Checklist for Grantee Closeout

☐ Confirm trainee data entry is complete:
- o All trainees entered in the system
- o All trainees categorized correctly
- o All trainees have complete and accurate pre- and post-training information

☐ Confirm all reporting is complete:
- o All quarterly reports have been completed and submitted

☐ Confirm audit requirements have been met

☐ Confirm financial reimbursement is complete and documented:
- o All requests for reimbursement and match expenses have been submitted
- o All requests for reimbursement and match have been confirmed complete and paid/recorded
- o If not previously provided, proof of payment for all reimbursements and match must be provided

☐ Request authorization for access to the final report:
- o Use the following for instructions:
  http://www.wisconsinfastforward.com/pdf/online_instructions_final_report.pdf

If you are unsure of whether or not you have completed all of the above, you may send a request for information to WisconsinFastForward@dwd.wisconsin.gov .