# Kentucky Department of Education

# Nita M. Lowey 21st Century Community Learning Program

**Closeout Checklist**

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

**Region 1 and 2:** [Tammy Cash](mailto:tammy.cash@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:**

**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 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.