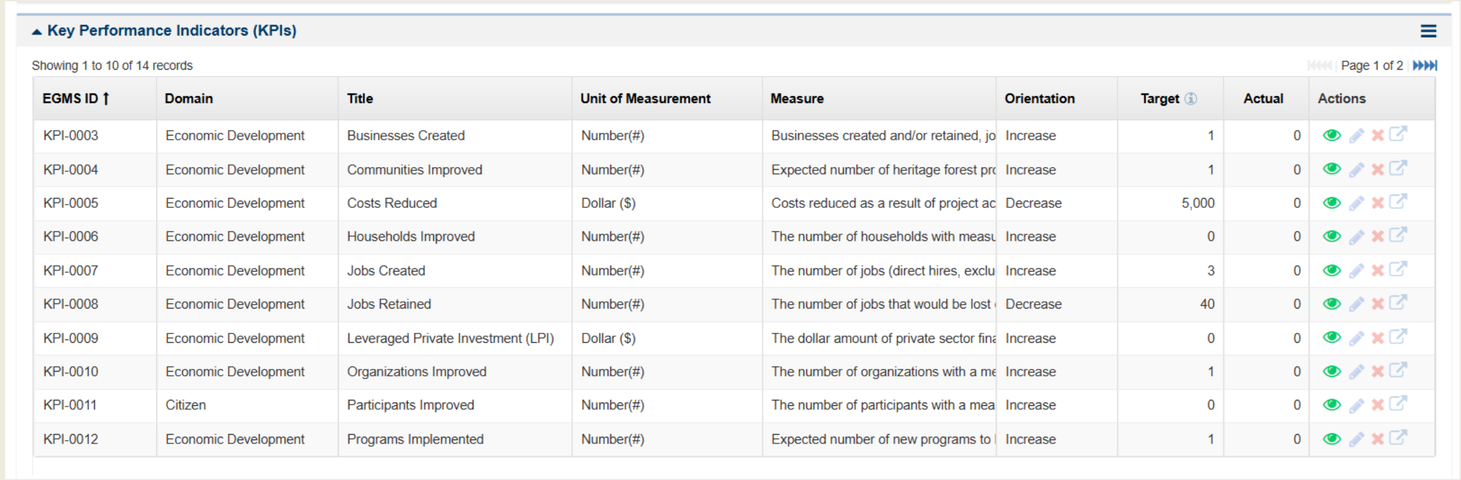
NBRC Investment	Any Other Federal Funds	All Other Funds	Total Project Costs
			$0.00

Results of the Investment

	Peformance Measure Outlined in Grant Agreement	At Project Close Out	Three Years After Project Close Out
Jobs Created			
Jobs Retained			
Private Investment			
Project Specific Performance Measure #1			
Project Specific Performance Measure #2			
Project Specific Performance Measure #3			

Signature:

Date:



▲ Key Performance Indicators (KPIs)

Showing 1 to 10 of 14 records — Page 1 of 2

EGMS ID	Domain	Title	Unit of Measurement	Measure	Orientation	Target	Actual	Actions
KPI-0003	Economic Development	Businesses Created	Number(#)	Businesses created and/or retained, jo	Increase	1	0	
KPI-0004	Economic Development	Communities Improved	Number(#)	Expected number of heritage forest pro	Increase	1	0	
KPI-0005	Economic Development	Costs Reduced	Dollar ($)	Costs reduced as a result of project ac	Decrease	5,000	0	
KPI-0006	Economic Development	Households Improved	Number(#)	The number of households with measu	Increase	0	0	
KPI-0007	Economic Development	Jobs Created	Number(#)	The number of jobs (direct hires, exclu	Increase	3	0	
KPI-0008	Economic Development	Jobs Retained	Number(#)	The number of jobs that would be lost	Decrease	40	0	
KPI-0009	Economic Development	Leveraged Private Investment (LPI)	Dollar ($)	The dollar amount of private sector fina	Increase	0	0	
KPI-0010	Economic Development	Organizations Improved	Number(#)	The number of organizations with a me	Increase	1	0	
KPI-0011	Citizen	Participants Improved	Number(#)	The number of participants with a mea	Increase	0	0	
KPI-0012	Economic Development	Programs Implemented	Number(#)	Expected number of new programs to	Increase	1	0	

Final Report Notes:

