

REPORTING & CLOSEOUT

This chapter outlines reporting requirements and closeout procedures of the CDBG-Housing program.

Accurate and timely reporting of accomplishments by each CDBG-Housing program serves a variety of purposes. It demonstrates the progress of each program and alerts DOH to any potential difficulties in program implementation, including whether program funds are being spent in accordance with federal and state laws. Additionally, it provides DOH with the data required to complete mandatory program reporting to the federal government.

QUARTERLY REPORT

CDBG-Housing grantees are required to provide DOH with progress reports every quarter throughout each calendar year a grant contract is in force. Besides reporting on individual beneficiaries of the housing program, the Quarterly Report also provides DOH and HUD with Minority Business Enterprise/Women Business Enterprise (MBE/WBE), Fair Housing and Section 3 data.

The Quarterly Report consists of:

- ✓ Beneficiaries / Applicants Report
- ✓ Accomplishments Report
- ✓ Grant Account Transactions Journal
- ✓ Working Account Transactions Journal
- ✓ Beneficiary Data Sheet
- ✓ MBE/WBE/Beneficiaries/Applicants Report
- ✓ Fair Housing Actions
- ✓ Section 3 Report

The Quarterly Report must be submitted to DOH within 10 working days after the end of each calendar quarter. **Requests for disbursements of CDBG funds will not be processed after the 10-day period until DOH receives a correctly completed Quarterly Report.**

Note

CDBG-Housing Quarterly Reports **must** be submitted on the forms provided by DOH. No individually designed substitutes for these documents will be accepted.

Beneficiaries / Applicants Report and **Accomplishments Report** are two documents which detail quarterly activity for each grant program. DOH will work with grantees to provide individualized Report forms upon request. With the exception of Column 3 of the **Accomplishments Report** (TOTAL COMPLETED TO DATE), all data provided on these two forms are specific to the reporting period (calendar quarter) in question.

Copies of updated (current to the end of the calendar quarter) **Grant Account** and **Working Account** transactions journals - or **Reimbursement Account Transactions Journal**, if applicable - must accompany each Quarterly Report.

While a majority of documentation provided through the Quarterly Report is reporting-period (calendar quarter) specific, the **Program Beneficiaries Data Sheet** provides a running total of beneficiaries and related data throughout the performance period of the grant program. Beneficiary data for each loan is recorded *after* the mortgage has been signed and recorded. If changes are made to a loan after it has been entered on the **Program Beneficiaries Data Sheet**, adjustments may be made as necessary.

Three additional reports are included with each Quarterly Report:

- ✓ **MBE/WBE/Beneficiaries/Applicants Report** indicates whether any MBE/WBE contractors or subcontractors were contracted during the quarter.
- ✓ **Section 3 Report** indicates whether any action was taken by the grantee to promote employment of low- and moderate-income individuals during the quarter.
- ✓ **Fair Housing Report** will include documentation of any Fair Housing activities addressed during the quarter.

CDBG-HOUSING PROGRAM CLOSEOUT REPORT

The final closeout report for each CDBG-Housing program – the **Certificate of Completion** and associated documentation – must be submitted to DOH no later than 30 days after the close of the final contract quarter.

The grantee will complete closeout activities when all costs to be paid for with CDBG funds have been incurred (except any unsettled third party claims against the Grantee); and the grantee has carried out all requirements under the CDBG contract.

DOH will process the closeout report and will issue a conditional closeout letter if additional information is needed. The conditional closeout letter may request submission of:

1. The single audit(s)--including satisfaction of all audit findings.
2. Documentation that all expenditures for unpaid costs and unsettled third party claims (line D.7. of closeout report) have been made.
3. Documentation that all of the funds in the working account, as of the end of the contract, have been disbursed.

DOH will issue a FINAL CLOSEOUT letter upon receipt of all necessary information and documentation.

Note

While CDBG program closeouts reports are due within 30 days of the final contract quarter, audits are submitted separately. Do not delay closing a program until an audit is completed.

If the grantee has an undisbursed total balance of less than \$5,000, the grantee may retain all of the budgeted administrative funds. If the grantee has an undisbursed total balance of \$5,000 or more, the grantee may keep no more than 15% of the total project funds disbursed, for administrative expenses.

Preparation the CDBG-Housing Program Closeout Report

Certificate of Completion

Sections A and B: Enter the name of the grantee and the contract number as they appear on the CDBG contract.

