



Northern Border Regional Commission

GRANT CLOSE-OUT CHECKLIST

NBRC Grant Agreement Number: _____

Grantee Name/Project Title: _____

Blank forms can be found on our website here:
[NBRC FORMS](#)

Refer to NBRC's Compliance Manual for more detailed guidance!

Form	Description	Helpful Hints	Submitted	Reviewer Notes (NBRC ONLY)	Accepted
SF-270	FINAL Reimbursement Request	<ul style="list-style-type: none"> 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 	<input type="checkbox"/>		<input type="checkbox"/>
SF-PPR	FINAL Performance Report	<ul style="list-style-type: none"> Ensure all quarterly reports have been submitted to date Provide a summary of the ENTIRE project from notice to proceed to completion Check FINAL 	<input type="checkbox"/>		<input type="checkbox"/>
SF-425	FINAL Federal Financial Report	<ul style="list-style-type: none"> Provide a financial summary of the ENTIRE project Box 10a. Project total should include last reimbursement request to =total NBRC award (unless de-obligating funds) 	<input type="checkbox"/>		<input type="checkbox"/>
GPRA (Government Performance & Results Act)	Performance Measures	<ul style="list-style-type: none"> List outcomes of grant from original work plan (#jobs created, feet of new waterline, etc.) Amounts should match Final 270 	<input type="checkbox"/>		<input type="checkbox"/>
SF-428S (if applicable)	Equipment Inventory	<ul style="list-style-type: none"> Only required if equipment purchased over \$10k. Depreciation schedule required for EACH item (spreadsheet template available) 	<input type="checkbox"/> N/A <input type="checkbox"/>		<input type="checkbox"/>
SF-429A (if applicable)	Real Property	<ul style="list-style-type: none"> Document real property with a recorded Notice of Federal Interest (NFI). Provide leases, if applicable. 	<input type="checkbox"/> N/A <input type="checkbox"/>		<input type="checkbox"/>
Other	Project photos, deliverables, etc.	<ul style="list-style-type: none"> Photo Release Form & 3-5 photos of final project Reports/Service Maps/Blogs/Final products Broadband projects must complete a NTIA questionnaire 	<input type="checkbox"/>		<input type="checkbox"/>