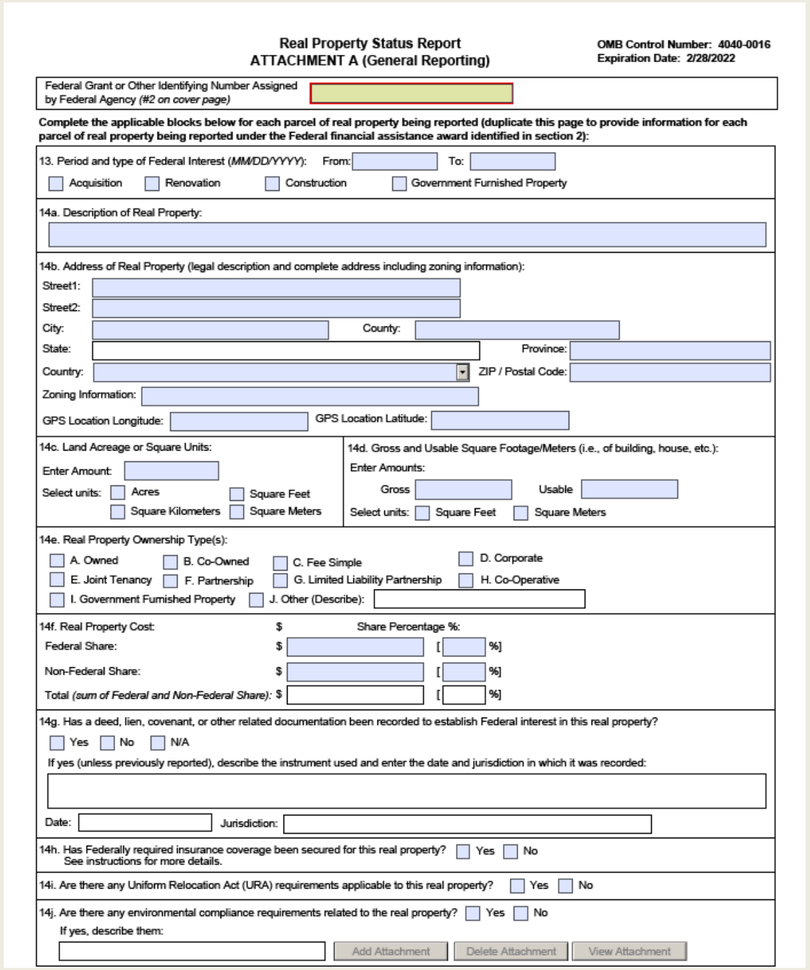
- ✓ **GPRA: Amounts reported should align with GA and final SF-270/SF-425**
- ✓ **Performance Measures can be found in the application**
- ✓ **ALL KPI identified during application must be edited and reported on at closeout**
- ✓ **AO must sign/submit**

Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Real Property
- **SF-429A**

Real property means land, including land improvements, structures, and appurtenances thereto, but excludes movable machinery and equipment.



Real Property Status Report
ATTACHMENT A (General Reporting)

OMB Control Number: 4040-0016
Expiration Date: 2/28/2022

Federal Grant or Other Identifying Number Assigned by Federal Agency *(#2 on cover page)*

Complete the applicable blocks below for each parcel of real property being reported (duplicate this page to provide information for each parcel of real property being reported under the Federal financial assistance award identified in section 2):

13. Period and type of Federal Interest *(MM/DD/YYYY)*: From: To:
☐ Acquisition ☐ Renovation ☐ Construction ☐ Government Furnished Property

14a. Description of Real Property:

14b. Address of Real Property (legal description and complete address including zoning information):
Street1:
Street2:
City: County:
State: Province:
Country: ZIP / Postal Code:
Zoning Information:
GPS Location Longitude: GPS Location Latitude:

14c. Land Acreage or Square Units:
Enter Amount:
Select units: ☐ Acres ☐ Square Feet ☐ Square Kilometers ☐ Square Meters

14d. Gross and Usable Square Footage/Meters (i.e., of building, house, etc.):
Enter Amounts:
Gross Usable
Select units: ☐ Square Feet ☐ Square Meters

14e. Real Property Ownership Type(s):
☐ A. Owned ☐ B. Co-Owned ☐ C. Fee Simple ☐ D. Corporate
☐ E. Joint Tenancy ☐ F. Partnership ☐ G. Limited Liability Partnership ☐ H. Co-Operative
☐ I. Government Furnished Property ☐ J. Other (Describe):

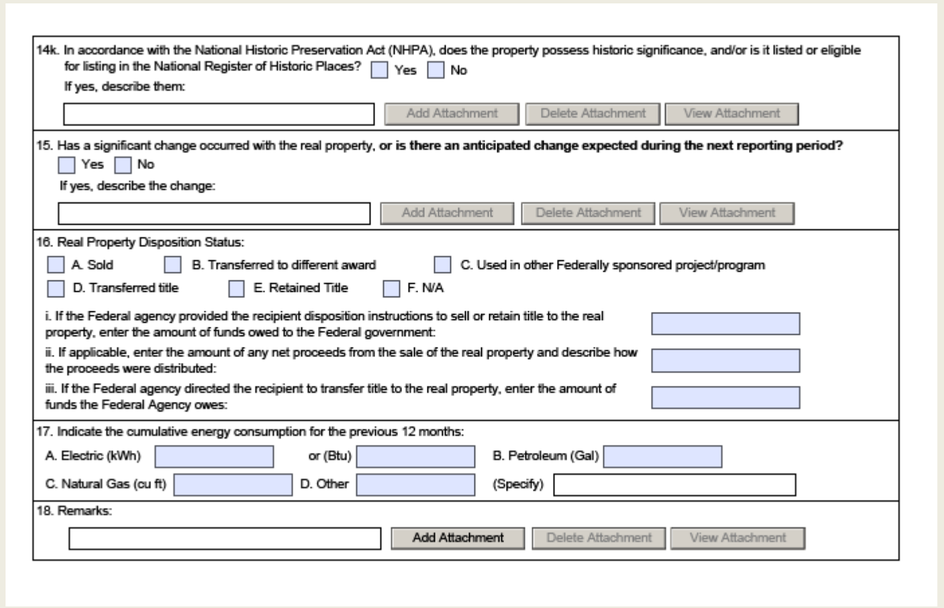
14f. Real Property Cost: $ Share Percentage %:
Federal Share: $ [%]
Non-Federal Share: $ [%]
Total *(sum of Federal and Non-Federal Share)*: $ [%]

14g. Has a deed, lien, covenant, or other related documentation been recorded to establish Federal interest in this real property?
☐ Yes ☐ No ☐ N/A
If yes (unless previously reported), describe the instrument used and enter the date and jurisdiction in which it was recorded:
Date: Jurisdiction:

14h. Has Federally required insurance coverage been secured for this real property? ☐ Yes ☐ No
See instructions for more details.