Section C: In Column 1 list all the budget activities as shown in the CDBG contract budget (H-1, H-2, etc.). In Column 2 list all the budget amounts as shown in the contract budget (including contract amendments, if applicable). In

column 3 list all the costs paid for by CDBG and revolving loan funds (include all disbursed funds).

Section D: Computation of Grant Balance

1. Enter the total of CDBG funds drawn from the contract budget. Adjust for any funds drawn that were returned to DOH during the course of the contract.
2. Enter the total program income and revolving loan fund money received prior to the final request for project funds.
3. Enter the assessed trade-in value of equipment purchased for grantee with CDBG funds IF that aggregate amount exceeds \$2,000.
4. Enter the total of D.1., D.2., and D.3. to obtain total funds received.
5. Enter the amount of CDBG funds (including program income and revolving loan funds) spent during the contract period. This figure should agree with the total of column C.(3).
6. Enter the amount of any unpaid costs and unsettled third-party claims. Examples: CDBG funds drawn but not paid out for the Single Audit; costs incurred PRIOR to the contract end date but not paid out during the contract period.
7. Enter the total of D.5. and D.6. to obtain total expenditures.
8. Enter the amount of RLF Administrative dollars retained.
9. Subtract D.7. and D.8. from D.4. Enter this amount on D.9. If D.9. is \$1,000 or less, it may be retained by the grantee. If the amount is more than \$1,000 but less than \$5,000, use of the funds by the grantee is subject to negotiations with DOH (submit a letter with the closeout report describing its proposed use). If this amount is \$5,000 or more, it must be returned to DOH.
10. Enter the total grant amount of the CDBG contract. (This figure should agree with the total of column C.(2).)
11. Subtract D.1. from D.10. to obtain total funds not drawn down.
12. Add D.9. and D.11. to obtain grant funds to be cancelled. If D.9. is \$1,000 or less, do not add it to D.11. If D.9. is between \$1,000 and \$5,000, contact DOH regarding disposition of these funds.

Section E: List any unpaid costs and unsettled third-party claims against the grantee's program budget (equal to D.6.). Describe the circumstances and amounts involved.

Section F: List the use of any program income and revolving loan funds earned during the period of this contract. (Include only program income and revolving funds received prior to the final request for funds.)

Section G: Attach copies of final wage compliance reports for each prime contract that is subject to Davis-Bacon regulations.

Section H: Attach a response to any audit findings, if applicable.

Section I: Check boxes to document that all lobbying certification forms have been collected from contractors/subgrantees requesting or receiving over \$100,000.

Section J: Enter the date, the typed name of the grantee's chief elected official and the chief elected official's signature.

Treatment of Cash Balance

- A. If the grantee has a balance of unexpended funds on line D.9. of the Certificate of Completion, note the following:
 - 1. If the balance is \$1,000 or less, the funds may be retained and used for eligible activities. Please explain their use in a footnote in the closeout report.
 - 2. If the balance is greater than \$1,000 but less than \$5,000, the fund retention may be negotiated with DOH. Please discuss their proposed use with DOH and submit a letter with the closeout report describing their proposed use.
 - 3. If the balance is \$5,000 or more, include a check for the total amount of the funds, payable to the Department of Commerce, with the closeout report.
- B. If the grantee has a balance of unexpended funds on line D.12. of the Certificate of Completion, note the following:
 - 1. If D.12. includes less than or equal to \$5,000 in project funds, all administrative funds may be retained.
 - 2. If D.12. includes greater than \$5,000 in project funds, the grantee may retain up to 15% of the amount spent on projects for administrative expenses.
 - 3. Should the grantee have drawn in excess of 15% of disbursed grant funds, the excess must be repaid to DOH.

Summary of Closeout

To close out a project, send the following original documents (keep file copy):

- ✓ Form A, Certificate of Completion.
- ✓ Grant Account Transaction Journal, current through the date of submission of the closeout report.
- ✓ Working Account Transaction Journal, current through the date of submission of the closeout report.
- ✓ Reimbursement Account Transactions Journal, **if applicable**, current through the date of submission of closeout report.
- ✓ Cash balance retention letter or refund check, if appropriate.
- ✓ Final Wage Compliance Report, if applicable.
- ✓ Response to audit findings, if appropriate.

Mail documentation to:

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