

## XI. PROGRAM CLOSEOUT REPORT

The Program Closeout Report must be submitted to Commerce **not later than 30 days after the close of the final contract quarter**. The grantee will prepare the closeout report when:

1. All costs to be paid for with CDBG-EAP funds have been incurred (except any unsettled third party claims against the Grantee); and
2. The grantee has carried out all requirements under the CDBG-EAP contract.

Commerce will process the closeout report and will issue a conditional closeout letter if additional information is needed. The conditional closeout letter may request submission of:

- \* The single audit(s)--including satisfaction of all audit findings.
- \* Documentation that all expenditures for unsettled third party claims (line D.7. of closeout report) have been made.
- \* Documentation that all of the funds in the working account as of the end of the contract have been disbursed.

The Department of Commerce will issue a FINAL CLOSEOUT letter upon receipt of all necessary information and documentation.

### Instructions For Preparation of Program Closeout Report

The Certificate of Completion (See pages XII-4 and XII-5)

- A. Enter the name of the grantee as it appears on the CDBG-EAP Contract.
- B. Enter the contract number as it appears on the CDBG-EAP Contract.
- C. In column 1 list all the budget activities as shown in the CDBG-EAP contract budget, H-1, H-2, etc.

In column 2 list all the budget amounts as shown in the contract budget. (This figure should reflect the most recent contract amendment.)

In column 3 list all the costs paid for by CDBG-EAP funds. Include all disbursed funds.

- D. Computation of Grant Balance
  1. Enter the total of CDBG-EAP funds drawn down (this must agree with the amount shown as Advances Received on the quarterly report). Adjust for any funds drawn that were returned to Commerce during the course of the contract.
  2. Enter the total program income received prior to the final request for project funds.
  3. Enter the assessed trade-in value of equipment purchased for grantee with CDBG-EAP funds, ONLY if that aggregate amount exceeds \$2,000 (see Chapter II.G.).

4. Enter the total of D.1., D.2., and D.3., to obtain total funds received.
  5. Enter the amount of CDBG-EAP funds (including program income) spent during the contract period.
  6. Enter the amount of any outstanding, unsettled third-party claims (not including escrowed funds). Example: CDBG-EAP funds drawn but not paid out for the Single Audit.
  7. Enter the total of D.5. and D.6. to obtain total expenditures.
  8. Subtract D.7. from D.4. Enter this amount on D.8. If D.8. is more than "0", contact your Project Representative.
  9. Enter the total grant amount of the CDBG-EAP contract. (This figure should agree with the total of column C.(2) above.)
  10. Subtract D.1. from D.9. to obtain total funds not drawn down.
  11. Add D.8. and D.10. to obtain grant funds to be cancelled or returned to Commerce.
  12. Local contributions. List all funds contributed by other parties that were paid out during the contract period.
- E. List any unpaid costs and unsettled third-party claims against the grantee's program. Describe the circumstances and amounts involved.
- F. Describe the disposition (by budget category and amount) of any program income earned during the period of this contract. (Include only program income received prior to the final request for funds.)
- G. Attach copies of final wage compliance reports for each prime contract that is subject to Davis-Bacon regulations.
- H. Attach a response to any audit findings, if applicable. Check boxes to document that all lobbying certification forms have been collected from contractors/subgrantees requesting or receiving over \$100,000.
- I. Enter the date, the typed name of the grantee's chief elected official and the chief elected official's signature.
- J. Leave this blank.

### Summary of Closeout

To close out a project, **send 2 copies** of the following documents:

1. Quarterly Report (Beneficiaries/Applicant Report and Accomplishments Report) labeled "FINAL." These reports should include all activity since the last Quarterly Report through the date of submission of the closeout report.
2. Final Cash Control Register.
3. Form A, CERTIFICATE OF COMPLETION, with original signatures on each copy.
3. Cash balance retention letter or refund check, if appropriate.
4. Final Wage Compliance Report, if appropriate.
5. Response to audit findings, if appropriate.

NOTE: Closeout reports are due within 30 days of the final contract quarter. Audits are submitted separately. Do not delay closing a project until an audit is completed.

**COMMUNITY DEVELOPMENT BLOCK GRANT - EMERGENCY ASSISTANCE PROGRAM**

***CERTIFICATE OF COMPLETION***

A. Name of Grantee
B. Contract #

**C. FINAL STATEMENT OF COST**

<b>To be Completed by Grantee</b>		
Program Activity by Budget Item (1)	CDBG-EAP Contract Budget (2)	Paid CDBG-EAP Costs (3)
<b>TOTAL</b>		

**D. COMPUTATION OF GRANT BALANCE**

	<b>(To Be Completed by Grantee) Amount</b>	<b>(To Be Completed by BOH) Approved Amount</b>
D.1. Net funds drawn down .....		
D.2. Program income .....		
D.3. Equipment .....		
D.4. Total funds received (D.1. + D.2. + D.3.) .....		
D.5. CDBG-EAP funds applied to program (including program income) .....		
D.6. Estimate amount for unsettled third-party claims ..		
D.7. Total expenditures (D.5. + D.6.) .....		
D.8. Refund to Commerce (D.4. minus D.7.*) .....		
D.9. CDBG-EAP contract budget .....		
D.10. Funds not drawn down (D.9. minus D.1.) .....		
D.11. Unutilized grant funds to be cancelled (D.8. + D.10.) .....		
D.12. Local Contributions .....		

\* If D.8. is more than \$0, see instructions for line D.8.

E. UNPAID COSTS AND UNSETTLED THIRD-PARTY CLAIMS

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F. DISPOSITION OF PROGRAM INCOME

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G. SUBMISSION OF FINAL WAGE COMPLIANCE REPORTS

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Attached are copies of the Final Wage Compliance Report for **each prime contract that is part of a project subject to Davis-Bacon regulations.**

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- H.  Response to audit findings is attached.  
 There were no audit findings.  
 Single audit not yet received.  
 All lobbying certification forms have been collected from contractors/subgrantees requesting or receiving over \$100,000.
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I. CERTIFICATION OF GRANTEE

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It is hereby certified that all activities undertaken by the Grantee with funds provided under the contract identified in B. above, have, to the best of my knowledge, been carried out in accordance with the contract; that proper provision has been made by the Grantee for the payment of all unpaid costs and unsettled third-party claims identified in E. above; and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of Grantees Chief Executive Officer	Signature of Grantee's Chief Executive Officer
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J. BOH APPROVAL

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Date	Typed Name and Title of Commerce Authorized Official	Signature of Commerce Authorized Official
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