



U.S. Department of Housing and Urban Development  
Community Planning and Development

OMB Approval No. 2506-0193 (exp 1/31/2015)

**Attachment: B**

**LETTERHEAD**

Date \_\_\_\_\_

Dear \_\_\_\_\_:

**SUBJECT: Grant Closeout and Recapture of Unspent Grant Funds State Community Development Block Grant – Recovery Grant Number:**

It appears that the activities are completed and funds have been drawn down and the grant is ready for closeout. In accordance with the U.S. Department of Housing and Urban Development CDBG Closeout Procedures for States, any unspent funds remaining in the account of an expired grant period are to be recaptured. Our records indicate that your CDBG-R grant has a remaining balance of \_\_\_\_\_.

Program income generated from the use of CDBG-R funds will be treated as program income of the regular CDBG program, not as program income of the CDBG-R program. In order to proceed with this grant closeout and recapture of the remaining funds, the following documentation should be submitted by the grantee.

- Final Report (if not already submitted)
- Federal Financial Report Form 425 (recommended but not required)
- A completed copy of the enclosed “CDBG-R Grantee Closeout Certification” signed by the state’s authorized representative
- A completed copy of “CDBG-R Closeout Checklist” signed by the state’s authorized representative

The Grantee Closeout Certification has been completed for your review, and your signature confirms the accuracy of the information. HUD retains the right to monitor and follow-up on monitoring and audit findings. In addition, the Department may recover disallowed costs for ineligible activities or to take other appropriate actions identified at 24 CFR 570.496, if HUD determines that the information provided by the grantee was false, erroneous or did not meet statutory or regulatory requirements. Once HUD has approved the certification, an executed copy will be returned to you as evidence that the grant has been closed out.

Please return the signed certification and the other listed documents to our Office within 15 days of the date of this letter. If you have any questions, please contact the CPD Representative.

Sincerely,  
CPD Director

Enclosure