

CDBG GRANT MANAGEMENT HANDBOOK (2007 Edition)

CHAPTERS/EXHIBITS

Chapter 12 – Checklist

Chapter 12 – Project Reports and Closeout

No Exhibits for this Chapter

Chapter 12 – Project Reports and Closeout

Recipient Checklist

1. ____ Prior to final draw the State has received:
 - a. ____ Minority, Women and Small Business Enterprise Form
 - b. ____ Evidence of additional fair housing activity, if required
 - c. ____ Section 3 Summary form, if required.

2. ____ Prior to administrative closure the State has received:
 - a. ____ Public Works for New Housing Beneficiaries Report, if applicable
 - b. ____ Evidence second public hearing was held (copy of notice, affidavit of publication and final approved hearing minutes)
 - c. ____ Job Report for all Economic Development projects
 - d. ____ Public works water and wastewater grants for construction must submit a rate resolution, meeting the required minimum rate for construction completion
 - e. ____ A completed Project Completion Report

3. ____ Prior to final closeout the State has received:
 - a. ____ The fiscal year audit covering that last fiscal year in which CDBG funds were received and disbursed by the grant recipient.

4. ____ Other Reports as required have been submitted to the State:
 - a. ____ Progress reports with each cash request
 - b. ____ Program Income Reports, due by June 30 of each year.
 - c. ____ Outcome and Performance Measure Reports. Microenterprise, economic development, housing rehabilitation and regional housing centers must submit this annual report by September 1 of each year.
 - d. ____ Economic Development projects must submit annual Key Performance Measure Reports by September 1, of each year.

Project Reports and Closeout

Background

The State requires the following reports from the grant recipient:

Prior to the final draw:

- The Minority, Women and Small Business Enterprise Form
- For grant recipients that have received more than one grant during the program year or have more than one open grant, evidence of an additional fair housing activity.
- For projects where the grant exceeds \$200,000 with a construction project that exceeds \$100,000 the section 3 Summary form.

Prior to administrative closure:

- If applicable the Public Works for New Housing Beneficiaries Report
- Evidence the required second public hearing was held (must provide copy of the notice, affidavit of publication, and final approved hearing minutes)
- Economic Development Projects must submit the final Job Report must be submitted 12 months after project completion to the Department. Project must meet the national objective prior to administrative closure.
- Public works (water/wastewater) design and construction projects must submit a rate resolution meeting the required minimum rate requirement at construction completion.
- A completed Project Completion Report and Certification. This report is prepared when all project work is finished, all costs have been incurred except the final audit cost, the final cash request has been processed and all monitoring Findings have been cleared. The Department's Regional Coordinator will send the completion report and certification form to the recipient.

Prior to final closeout:

- The fiscal audit for the final fiscal year in which the last disbursement of CDBG funds was received to the Department. (This audit must include the A-133 audit requirements, if applicable.)

Progress Reports

Recipients report on the status of their projects with each cash request. The state uses these reports to monitor progress and results of projects. The cash request form also provides information about the recipient's progress in meeting federal requirements. The Department will require quarterly or more frequent progress reports on a case-by-case basis if it decides that regular written reports from a recipient are necessary.

Program Income Reports

Recipients with program income must complete an annual Program Income Status/Information form following June 30 of each year. The state sends the report form and instructions to the appropriate recipients.

Chapter 10 – Project Reports and Closeout

Outcome and Performance Measure Reports

For microenterprise, economic development (Both Type One and Two), housing rehabilitation and housing center projects, grant recipients are required to complete the outcome and performance measure report and submit it to the OECDD or OHCS by no later than September 1, of each year. The state sends the report form and instructions to the appropriate recipients.

Economic Development Projects

An annual OECDD Key Performance Measure Report due by September 1 of each year.