14i. Are there any Uniform Relocation Act (URA) requirements applicable to this real property? ☐ Yes ☐ No

14j. Are there any environmental compliance requirements related to the real property? ☐ Yes ☐ No
If yes, describe them:
Add Attachment Delete Attachment View Attachment



14k. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places? ☐ Yes ☐ No
If yes, describe them:
Add Attachment Delete Attachment View Attachment

15. Has a significant change occurred with the real property, **or is there an anticipated change expected during the next reporting period?**
☐ Yes ☐ No
If yes, describe the change:
Add Attachment Delete Attachment View Attachment

16. Real Property Disposition Status:
☐ A. Sold ☐ B. Transferred to different award ☐ C. Used in other Federally sponsored project/program
☐ D. Transferred title ☐ E. Retained Title ☐ F. N/A
i. If the Federal agency provided the recipient disposition instructions to sell or retain title to the real property, enter the amount of funds owed to the Federal government:
ii. If applicable, enter the amount of any net proceeds from the sale of the real property and describe how the proceeds were distributed:
iii. If the Federal agency directed the recipient to transfer title to the real property, enter the amount of funds the Federal Agency owes:

17. Indicate the cumulative energy consumption for the previous 12 months:
A. Electric (kWh) or (Btu) B. Petroleum (Gal)
C. Natural Gas (cu ft) D. Other (Specify)

18. Remarks:
Add Attachment Delete Attachment View Attachment

Final Report Notes:

- ✓ **14c. Size of land where property located**
- ✓ **14f. Federal share=NBRC amount budgeted for real property. Non-federal share=match budgeted for real property.**
- ✓ **14g. If greater than $250k=Yes.**
- ✓ **16. =f. N/A**
- ✓ **17. Reference recent utility bills**

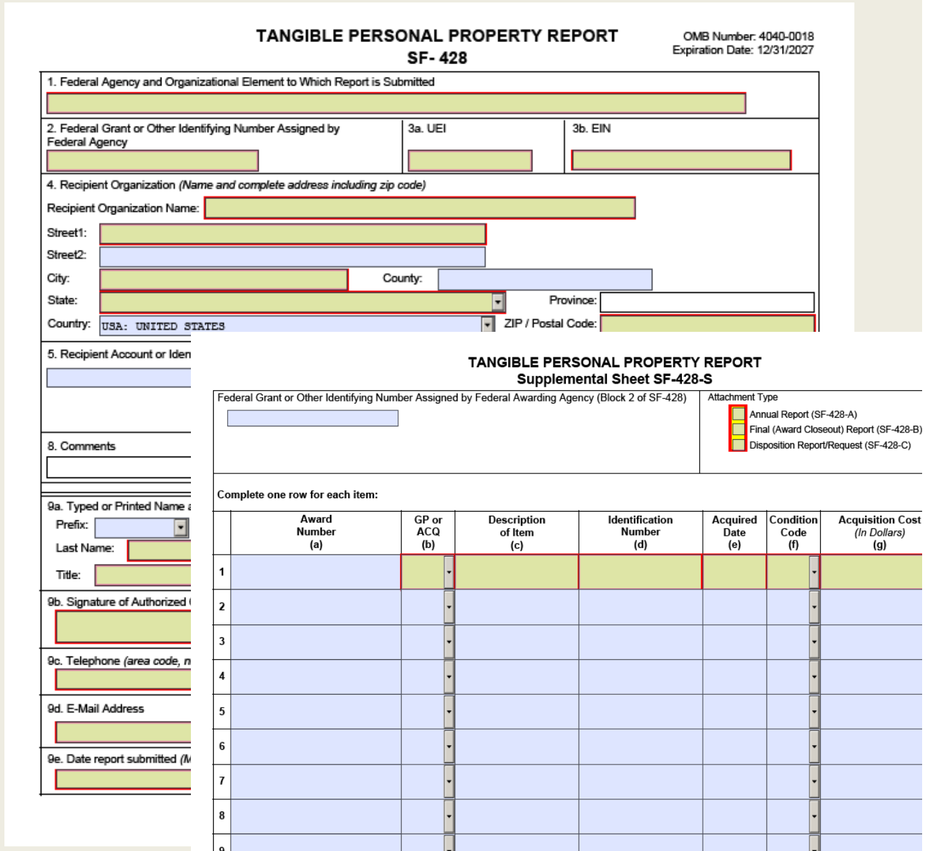
Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Equipment Inventory

- **SF-428**
- **SF-428S**
- **SF-428B**
- **Depreciation Schedule**

Equipment is defined as items of tangible property having a useful life of more than one year and a unit acquisition cost exceeding $10,000.



TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

OMB Number: 4040-0018
Expiration Date: 12/31/2027

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: County:
State: Province:
Country: USA: UNITED STATES ZIP / Postal Code:

5. Recipient Account or Iden

8. Comments

9a. Typed or Printed Name
Prefix:
Last Name:
Title:

9b. Signature of Authorized

9c. Telephone *(area code, n*

9d. E-Mail Address

9e. Date report submitted *(M*

TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428-S

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)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TANGIBLE PERSONAL PROPERTY REPORT
Final Report SF-428-B

OMB Number: 4040-0018
Expiration Date: 12/31/2027

Federal Grant or Other Identifying Number Assigned by Federal Agency *(Block 2 on SF-428)*.

