

Chapter 11- 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 – **Exhibit 5B**
- Evidence of an additional fair housing activity – **Chapter 7**
- Final Section 3 Summary form – **Exhibit 5C**

Prior to administrative closure:

- If applicable the Public Works for New Housing Beneficiaries Report – **Exhibit 7B**
- Evidence the required second public hearing was held (must provide copy of the notice, affidavit of publication, and final approved hearing minutes. The final approved hearing minutes can either be submitted in written form or in a MP3 format) – **Exhibit 2E and Exhibit 2F**
- 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 – **Exhibit 9A**
- 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 is sent 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. Refer to **Chapter 4** for more information.

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. Refer to **Chapter 4** for more information.

Outcome and Performance

Measure Reports

Microenterprise, economic development, and housing rehabilitation grant recipients are required to complete the outcome and performance measure report and submit it to OBDD 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 OBDD Key Performance Measure Report due by September 1 of each year – **Exhibit 9B**

Annual Section 3 Reports

To comply with the Section 3 requirements, with the exception of the microenterprise assistance and regional housing center grant recipients, all CDBG grant recipients are required to submit annual HUD 60002 form by no later than January 31 of each year to OBDD-IFA. The reporting period is January 1 – December 31 of each year. Refer to **Chapter 5** for more information.

Quick Checklist for Project Reports and Closeout

1. Prior to final draw the State has received:	
	a) Minority, Women and Small Business Enterprise Form
	b) Evidence of additional fair housing activity
	c) The final 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) Public works water and wastewater grants for construction must submit a rate resolution, meeting the required minimum rate for construction completion
	d) 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, and housing rehabilitation must submit this annual report by September 1 of each year.