



# 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"> <li>Ensure <b>11.a.</b> (Total program outlay) and <b>11. g.</b> (federal share) are consistent with grant agreement and budget. It is ok to "over match", but NBRC funds must not exceed GA amount.</li> <li>Check FINAL in box <b>1.b</b></li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-PPR	FINAL Performance Report	<ul style="list-style-type: none"> <li>Ensure all bi-annual reports have been submitted to date</li> <li>Provide a summary of the ENTIRE project from notice to proceed to completion</li> <li>Check FINAL</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-425	FINAL Federal Financial Report	<ul style="list-style-type: none"> <li>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)</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
GPRA (Government Performance & Results Act)	Performance Measures	<ul style="list-style-type: none"> <li>List outcomes of grant from original work plan (#jobs created, feet of new waterline, etc.)</li> <li>Amounts should match Final 270</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-428S (if applicable)	Equipment Inventory	<ul style="list-style-type: none"> <li>Only required if equipment purchased over \$10k.</li> <li>Depreciation schedule required for EACH item (spreadsheet template available)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> N/A		<input type="checkbox"/>
SF-429A (if applicable)	Real Property	<ul style="list-style-type: none"> <li>Document real property with a recorded Notice of Federal Interest (NFI).</li> <li>Provide leases, if applicable.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> N/A		<input type="checkbox"/>
Other	Project photos, deliverables, etc.	<ul style="list-style-type: none"> <li>Photo Release Form &amp; 3-5 photos of final project</li> <li>Reports/Service Maps/Blogs/Final products</li> <li><b>Broadband projects must complete a NTIA questionnaire</b></li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>