1. **Report** *(Select all that apply)*
- a. Federally-owned Property *(List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below)*
- b. Acquired Equipment with acquisition cost of $10,000 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)*.
- c. Residual Unused Supplies with total aggregate fair market value exceeding $10,000 not needed for any other Federally sponsored programs or projects *(Complete Section 2c below)*.
- d. None of the above

2. Complete relevant section(s)

For Agency Use Only

2a. **Federally-owned Property** *(Select one or more)*.
- (i) Request transfer to Award
- (ii) Request Federal Agency disposition instructions
- (iii) Other *(Provide detail in Block 3 or attach request)*

Agency response to requested disposition of Federally owned property:
- (i) Recipient request approved denied
- (ii) Dispose in accordance with attached instructions:

Agency response to requested disposition of acquired equipment:
- (i) Recipient request approved denied
- (ii) Dispose in accordance with attached instructions:

2b. **Acquired Equipment with current fair market value of $10,000 or more:**
(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)
- (i) Acknowledge equipment acquired under this federal award will be retained for use as originally approved.
- (ii) Request Federal Agency disposition instructions.

Authorized Awarding Agency Official:
Signature: Date:
Name: Phone:
Title: E-Mail:

Add Attachment | Delete Attachment | View Attachment

2c. **Reportable Residual Unused Supplies**
- (i) Sale proceeds or Estimate of current fair market value . . . . . $
- (ii) Percentage of Federal participation . . . . . %
- (iii) Federal share . . . . . $
- (iv) Selling and handling allowance. . . . . $
- (v) **Amount remitted to the Federal Government** . . . . . $

3. Comments

Add Attachment | Delete Attachment | View Attachment

FINAL REPORT ATTACHMENT TO SF-428

Agency Use Only

Final Report Notes:

- ✓ **SF428: 6.=FINAL**
- ✓ **SF428S: All equipment listed separately =/>$10k**
- ✓ **A depreciation schedule is also required**
- ✓ **SF428B: 1d. None of the above**
- ✓ **2a. SKIP**
- ✓ **2b. (i)**
- ✓ **2c. SKIP**

Grant Close Out: Forms

Download all BLANK forms on the Grantee Resources page --> Closeout

Final Deliverables

- **Photo Release Form & 3-5 photos of final project**
- **Reports/Service Maps/Blogs/Final products**
- **Broadband projects must complete a NTIA questionnaire**





Grant Close Out: De-obligation (if applicable)

De-Obligation (Partial)

A de-obligation of funds can be requested by the project AO if the total award is not required to complete the project as scoped.

- AO must provide a written request (via email is sufficient) as to why the funds were not needed to complete the project.
- At closeout, the minimum match requirement must be met
- Does not impact future funding applications
- NBRC will initiate the de-obligation as part of the final reimbursement and closeout process



Grant Close Out: Request Workflow

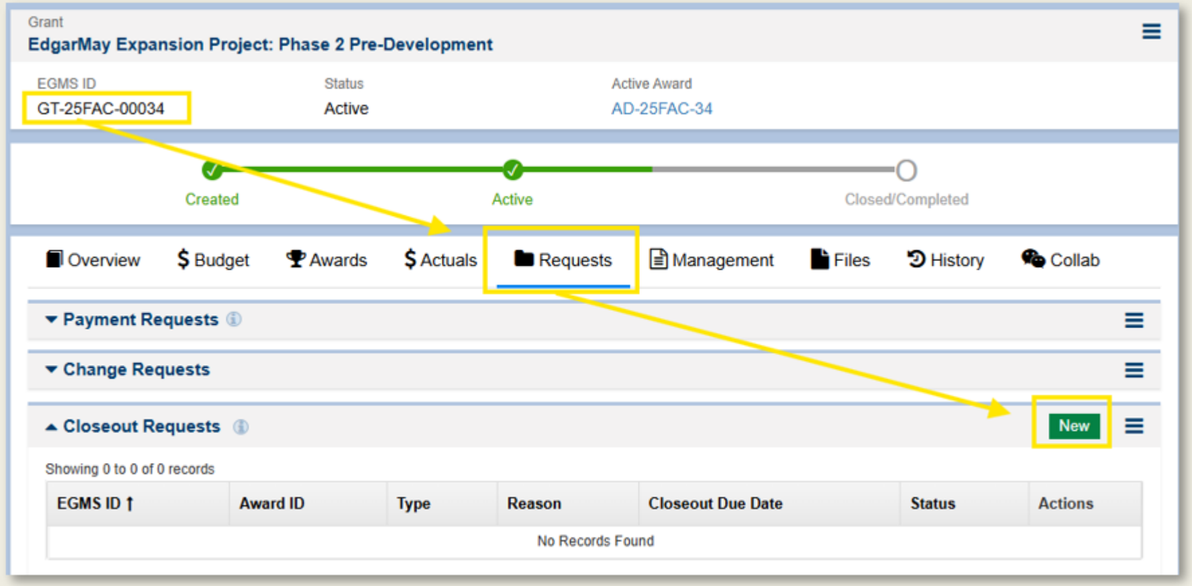
1. Submit Final Reimbursement
2. NBRC reviews and confirms Final Reimbursement
3. NBRC asks for close out documents/initiates close out in GMS
4. Grantee submits close out documents
5. NBRC reviews and approves
6. Award is closed out

Non GMS Projects(>FY23): Submit final reimbursement to admin@nbrc.gov. Once NBRC has reviewed the final reimbursement for correctness, we'll ask you to submit your final close out documents to admin@nbrc.gov.

