



DATE

RE: Closeout of Funding Agreement
Organization Name

Dear Mr./Mrs. Last Name:

The Kansas Department of Commerce (KDC) reviewed and approved all applicable administrative actions and project deliverables, including your final Closeout Report submitted DATE, for your project, funded by the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).

Funding Source: KDC Program

Total Disbursed: AWARD AMOUNT and/or amount reported in closeout report, confirmed by KDC

Project Period: Date agreement signed – June 30, 2025

[Insert brief on program scope -- refer to PURPOSE section of agreement]

This award is considered completed and closed as of DATE. You do not need to submit any further documentation at this time.

Please note, in accordance with ARPA CSLFRF the US Department of Treasury requires that you must maintain all documentation related to this funding for five (5) years following the closeout date of this agreement. For the duration of this period, grant documentation must be promptly made available to KDC upon written request for audit and additional oversight responsibilities.

If your organization expended \$750,000 or more in total federal assistance (all programs) in your fiscal year, you must have an audit conducted in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Please make sure you work with your auditors to meet all necessary obligations. Submit a copy of the audit report to Commerce.

Regarding the equipment or real property purchased with grant funds for this program, Commerce received the Closeout Inventory on DATE. Organization Name will continue to use these assets for the purpose for which it was purchased. If the assets are no longer needed for the originally authorized purpose disposition instructions must be sought from Commerce.

We appreciate your dedication and commitment to this effort in supporting infrastructure development and advancing economic development opportunities across Kansas. If you have any questions, please contact XXXXXX, at XXXXXXXXXXXX at any time.

Sincerely,

[SIGNATURE]