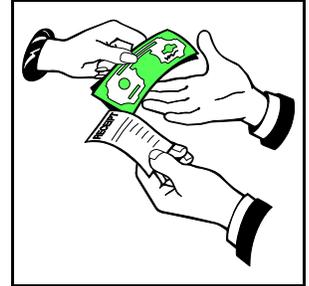


SECTION K – CLOSE OUT

1. OVERVIEW

The CDBG grant closeout process takes place when:

- **The project is complete,**
- **State monitoring has occurred, and**
- **All of the CDBG funds have been spent by the grantee.**



It consists of the completion of a short final report that documents what was accomplished, the leveraged funds involved and documentation of who actually benefited from the project. All grantees are required to complete a “Closeout Form” in order to demonstrate compliance with the CDBG program regulations and goals. The grantee will complete the Closeout form online in WebGrants. The project manager should complete the Closeout form since he/she has first hand knowledge of what actually took place during the project. When the Closeout form is accepted by the State CDBG staff; the project is complete.

2. DISPOSITION OF EQUIPMENT AND SUPPLIES PURCHASED WITH CDBG FUNDS

Equipment. When original or replacement equipment acquired under a CDBG grant is no longer needed for the original project or program, or for other activities currently or previously supported by a Federal agency, disposition will be as follows:

- (1) Equipment with a current fair market value in excess of \$5,000 may be retained or sold and the state shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
- (2) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained or sold or otherwise disposed of with no further obligation to the awarding agency
- (3) In cases where a grantee or sub-grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess disposition actions.

Supplies. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other federally sponsored programs or projects, the grantee or sub-grantee shall compensate the awarding agency for its share. Title to supplies acquired under this grant or sub-grant will vest, upon acquisition, in the grantee or sub-grantee respectively.

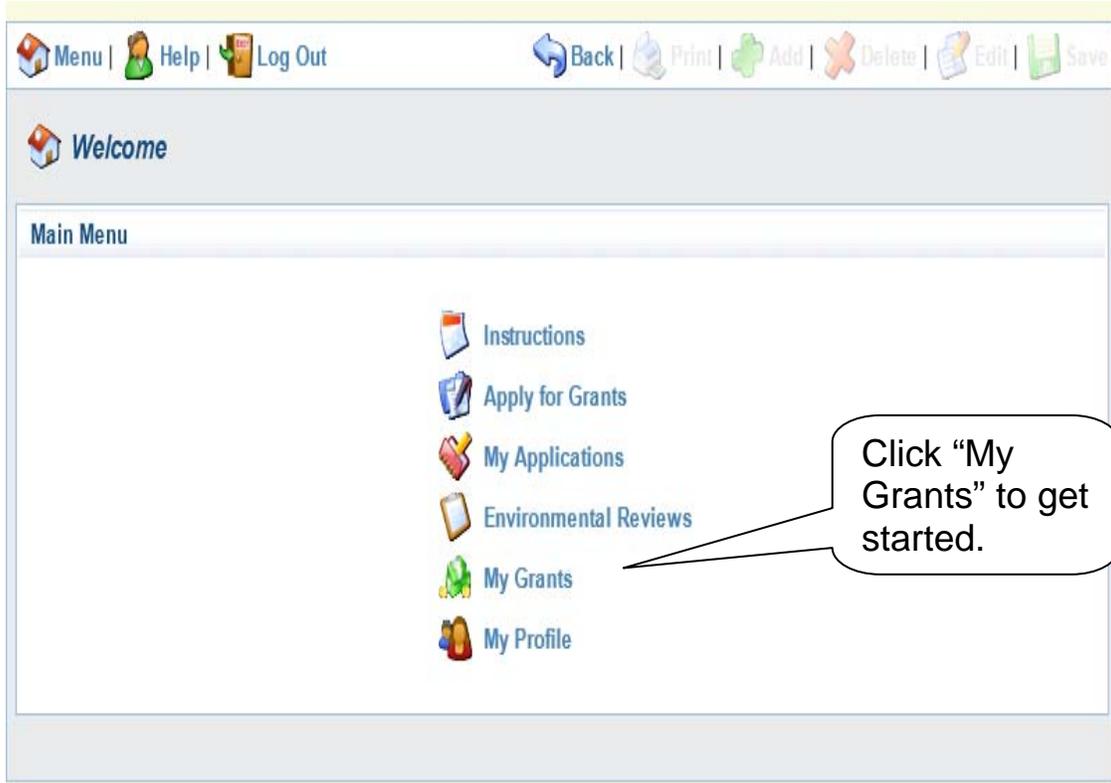
3. GRANTEE CLOSE OUT RESPONSIBILITIES

The Grantee shall:

- a. Refund any disallowed CDBG funds to the state
- b. Submit the Closeout form within 30 days along with any outstanding reports/documentation requested in the state monitoring letter. (See instructions on next page)
- c. Retain all financial and project records for a minimum of five years after the grant is closed.

Instructions for completing Closeout Form in WebGrants System

1. Log into WebGrants and at the main menu, open up contract under “My Grants”.



2. Choose Grant/Contract to close out.

The screenshot shows the 'Grants' section of the WebGrants system. It features a table with two columns: 'Current Grants' and 'Closed Grants'. The 'Current Grants' column contains a list of grants with their respective contract numbers, statuses, years, names, and program areas. A callout bubble points to the contract number '12-1180' with the text: 'Click Contract Number to open the Grant.'

Current Grants					Closed Grants
Number	Status	Year	Name	Program Area	
12-1180	Under way	2012	Emergency Food Assistance & Supportive Case Manage	Community Services Block Grant (CSBG)	
	Under way	2011	2011 CDBG - Hsg/RLF Program Delivery; E.D. & Planning T.A.	Community Development Block Grants (CDBG)	
	Under way	2011	2011 CDBG - Consolidated Planning, Admin & Rating & Ranking	Community Development Block Grants (CDBG)	
	Under way	2011	FY 2011 CDBG - AOG Direct Planning Assistance	Community Development Block Grants (CDBG)	
	Under way	2011	Emergency Assistance & Case Management Services	Community Services Block Grant (CSBG)	
	Under way	2011	Five County Association of Governments	Pamela Atkinson Homeless Trust Fund (PAHTF)	
	Under way	2010	CDBG Consolidated Plan Planning, Administration and Rating & Ranking	Community Development Block Grants (CDBG)	
	Under way	2010	Five County AOG Direct Planning Assistance	Community Development Block Grants (CDBG)	
	Under way	2010	Housing/RLF Program Delivery; Economic Development & Technical Assistance	Community Development Block Grants (CDBG)	
12-1518	Under way	2010	SCSO - 2010 Community Service Block Grant	Community Services Block Grant (CSBG)	
temp-41955	Under way	2009	Pretend Fire Station	Community Development Block Grants (CDBG)	
08-2539	Under way	2008	2008 Rating and Ranking	Community Development Block Grants (CDBG)	

3. Click "Closeout Forms".

Contracts

Contract: temp-41955 - Pretend Fire Station - 2009

Status: Underway

Program Area: Community Development Block Grants (CDBG)

Grantee Organization: Five County Association of Governments

View Contract | View Application | View Opportunity

Component	Last Edited	State
General Information	04/11/2012	Unlocked
Scope of Work	04/01/2009	Unlocked
Budget	04/01/2009	Unlocked
Closeout Forms		Unlocked
Request For Funds		Unlocked
HUD Activities	04/11/2012	Unlocked
State Program Office Attachments		Unlocked
Grantee Attachments		Unlocked
Environmental Reviews		Unlocked

Click "Closeout Forms" to create new report.

4. Click "Add" button.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Contracts

Contract: temp-41955 - Pretend Fire Station -

Status: Underway

Program Area: Community Development Block Grants (CDBG)

Grantee Organization:

Closeout Forms Continue

Report Name	Hud Activity	Due Date	Submitted Date	Arrived?	Status
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Click "Add"

5. At least one activity will be displayed. **NOTE:** A separate Closeout form is required for each activity related to the grant/project. Complete one Closeout form and *then* go back to start the steps again for the other activities. Use the dropdown box to see if there is more than one. No Closeout form is required for Administration activities.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Status Report

General Information

Hud Activity:* 1234 - 030 Fire Stations/Equipment

Period Covered by Report: From [] to []

Then click "Save".

1st enter the date the project began and when it was finished in the "From" and "To" date Fields.