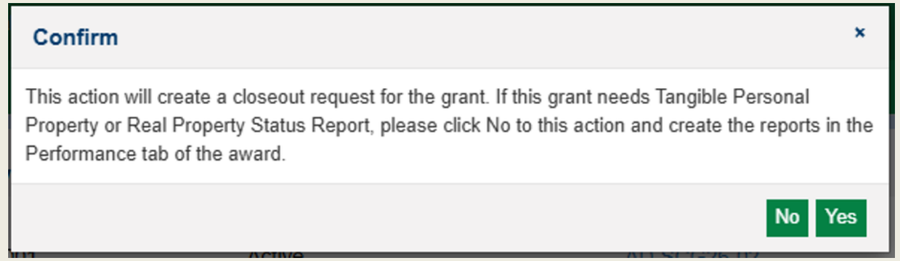
GMS Projects: Grantee submits final reimbursement in the GMS, THEN **NBRC will initiate closeout in the online system.**

1. Submit a final reimbursement request within the GMS selecting final. If a desk review, upload supporting documentation to the files tab of the request record. NBRC will review the final reimbursement and finalize all documentation for approval
2. NBRC will initiate a closeout request within the GMS, which will include all required forms. This request will be sent to the grantee via an email notification and will require 2 steps: 1. Complete all forms 2. Acknowledge closeout record and submit to NBRC for review/approval.
3. Once all documentation is finalized, the payment will be approved and closeout record accepted and approved in the GMS.

