



Attachment: D

State CDBG Closeout Checklist

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

Grantee Name _____	Grant Number _____
Official Contact Name _____	DUNS Number _____
Email Address _____	Fax Number _____
Telephone Number _____	

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

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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