

### **CDBG FINAL CLOSE OUT CHECKLIST**

When a grant project has been completed and all funds expended, use the following as a guide to assist in preparing files for final monitoring and closing out the grant.

Grantee \_\_\_\_\_ Project Name \_\_\_\_\_

Grant Award \$ \_\_\_\_\_ Grant # \_\_\_\_\_ Date \_\_\_\_\_

ACTIVITY	<input checked="" type="checkbox"/> IF COMPLETE & DATE	Program Specialist Review	Program Administrator Review	NOTES/COMMENTS
Financial Summary: (Final expenditures & listing of leverage & signature.)				
Final Quarterly Report:				
Audit/Disallowed Cost Certification: (Subsequent responsibility sign-off)				
Project Benefits Report: (Final version of PBR; check against application)				
Grantee Notification of Contracts/Services				
Minority Business Enterprises Report (MBE)				
Debars/SAM.gov				
Bid/contract files complete including documentation on the contractor selection process				
Labor Records:				
1. Wage Comparison Worksheet	1.			
2. All Payrolls	2.			
3. Final Wage Compliance Report	4.			
4. Employee Interview Worksheets	5.			
Restitution. If "Yes", is resolution in file?	Yes / No			
Has the construction grant been monitored?	Yes / No			
For a planning grant, is the feasibility study, PER or other planning document on file?	Yes / No			
a. Does this project include property? I. Has it been logged as per HUD regs?	a. Yes / No I. Yes / No			
Request before and after pictures of the project.				
Other Comments:				

Signature: \_\_\_\_\_ Date: \_\_\_\_\_