



DATE

RE: Closeout of Funding Agreement  
Organization Name

Dear Mr./Mrs. Last Name:

This letter is to confirm the closeout site visit will take place on [add date] at [add time] at the following location: [add].

Funding Source: Building a Stronger Economy (BASE) Grant 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]

As discussed on our call [add date as needed], Witt O'Brien's, has been contracted by the Kansas Department of Commerce to monitor funds associated with this American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery funding. I will perform this closeout site visit and arrive at the location noted above to collect any remaining documentation required to finalize the closeout, including verification of the work completed.

In order to assist me in this upcoming review, please provide the following material at your earliest convenience: [Add – may include files, invoices, equipment – other issues noted as part of the preliminary Desk Review].

Your support in preparation for my arrival is appreciate; thus, please make available the following: [Add as needed – may include additional program and financial staff, files for review – both hard copy and/or electronic (if electronic ensure a computer or file system is available for use), budget records, or other].

Thank you for your assistance in this upcoming closeout site visit. If you have any questions or concerns, please do not hesitate to contact me at [add telephone and email].

Sincerely,

[SIGNATURE]

[Name]

On behalf of the Kansas Department of Commerce