5. Then click "Continue".

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Status Report

General Information Continue

Hud Activity: 1234 - 030 Fire Stations/Equipment

Period Covered by Report: From 07/01/2011 to 04/20/2012

Click "Continue" to move to the next page.

6. As each component is completed, a ✓ mark appears indicating that the item has been completed. Next click “Activity Data”. **Note:** Additional data can be attached to any component using the “Attachments” feature.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Status Report

Closeout Form: -

Grant: temp-41955-Pretend Fire Station

Program Area: Community Development Block Grants (CDBG)

Components			Preview Submit
Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	04/11/2012
Activity Data	Attachments (0)		
Leveraged Funds	Attachments (0)		
Activity Description	Attachments (0)		
Project Beneficiaries	Attachments (0)		

Click “Activity Data”

Attach any supporting documents here as needed.

7. The “Activity Data” screen can be tricky with the racial and ethnic numbers. The place to start is the CDBG application. Before the grant was approved, it was awarded points based (in part) on the number of “people” or “households” served by the project, or how many “housing units” were created/rehabbed. When entering the number of beneficiaries, it is important to choose the correct “Unit Type”. The CDBG application will provide this information. HUD has changed their requirements and so, with the exception of projects whose beneficiaries are 100 % low or moderate income (eg: housing rehab), the racial and ethnic data is not required. Just enter “white” for all the beneficiaries.

Please see the screen print on the next page for guidance.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Status Report

Closeout Form: -

Grant: temp_41955-Pretend Fire Station
Program Area: Community Development Block Grants (CDBG)

Activity Data

Unit Type: People

Beneficiary Units: Proposed 658 Actual 658

American Indian or Alaska Native: Actual Hispanic

Asian: Actual

Black or African American: Actual

Native Hawaiian or Other Pacific Islander: Actual

White: 658 Actual

American Indian or Alaska Native and White: Actual Hispanic

Asian and White: Actual Hispanic

Black or African American and White: Actual Hispanic

American Indian or Alaska Native and Black or African American: Actual Hispanic

Other: Actual Hispanic

Total # of Female-Headed households benefiting: Actual

Please indicate where you obtained the above statistical information: City wide income survey was conducted nov 2010.

After entering beneficiaries, click "Save" & then "Continue".

In most cases, the "Proposed" and "Actual" numbers will be the same.

8. Click "Leveraged Funds"

Closeout Form: -

Grant: temp-41955-Pretend Fire Station

Program Area: Community Development Block Grants (CDBG)

Components			Preview Submit
Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	04/11/2012
Activity Data	Attachments (0)	✓	04/12/2012
Leveraged Funds	Attachments (0)		
Activity Description	Attachments (0)		
Project Beneficiaries	Attachments (0)		

Open the next component.

9. Enter the CDBG grant amount and other funds that contributed to the project.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Status Report

Closeout Form: -

Grant: temp-41955-Pretend Fire Station

Program Area: Community Development Block Grants (CDBG)

Leveraged Funds

Leveraged Fund Source	Total Amount by Source
State CDBG Funds	150000.00
Other State Funds	\$0
County Funds	25000.00
City/Town Funds	\$0
Federal Funds	\$0
Other Funds	50000.00
Other Funds	\$0

Enter all funding sources and then click "Save"

10. The next screen displays each funding source as a percentage of the project's total cost.

Click "Continue" to move to the next page.

Program Area: Community Development Block Grants (CDBG)		
Leveraged Funds		Continue
Leveraged Fund Source	Total Amount by Source	Percent of Activity
State CDBG Funds	\$150,000	66.67%
Other State Funds	\$0	.00%
County Funds	\$25,000	11.11%
City/Town Funds	\$0	.00%
Federal Funds	\$0	.00%
Other Funds	\$50,000	22.22%
Other Funds	\$0	.00%
Totals:	\$225,000	100.00%

11. Open the next component by clicking “Activity Description”.

Closeout Form: -			
Grant: temp-41955-Pretend Fire Station			
Program Area: Community Development Block Grants (CDBG)			
Components			Preview Submit
Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	04/11/2012
Activity Data	Attachments (0)	✓	04/12/2012
Leveraged Funds	Attachments (0)	✓	04/12/2012
Activity Description	Attachments (0)		
Project Beneficiaries	Attachments (0)		