NBRC initiates closeout once final reimbursement information is finalized

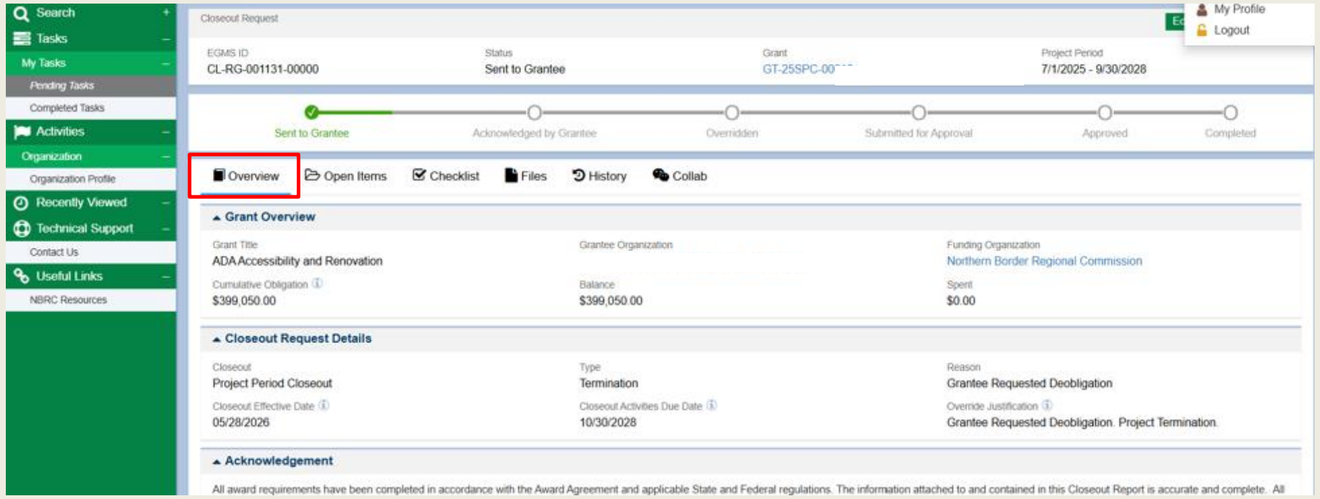


← **NBRC GMS View**

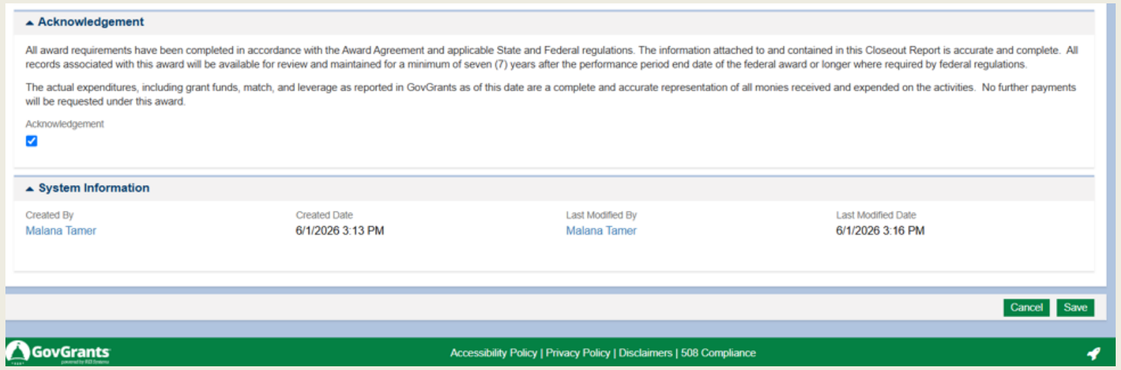


Grant Close Out: Request Workflow

GMS Closeout Request Record:
Overview



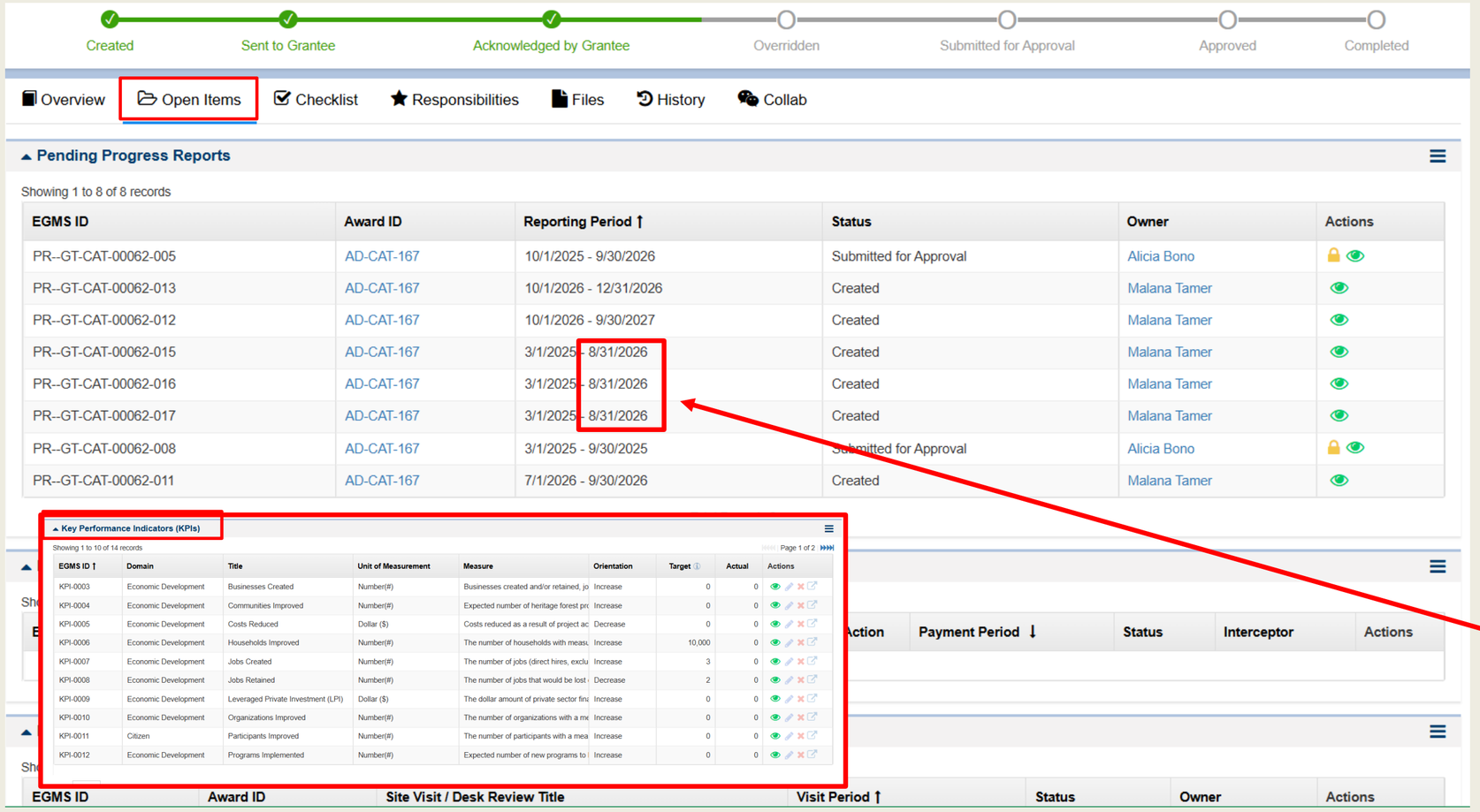
Acknowledgement=Final Step. DO NOT select and submit until all reports have been completed.



First tab but final step!

Grant Close Out: Request Workflow

GMS Closeout Request Record:
Open Items



All semi annual performance reports must be completed

All SF-425 financial reports must be completed

Key Performance Indicators (KPI) must be updated (replaces GPRA)

A final SF-PPR and final SF-425 will be created for the closeout. Reporting period end date will align with the final SF-270.

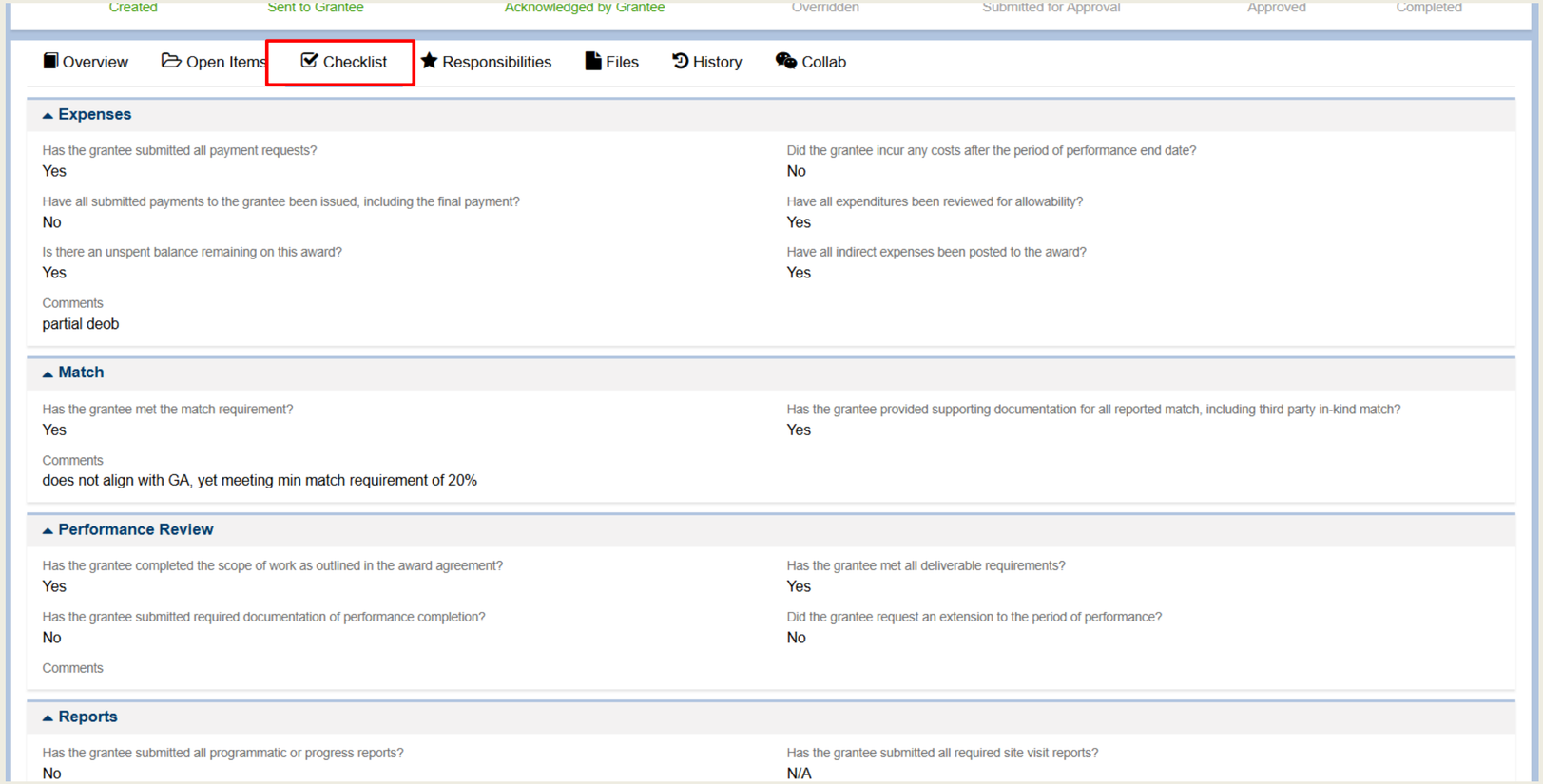
A Real Property and Equipment Report will be created and editable here if applicable

