

PROJECT COMPLETION

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CHAPTER 10: PROJECT COMPLETION

INTRODUCTION

Final project completion occurs when all funds have been expended and all reporting, monitoring and completion submission responsibilities related to the project have been completed by the Unit of General Local Government (UGLG) and approved by the Division of Energy, Housing and Community Resources (DEHCR). Issuance of the completion letter and certification signed by DEHCR signifies that the applicable Community Development Block Grant (CDBG) is considered completed by DEHCR. The project is not considered complete until the UGLG has received the official completion letter and certification from DEHCR, which reiterates the UGLG's record-keeping requirements beyond completion of the project. The UGLG may have additional *Single Audit* reporting requirements after the completion letter and certification have been issued, which will be specified in the completion letter and *Grant Agreement Time Table*. UGLGs should be advised that the records retention period is dependent upon when all CDBG projects have been closed for the program year with the U.S. Department of Housing and Urban Development (HUD). **The UGLG may not discard CDBG project records without written authorization from DEHCR.**

GENERAL REQUIREMENTS

The *Project Completion Report* (Attachment 10-A) and supporting documents are to be prepared and submitted no later than the due date listed in the *Grant Agreement Time Table*, or within 60 days of completing the work on the project (e.g., within 60 days of construction completion for a PF project, or the final approval of the plan for a PLNG project, etc.), whichever date is *earlier*. Prepare the completion documents after:

- All funds (private and public) have been expended;
- The scope of work is fully completed (including construction completion, acquisition, planning, and/or other activities listed in the scope of work in the *Grant Agreement*);
- All requirements under the *Grant Agreement*, except final *Single Audit* reporting, as applicable, have been fulfilled.

The final *CDBG Payment Request* must be submitted on or before the due date as specified in the *Grant Agreement Time Table* to be eligible for payment.

PROJECT COMPLETION DOCUMENTS

COMPLETION REPORT AND SUPPORTING DOCUMENTS

The UGLG must submit the following *Project Completion Report* documentation to DEHCR to be in compliance with the *Grant Agreement* and to be eligible for the final CDBG payment:

- *Project Completion Report* (Attachment 10-A);

- *Semi-Annual CDBG Data Report* (Attachment 9-C) (to report final semi-annual labor standards, MBE/WBE, and Section 3 data) for the current reporting period (i.e., the reporting period in which the Project Completion Report is being submitted);
- *Final Labor Standards Compliance Report* (Attachment 7-P) for each prime construction contract of the project (if labor standards applied to the project);
- Any *outstanding Section 5.7 Enforcement Reports* (Attachment 7-O) for overtime underpayments exceeding \$1,000 by any construction contractors, if applicable;
- *Accessibility Self-Evaluation Checklist* (Attachment 6-E), if applicable;
- *Lobbying Certification Form(s)* (Attachment 3-D) for any sub-recipients and **all** contractors (construction and non-construction prime contractors and subcontractors) that worked on the CDBG project;
- *Single Audit Statement* for most recent calendar year ended (December 31), if not previously submitted (if Audit is required: Attachment 9-G; if Audit is not required: Attachment 9-H); and
- *Final Payment Request documentation* (submitted separately via email to DOADEHCRFiscal@wisconsin.gov and copied (cc'd) to the assigned DEHCR Project Representative:
 - *Final CDBG Payment Request*
 - *Cash Control Register* (Attachment 8-G) for the final request for payment;
 - *CDBG Disbursements Journal* (Attachment 8-H) for the final request for payment;
 - *Matching Funds Journal* (Attachment 8-I) for the final request for payment;
 - All supporting documentation for the final request for payment, including invoices, records of payments and deposits, etc.

FINAL FINANCIAL DOCUMENTS & CERTIFICATION

After the UGLG has received the final CDBG payment from DEHCR, the following documents must be submitted to DEHCR **within 60 days** of receipt of the final CDBG payment to allow for DEHCR to issue the Completion letter and certification for the project:

- Completed and signed *Financial Certification of Completion* (Attachment 10-B).
- *Final Cash Control Register* (Attachment 8-G), showing the date of deposit and date(s) and amount(s) of disbursement(s) of the final CDBG payment;

