

## CHAPTER VIII: PROJECT CLOSEOUT

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### OVERVIEW

Project closeout is the process by which CDBG staff members determine that all applicable administrative actions and all work required for the grant project have been completed in accordance with the terms and conditions of the CDBG grant agreement.

All of the information needed to complete the closeout requirements should exist within the project files. The ease with which grant recipients can complete the closeout requirements usually depends on the extent to which the grantee has maintained accurate and up-to-date records and files.

### GRANTEE CLOSOUT RESPONSIBILITIES

Using the **Grant Closeout Checklist** and closeout forms found at the end of this chapter, the grantee must submit the following information and/or reports as required by the type of grant project:

- 1) Financial Summary (expenditures proven out and listing of leverage and total project cost);
- 2) Final Quarterly Report;
- 3) Audit/Disallowed Cost Certification (subsequent responsibility sign-off);
- 4) Project Benefits Report (final beneficiary report; check against application);
- 5) Bid/contract files (to include documentation of the contractor [construction or professional] selection process and council/commission approval);
- 6) Labor Records:
  - a. Grantee Notification of Contractors/Subcontractors
  - b. Wage Comparison Worksheet
  - c. Payrolls (first and last to CDBG)
  - d. Debars
  - e. Minority Business Report (MBE)
  - f. Final Wage Compliance Report
  - g. Labor Interviews
- 7) Restitution
- 8) Monitoring Status
- 9) Planning Document

The closeout documentation should be submitted to the CDBG Program Specialist no later than 60 days following the completion of the CDBG-funded project activities end and after all grant funds are expended.

The only report outstanding at the time of grant closure may be the city/county audit that includes the grant funding. All audits must comply with the audit requirements referenced in Chapter III: Financial Management.