



**Attachment: D**

**State CDBG Closeout Checklist**

*For the purposes of expediting the grant closeout process, HUD asks applicants to submit the following checklist.*

<b>Grantee Name</b> _____	<b>Grant Number</b> _____
<b>Official Contact Name</b> _____	<b>DUNS Number</b> _____
<b>Email Address</b> _____	<b>Fax Number</b> _____
<b>Telephone Number</b> _____	

**1. Criteria for Closeout**

1. Regarding the grant to be closed out, the State disbursed all funds to UGLGs as stipulated in the MOD  
Yes  No  if no, explain:
  
2. Pursuant to statutory requirements of the HCDA of 1974 (as amended), the State
  - (i) Carried out all of its certifications  
Yes  No  if no, explain:
  
  - (ii) Ensured that all CDBG-funded activities were eligible and met a national objective  
Yes  No  if no, explain:
  
  - (iii) Monitored UGLGs to determine whether applicable performance criteria were met  
Yes  No  if no, explain:
  
3. As part of the financial review, the state confirmed that:
  - (i) 15% public services cap was not exceeded  
Yes  No  if no, explain:
  
  - (ii) 20% planning and administration cap was not exceeded  
Yes  No  if no, explain:
  
  - (iii) Administrative costs and technical assistance do not exceed the 3% combined threshold for CDBG funds received after January 23, 2004 (or regulatory amounts for grants received before January 23, 2004)  
Yes  No  if no, explain:
  
  - (iv) The state has met the required match for administration  
Yes  No  if no, explain:
  
4. With regard to audits and monitoring of the State CDBG program



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Community Planning and Development

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

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- (i) No audit findings are outstanding  
Yes  No  if no, explain:
- (ii) No monitoring findings are outstanding  
Yes  No  if no, explain:

**2. Closeout Actions**

1. Verify Grants closed out to reconcile records and provide accurate information on the status of State CDBG funds

- (i) Reviewed grants to be closed out to ascertain that conditions for closeout are met  
Yes  No  if no, explain:
- (ii) Provided financial information about grant to be closed out to the CPD Field Office  
Yes  No  if no, explain:

**Grantee**

By: \_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date