- Final *CDBG Disbursements Journal* (Attachment 8-H), showing the date(s), check number(s) or electronic funds transfer (EFT) information, and payment amount(s) for payments made using CDBG funds (i.e., for CDBG disbursements) after the final CDBG payment is received, if applicable;
- Final *Matching Funds Journal* (Attachment 8-I), showing the date(s), check number(s) or electronic funds transfer (EFT) information, and payment amount(s) for any payment made with matching funds after the final CDBG payment request was submitted to DEHCR (for the invoice(s) that had a 'payment pending' status as of the final CDBG payment request submission date), if applicable; and if the UGLG contributed matching funds to the project; and
- Check/payment records for any invoice that was paid with CDBG funds or matching funds after the final CDBG payment request was submitted to DEHCR (i.e., had a 'payment pending' status as of the final CDBG payment request submission date and was paid later), if applicable.
- Final bank statement(s)/check register document(s) showing the deposit and disbursement of the final CDBG payment.
- Record(s) of the payment to DEHCR for any return of grant funds, if applicable.

ADDITIONAL DOCUMENTATION

After the UGLG has received the final CDBG payment from DEHCR, and submits the final *Financial Certification of Completion* documentation, additional documentation may also be required for the year in which the project is completed:

- *Single Audit Statement* (if Audit is required: Attachment 9-G; if Audit is not required: Attachment 9-H) (due by January 15th in the calendar year following the year in which the project was completed);
- *Single Audit Report*, refer to instructions in the executed *Grant Agreement*; and
- Additional documents as requested.

The UGLG may receive the official Project Completion letter, *Project Completion Certification*, and *Financial Certification of Completion* from DEHCR before the Single Audit documents listed above are due or submitted. The UGLG will be responsible for compliance after the completion of the project, per the terms of the *Grant Agreement*, regardless of when the project completion letter and certification are issued.

ATTACHMENTS

Attachments for this chapter are listed below.

ATTACHMENT 10-A:	PROJECT COMPLETION REPORT & CERTIFICATION (TEMPLATE)
ATTACHMENT 10-A1:	PROJECT COMPLETION REPORT & CERTIFICATION (SAMPLE)
ATTACHMENT 10-A2:	PROJECT COMPLETION REPORT & CERTIFICATION (INSTRUCTIONS)
ATTACHMENT 10-B:	FINANCIAL CERTIFICATION OF COMPLETION (TEMPLATE)
ATTACHMENT 10-B1:	FINANCIAL CERTIFICATION OF COMPLETION (SAMPLE)
ATTACHMENT 10-B2:	FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

ATTACHMENT 10-A: PROJECT COMPLETION REPORT CERTIFICATION (TEMPLATE)

Division of Energy, Housing and Community Resources Project Completion Report & Certification					
PROJECT COMPLETION REPORT & CERTIFICATION Wisconsin Community Development Block Grant (CDBG) Program					
A.	NAME OF UGLG / GRANTEE:				
B.	DEHCR GRANT AGREEMENT #:				
C.	BUSINESS NAME:				
D. REPORTING PERIOD: (choose one) October 1, 20__ to March 31, 20__ April 1, 20__ to September 30, 20__					
E. CERTIFICATION OF PROJECT COMPLETION REPORT DOCUMENTS SUBMISSION					
YES	NO	N/A	SEPARATE SUBMISSION	DOCUMENTS:	DATE(S) OF SEPARATE SUBMISSION:
				Project Completion Report	
				Final Summary Narrative Supporting Documents (as listed in the Final Summary Narrative within this Report)	
				Final Semi-Annual CDBG Project Data Report & Supporting Documents	
				Final Labor Standards Compliance Report(s) (if applicable)	
				Section 5.7 Enforcement Report(s) (if applicable)	
				Accessibility Self-Evaluation Checklist (if applicable)	
				Lobbying Certification(s) (ALL Contractors & Subrecipients)	
				Final CDBG Project Employee Self-Certification Report & Forms (if applicable)	
				Final Client Income Certification Report & Forms (if applicable)	
				Single Audit Statement (most recent year-end)	
				Final CDBG Payment Request & Supporting Documents	
				Cash Control Register for Final Payment Request	
				CDBG Disbursements Journal for Final Payment Request	
				Matching Funds Journal for Final Payment Request	
F. PROJECT COMPLETION CERTIFICATION BY UGLG / GRANTEE					
Preparer Full Name and Title		Preparer Firm/Organization		Preparer Email Address:	
<i>As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Report to DEHCR and certify that, to the best of my knowledge and belief, the activities undertaken for the project have been carried out and completed in accordance with the Grant Agreement, and the information provided in Sections E. and F. above and Section H. on the following pages, and the full contents in this Project Completion Report are true and correct.</i>					
Date Certified / Signed	Typed Name and Title of Chief Elected Official		Signature of UGLG Chief Elected Official		
—	[Enter CEO Name]] [Enter CEO Title]_				
G. PROJECT COMPLETION CERTIFICATION BY DEHCR					
Date Signed	Name and Title of Authorized DEHCR Representative		Signature of Authorized DEHCR Representative		
	Division of Energy, Housing and Community Resources				
Project Completion Report & Certification		Page 1		Form v.2021-09-01	