All reports/KPIs are also accessible via the AD record → Performance Tab

Close out documents will have the reporting period end date that matches the end date on the Final SF270

Grant Close Out: Request Workflow

GMS Closeout Request Record:
Checklist

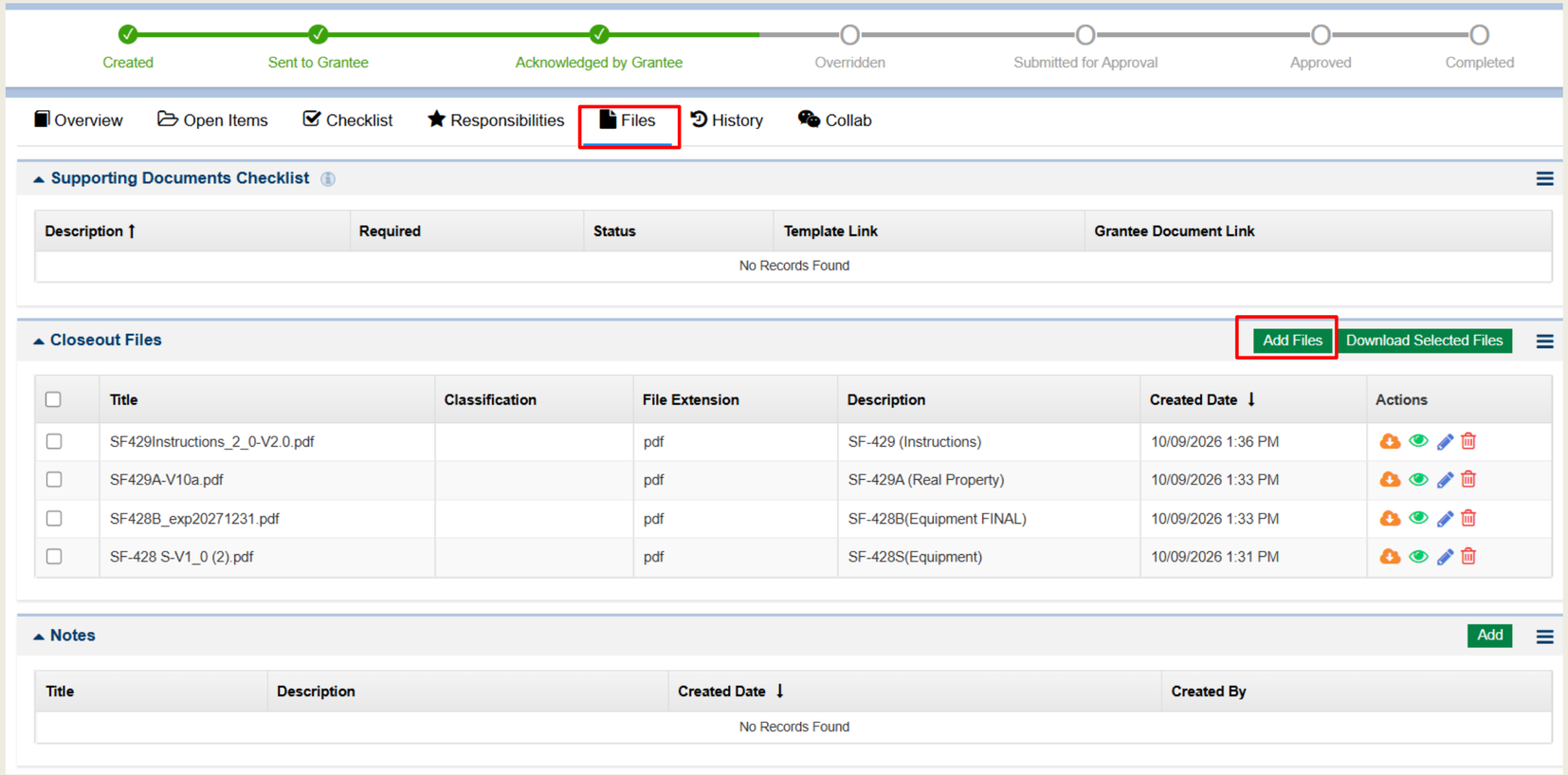


Completed by NBRC, but reviewed by the grantee

If LDD/grantee finds any discrepancies, please reach out and DO NOT complete the "acknowledgement" final step