Click “Activity Description”

12. Enter a brief description of the outcome/accomplishments of the project and then click “Save” and “Continue” to move to the next component. **NOTE for Housing Rehab Projects:** In 2012, new screens will be added to the Close Out form to address new HUD Lead Based Paint (LBP) reporting requirements for HUD’s IDIS system. Program managers will be required to report data regarding the number of pre and post 1978 assisted units with the CDBG grant and if mitigation of LBP hazards was involved.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Status Report

Closeout Form: -

Grant: temp-41955-Pretend Fire Station

Program Area: Community Development Block Grants (CDBG)

Activity Description

Describe the Activity in quantifiable terms. (Example: 1400 feet of water line installed, constructed 2500 sq ft. senior center, etc.) Describe how it benefited the individuals/community

Constructed a 2500 sq foot fire station at 300 South Main Street to serve the citizens of Mayberry Town. Fire station has 3 fire truck bays and 2 training rooms, restrooms/shower, kitchen and sleeping quarters fire fighters.

Enter the project description and click "Save" and "Continue".

13. Click "Project Beneficiaries"

Closeout Form: -

Grant: temp-41955-Pretend Fire Station

Program Area: Community Development Block Grants (CDBG)

Components			Preview Submit
Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	04/11/2012
Activity Data	Attachments (0)	✓	04/12/2012
Leveraged Funds	Attachments (0)	✓	04/12/2012
Activity Description	Attachments (0)	✓	04/12/2012
Project Beneficiaries	Attachments (0)		

Click "Project Beneficiaries"

13. In this component, the number of "Persons", "Households", "Housing Units" is broken out by income level. This data can be found in the income survey conducted by the jurisdiction (or from the Housing Rehab application given to each applicant.) **Note:** For projects benefiting seniors, 51% of the people are presumed to be at or below 80% AMI. Do NOT enter 100%.

Status Report

Closeout Form: -

Grant: temp-41955-Pretend Fire Station
Program Area: Community Development Block Grants (CDBG)

Enter Data and click "Save"

Project Beneficiaries by Income Level

	Income Level	Total Beneficiaries
A	Total # of Project Beneficiaries/Units (From Activity Data component)	658
B	# of Very Low Income Beneficiaries/Units (30% of AMI)	95
C	# of Low Income Beneficiaries/Units (50% of AMI)	183
D	# of Moderate Income Beneficiaries/Units (80% of AMI)	167
E	# of Non-LMI Beneficiary Units	213
Please indicate where you obtained the above statistical information:		City wide income survey was completed Nov 2010.00

13. The system will automatically calculate the % of LMI persons/households/housing units benefiting from the project. Click "Continue".

Closeout Form: -

Grant: temp-41955-Pretend Fire Station
Program Area: Community Development Block Grants (CDBG)

Project Beneficiaries by Income Level

	Income Level	Total Beneficiaries	Continue
A	Total # of Project Beneficiaries/Units (From Activity Data component)	658	
B	# of Very Low Income Beneficiaries/Units (30% of AMI)	95	
C	# of Low Income Beneficiaries/Units (50% of AMI)	183	
D	# of Moderate Income Beneficiaries/Units (80% of AMI)	167	
E	# of Non-LMI Beneficiary Units	213	
F	% of Low or Moderate Income Beneficiaries/Units Served	68%	
Please indicate where you obtained the above statistical information:		City wide income survey was completed Nov 2010.	

Click "Continue"

13. With all the \checkmark marks in place, the Closeout is complete. Click "Preview" to print a copy for the project file. Click "Submit" to send the form electronically to the State. Remember to complete another Closeout Form if there is more than one activity associated with the project.

Closeout Form: -

Grant: temp-41955-Pretend Fire Station

Program Area: Community Development Block Gra

Click 'Preview' to print a copy.

DO NOT forget to click "Submit" to send the Closeout

Preview | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	04/11/2012
Activity Data	Attachments (0)	✓	04/12/2012
Leveraged Funds	Attachments (0)	✓	04/12/2012
Activity Description	Attachments (0)	✓	04/12/2012
Project Beneficiaries	Attachments (0)	✓	04/12/2012

13. The Closeout is completed when this screen appears!

 **Contracts**

Status Report Submitted Confirmation

You have successfully submitted your Closeout Form.