

CHAPTER 16 –CLOSEOUT

PROJECT CLOSEOUT

Closeout is the process by which the Department determines that all requirements identified in the contract meet satisfactory completion. Once all project activities are complete and all funds drawn down, the closeout process begins. The grant closeout process is completed once the monitoring compliance and all semi-annual reports submitted are cleared by the Department.

The Department's closeout process may either be issued by the Department or initiated at the grantee's request. The Department issues a Notice of Closeout letter to the grantee near the contract end date or upon payment of all CDBG funds for the project, whichever occurs sooner. The Notice of Closeout letter may also be sent when the grantee requests initiation of the closeout process for the project or upon receipt of a final draw down request.

The grantee submits the following reports to the Department for closeout process completion. The Department reviews and either accepts or works with the grantee for document clearance.

- The Final Semi-Annual Project Status and Compliance Report
- The Final Financial Report
- The Final Wage Compliance Report (if applicable)
- The Final Product (if applicable)
- Final Job Creation/Retention Report (if applicable)
- And other documents applicable in order to complete closeout.

For additional information regarding final reporting items and a copy of the forms, please access the Department's website.

FINAL PROJECT STATUS AND COMPLIANCE REPORT

Submit the Final Project Status and Compliance Report once all CDBG activities have been completed for the project. The grantee selects the "Final Report" box on the Report and identifies all accomplishments that were completed during the final project reporting period and cumulatively. The grantee is responsible for identifying the CDBG National Objectives met during the course of the project and to provide the appropriate beneficiary information. In addition, the grantee is also responsible for providing information on any Minority Business Enterprises/Women owned business enterprises (MBE/WBE) and any project contracts related to Section 3 businesses. Refer to the Project Status and Compliance Report instructions to complete performance measures and compliance activities.

FINAL FINANCIAL REPORT

This report provides information on the final program cost amounts for each of the CDBG project activities stated in the grantee's contract sources and uses section, plus amendments that revised the contract sources and uses. This information includes: total activity costs paid; any CDBG program income expended during the project; and any local match expenditures. The report also identifies any remaining funds that the grantee will expend through the submittal of a final draw down request and whether or not there are any unspent CDBG funds to de-obligate. The Department's financial staff and the project's Program Representative reviews this information for accuracy. If errors are found in the Final Financial Report, the Program Representative will work with the grantee and the Certified Administrator in revising and finalizing the report.

FINAL WAGE COMPLIANCE REPORT

For projects that involve Davis-Bacon and related acts only, complete and submit the Final Wage Compliance Report. The report identifies, whether during the course of construction activities, if restitution was paid to employees due to the employees being paid less than the required Wage Determination Rate identified for the project. The U.S. Department of Labor releases the Wage Determination Rate.

FINAL PRODUCT

For planning only projects (See Planning Category Application Guidelines), submit the final planning product as approved by the unit of local government. The final planning product is the culmination of the planning process as carried out under the CDBG-funded project. This document should be provided as a PDF and one bound hard copy. Alternatively, two hard copies may be provided. This document is reviewed and compared to the scope of work as provided within the professional services contract for planning activities.

FINAL JOB CREATION/RETENTION REPORT

This report provides information regarding the final number of jobs created/retained for the project through the Economic Development (ED) category.

PUBLIC HEARING

Submit a copy of the 2nd public hearing notice and public hearing minutes. CDBG projects require a 2nd public hearing during the project's implementation. The hearing's purpose is to obtain residents' views and respond to questions. The hearing informs the public of the project's status and the effect on the community. Together the hearings (1st on the application and 2nd addressing implementation) must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance.

FAIR HOUSING ACTIONS

Submit documentation demonstrating the actions that were taken to affirmatively further fair housing during the course of the grant. Documentation includes the fair housing event or action purpose /title, dates event or action held or time period, list organization participating, and attendance numbers.

LIMITED ENGLISH PROFICIENCY (LEP)

Submit documentation demonstrating the LEP services provided by grantee during the course of the grant. If a Language Assistance Plan (LAP) was adopted and implemented, provide summary response identifying the services and vital documents provided LEP persons in regards to carrying out the project activities.

LEVERAGED FUNDS STATEMENT

Submit a statement identifying funds leveraged for the project. List activities and amounts by funding sources. If the leveraged funds are not for the CDBG funded project activity, provide documentation that supports benefit to persons served by the CDBG funded project activity, plus a project service area map with locations CDBG funded project activity and leverage funded activity.

COMPLIANCE MONITORING

In addition, the grantee must also ensure that any previous monitoring findings have been cleared and any other additional information requested has been received (i.e. copies of final plans for planning projects, any necessary documentation required for ED projects, etc. if required).

CERTIFICATE OF COMPLETION

After the above mentioned items have been submitted to the Department and reviewed by staff, a Certificate of Completion letter will be issued to the grantee when the following criteria have been met:

- CDBG grant funds have been expended in full;
- All grant requirements, including all final reports, required documentation, and monitoring has been reviewed and finalized; and
- The grantee has resolved any outstanding audit issues.

The Certificate of Completion letter that is received by the grantee will specify any follow-up actions that are required by state or federal regulations, however, the Certificate of Completion letter constitutes satisfactory completion of all grant requirements for the project.

FILE RETENTION

Grantees must maintain CDBG grant records for a period of 10 years after the issuance of the Certificate of Completion. Refer to Chapter 2, for further information concerning recordkeeping requirements.