Grant Close Out: Request Workflow

GMS Closeout Request Record:
Checklist



Project deliverables including:

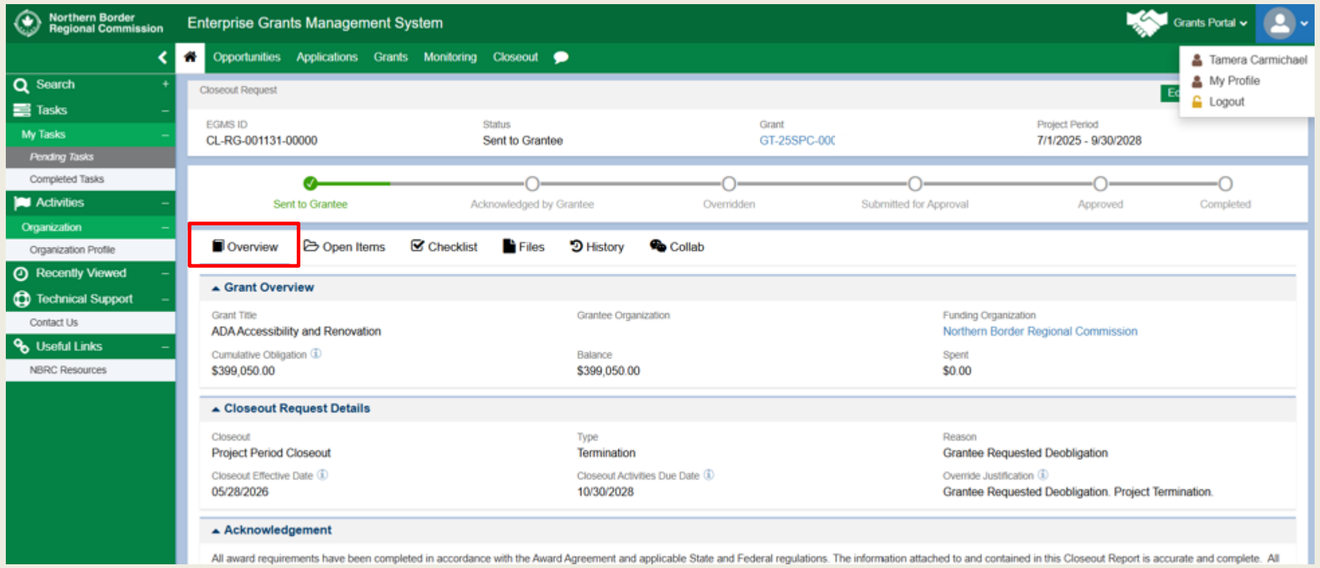
- **the Broadband Questionnaire,**
- **Photos,**
- **Reports,**
- **Studies,**
- **Maps,**
- **Copies of Leases, etc.**

should be uploaded to the Files Tab->Closeout Files section.

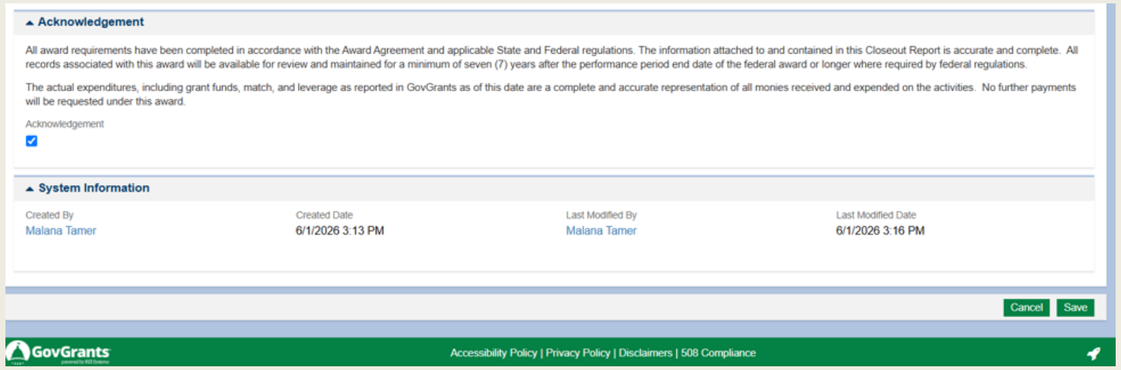
NBRC will also utilize this section to upload helpful instructions or other required documentation.

Grant Close Out: Request Workflow

GMS Closeout Request Record:
Overview



Acknowledgement=Final Step. AO must select, SAVE, and submit to NBRC for approval.



Grant Close Out: Tips & Tricks!

- **Pre-GMS-Utilize admin@nbrc.gov**
- **GMS-NBRC will initiate the closeout request record**
- **Desk Reviews:** At a minimum 2 x desk reviews will be completed during the performance period. The 1st request is always a full desk review, and the 2nd is flagged at any time or at **close out.**
- **Final LDD invoice:** Include the final LDD invoice in the final reimbursement request. Final invoice should include the estimated time to assist with close out.
- **GMS: Grantee Acknowledgement of Close Out Request-** Grantee should not check ACKNOWLEDGE and submit close out request UNTIL ALL FORMS HAVE BEEN FILLED OUT ACCURATELY AND UPLOADED to the closeout record**.**

Questions?

Northern Border Regional Commission