ATTACHMENT 10-A1: PROJECT COMPLETION REPORT & CERTIFICATION (SAMPLE)

Division of Energy, Housing and Community Resources

Project Completion Report & Certification

H. FINAL SUMMARY NARRATIVE

1. FINAL SUMMARY NARRATIVE DOCUMENTS INCLUDED WITH THIS REPORT:

Attachments to the <i>Project Completion Report</i> as supporting documentation for the <i>Final Summary Narrative</i> (List Attachments Below, if applicable):
1.
2.
3.
4.
5.

2. OBJECTIVES AND ACCOMPLISHMENTS FOR FINAL REPORTING PERIOD:

(FROM THE END OF THE PREVIOUS REPORTING PERIOD THROUGH THE LAST ITEM DUE DATE LISTED ON THE GRANT AGREEMENT TIME TABLE)

OBJECTIVES	ACCOMPLISHMENTS
(Copy all items listed as due from the Grant Agreement Time Table (in Attachment A) on dates falling within the Reporting Period through the last item due date in the Time Table. Include due dates of items.)	(Report completion information for all items from the Grant Agreement Time Table that are due for the Reporting Period and on the Project Completion Report due date. Enter "Pending" for the status of future items due.)

3. UPDATE ON PREVIOUS REPORTING PERIOD(S):

DELAYED OBJECTIVE(S)	UPDATE(S)
(List items from previous Reporting Period(s) for which Accomplishments were not previously reported or that had items pending or incomplete at the time of the previous reporting. Enter "N/A" if there are no updates required.)	(Report Accomplishments or updates from previous Reporting Period(s), if applicable. Enter "N/A" if there are no updates required.)

4. ENVIRONMENTAL REPORT COMPLETION:

Report actions taken in completing the Environmental Report requirements of the CDBG project.

[If all actions were already reported in previous Semi-Annual Summary Narrative Report documents, then copy the information from the previous reporting into this Report.]

OBJECTIVES	ACCOMPLISHMENTS
Complete Environmental Review (ER) and receive Environmental Certification from DEHCR Environmental Desk prior to: (Check all activities listed below that apply to the CDBG Project – Click on the checkbox to check/uncheck an item): <input type="checkbox"/> Construction <input type="checkbox"/> Acquisition <input type="checkbox"/> Economic Development Activities <input type="checkbox"/> Planning Activities <input type="checkbox"/> Public Services Activities <input type="checkbox"/> Other (Specify):	(List Actions Taken, Documents Submitted to DEHCR & Date(s) of Submission, and date of ER Certification date by DEHCR (attach Certification if not previously submitted to DEHCR Project Representative. DO NOT attach any other ER documents, as all ER documents must be submitted to the DEHCR Environmental Desk).)

Project Completion Report & Certification

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Project Completion Report & Certification

5. FAIR HOUSING ACTIONS COMPLETION:

Report actions taken in completing the Fair Housing Actions requirement of the CDBG project.

REMINDER: The UGLG's Fair Housing Actions (FHAs) and submission of the required documents to DEHCR must be completed by the due date listed in the Grant Agreement Time Table (Attachment A) and prior to the issuance of the final CDBG payment. Failure to complete this requirement will result in the denial of the final CDBG payment until the requirements are completed. The Fair Housing Actions required to be taken are in the UGLG's Grant Agreement – Attachment F.

[If all actions were already reported in previous Semi-Annual Summary Narrative Report documents, then copy the information from the previous reporting into this Report.]

OBJECTIVES	ACCOMPLISHMENTS
<u>Fair Housing Actions Completion Due Date:</u> [Enter Due Date]	(List Actions Taken, Documents Submitted to DEHCR & Date(s) of Submission (and/or List of associated documents Attached to this Report), and Status of Fair Housing Actions Completion. Describe issues and/or delays and resolution, if applicable.)
<u>Fair Housing Actions Documents Submission Due Date:</u> [Enter Due Date]	1.
<u>Fair Housing Actions Required:</u>	2.
1.	3.
2.	
3.	

