# Kentucky Department of Education

# Nita M. Lowey 21st Century Community Learning Program

**Closeout Checklist**

Please submit form to your **KDE Consultant**.

**Region 1 and 2:** [Tammy Dowell](mailto:Tammy.dowell@education.ky.gov) **/ Regions 3 and 5:** [Leslie Spears](mailto:Leslie.Spears@education.ky.gov) **/ Regions 4, 6 and 7:** [Glenna Cummins](mailto:Glenna.cummins@education.ky.gov)

**(FOR KDE USE ONLY) kde consultant / Date of Approval:** Click or tap here to enter text. / Click or tap to enter a date.

**Date Submitted:** Click here to enter a date.

**Grant Cycle:** Click here to enter text.

**Grant Type:** Choose an item.

**Fiscal Agent:** Click here to enter text.

**Co-applicant:** Click here to enter text.

**School(s) Served:** Click here to enter text.

**Physical Address:** Click here to enter text.

**district:** Click here to enter text.

**Site Coordinator:** Click here to enter text.

**Program Director:** Click here to enter text.

**# OF REGULAR ATTENDEES:** Click here to enter text.

**# OF DAILY ATTENDEES:** Click here to enter text.

**Name of Staff Member Submitting Report:** Click here to enter text.

**E-mail/Phone:** Click here to enter text.

**Grantees must ensure they have completed the following:**

Notify KDE of program closing, in writing, via email, and address all closeout requirements in the email?

Submit data in Cayen as required by state and federal guidelines (including DRR to KDE, K-PREP and summer data in Cayen)?

Submit a final reimbursement request reflecting zero encumbrances and zero balance?

Submit a final inventory list and transfer information? The inventory list should reflect all five grant years and include a description of the equipment, quantity, serial number, source of funding, acquisition date, location of equipment and closeout transfer location.