6. 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION:

Report actions taken in completing the Second Citizen Participation Public Hearing requirement of the CDBG project.

REMINDER: The UGLG's 2nd Citizen Participation Public Hearing and submission of the required documents to DEHCR must be completed by the due date listed in the Grant Agreement Time Table (Attachment A) and prior to issuance of the final CDBG payment. Failure to complete this requirement will result in denial of the final CDBG payment request until the requirements are completed.

[If all actions were already reported in previous Semi-Annual Summary Narrative Report documents, then copy the information from the previous reporting into this Report.]

OBJECTIVES	ACCOMPLISHMENTS
Hold 2 nd Citizen Participation Public Hearing to receive input from and provide updates to the community and project beneficiaries regarding the activities completed and the progress on the CDBG project.	<u>Hearing Notice Date(s):</u>
<u>Public Hearing Completion Due Date:</u> [Enter Due Date]	<u>Method(s) of Giving/Advertising Hearing Notice(s):</u>
<u>Public Hearing Documents Submission Due Date:</u> [Enter Due Date]	<u>Hearing Date: [Enter Hearing Date]</u>
	<u>Documents Attached to this Report (or list Date(s) Submitted to DEHCR, if previously submitted):</u>
	<u>Describe Issues and/or Delays and Resolution, if applicable:</u>

ATTACHMENT 10-A1: PROJECT COMPLETION REPORT & CERTIFICATION (SAMPLE)

Division of Energy, Housing and Community Resources
Project Completion Report & Certification

PROJECT COMPLETION REPORT & CERTIFICATION
 Wisconsin Community Development Block Grant (CDBG) Program

A.	NAME OF UGLG / GRANTEE:	Village of Yourville
B.	DEHCR GRANT AGREEMENT #:	PF 21-50
C.	BUSINESS NAME:	N/A

D. REPORTING PERIOD: (choose one)
☒ October 1, 20__23__ to March 31, 20__24__
☐ April 1, 20__ to September 30, 20__

E. CERTIFICATION OF PROJECT COMPLETION REPORT DOCUMENTS SUBMISSION

YES	NO	N/A	SEPARATE SUBMISSION	DOCUMENTS:	DATE(S) OF SEPARATE SUBMISSION:
<input checked="" type="checkbox"/>				Project Completion Report	
<input checked="" type="checkbox"/>				Final Summary Narrative Supporting Documents (as listed in the Final Summary Narrative within this Report)	
<input checked="" type="checkbox"/>				Final Semi-Annual CDBG Project Data Report & Supporting Documents	
<input checked="" type="checkbox"/>				Final Labor Standards Compliance Report(s) (if applicable)	
		<input checked="" type="checkbox"/>		Section 5.7 Enforcement Report(s) (if applicable)	
		<input checked="" type="checkbox"/>		Accessibility Self-Evaluation Checklist (if applicable)	
<input checked="" type="checkbox"/>				Lobbying Certification(s) (ALL Contractors & Subrecipients)	
		<input checked="" type="checkbox"/>		Final CDBG Project Employee Self-Certification Report & Forms (if applicable)	
		<input checked="" type="checkbox"/>		Final Client Income Certification Report & Forms (if applicable)	
			<input checked="" type="checkbox"/>	Single Audit Statement (most recent year-end)	01/15/2023
			<input checked="" type="checkbox"/>	Final CDBG Payment Request & Supporting Documents	12/22/2023
			<input checked="" type="checkbox"/>	Cash Control Register for Final Payment Request	12/22/2023
			<input checked="" type="checkbox"/>	CDBG Disbursements Journal for Final Payment Request	12/22/2023
			<input checked="" type="checkbox"/>	Matching Funds Journal for Final Payment Request	12/22/2023

F. PROJECT COMPLETION CERTIFICATION BY UGLG / GRANTEE

Preparer Full Name and Title	Preparer Firm/Organization	Preparer Email Address:
John Miller, Funding Specialist	XYZ Consulting, Inc.	johnmiller@xyzconsulting.com

As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Report to DEHCR and certify that, to the best of my knowledge and belief, the activities undertaken for the project have been carried out and completed in accordance with the Grant Agreement, and the information provided in Sections E. and F. above and Section H. on the following pages, and the full contents in this Project Completion Report are true and correct.

Date Certified / Signed	Typed Name and Title of Chief Elected Official	Signature of UGLG Chief Elected Official
12/22/2023__	Jane Smith] Village of Yourville__	<i>Jane Smith</i>

G. PROJECT COMPLETION CERTIFICATION BY DEHCR

Date Signed	Name and Title of Authorized DEHCR Representative	Signature of Authorized DEHCR Representative
	Division of Energy, Housing and Community Resources	

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Division of Energy, Housing and Community Resources

Project Completion Report & Certification

SAMPLE

H. FINAL SUMMARY NARRATIVE

1. FINAL SUMMARY NARRATIVE DOCUMENTS INCLUDED WITH THIS REPORT:

- Attachments to the *Project Completion Report* as supporting documentation for the *Final Summary Narrative* (List Attachments Below, if applicable):
1. CDBG Project Data Report (for period of 10/1/2023-3/31/2024)
 2. Section 3 Income Certification Forms (for period of 10/1/2023-3/31/2024)
 3. Final Labor Standards Compliance Reports (in one PDF: Top Notch Construction, Inc. and Super Paver, LLC)
 4. Lobbying Certifications (in one PDF: 2 construction prime contractors, 8 construction subcontractors, 1 professional services contractor)

2. OBJECTIVES AND ACCOMPLISHMENTS FOR FINAL REPORTING PERIOD:

(FROM THE END OF THE PREVIOUS REPORTING PERIOD THROUGH THE LAST ITEM DUE DATE LISTED ON THE GRANT AGREEMENT TIME TABLE)

OBJECTIVES	ACCOMPLISHMENTS
<u>DUE 10/15/2023:</u> <ul style="list-style-type: none"> Submit Semi-Annual Report and supporting documentation to DEHCR CDBG Project Representative for the period of April 1, 2023 through September 30, 2023. Reporting must follow the guidance provided in the CDBG Implementation Handbook. 	<ul style="list-style-type: none"> Semi-Annual Summary Narrative Report (with supporting documents) submission to DEHCR 10/15/2023.
<u>DUE 10/31/2023:</u> <ul style="list-style-type: none"> Complete all Construction Activities. 	<ul style="list-style-type: none"> Construction completed 10/26/2023.
<u>DUE 12/31/2023:</u> <ul style="list-style-type: none"> Submit Final Payment Request and supporting documents. Submit Project Completion Report and supporting documents. Submit Final Summary Narrative and supporting documents for the period of October 1, 2023 through December 31, 2023 (with the Completion Report). Reporting must follow the guidance provided in the CDBG Implementation Handbook. Submit Semi-Annual Labor Standards, MBE/WBE and Section 3 Report for the period of October 1, 2023 through March 31, 2024 (with Completion Report). Submit Final Labor Standards Compliance Report (LSCR) for each prime contractor (with Completion Report). 	<ul style="list-style-type: none"> Final CDBG Payment Request submitted in separate email on the date of the Project Completion Report submission. Project Completion Report, including Final Summary Narrative and supporting documents submitted herewith. Semi-Annual Labor Standards, MBE/WBE and Section 3 data reporting submitted in the CDBG Project Data Report, submitted herewith. Final Labor Standards Compliance Reports for Top Notch Construction, Inc. and Super Paver, LLC submitted herewith.

Division of Energy, Housing and Community Resources

Project Completion Report & Certification

SAMPLE

DUE 1/15/2024:

- Submit Single Audit Statement for CY2023 to DEHCR CDBG Project Representative. Arrange for Single Audit, if required (Single Audit Report will be due to Federal Audit Clearinghouse within 30 days of Single Audit being completed or September 30, 2024, whichever date is earlier).

DUE Within 60 Days of Receipt of Final CDBG Payment:

- Submit Project Completion Financial Certification.
- Submit updated/final Cash Control Register, Disbursements Journal, Matching Funds Journal, and final CDBG bank account statement (or other account record(s), if the account is not exclusively used for the CDBG project or the bank did not issue a final statement due to the account having a \$0 balance), showing the deposit and disbursement of the final CDBG payment.
- Submit payment record(s) for any invoice(s) with a pending payment status at the time the final CDBG payment request was submitted to DEHCR.

Due 9/30/2024:

- Complete Single Audit and submit Single Audit Report for CY2023 to Federal Audit Clearinghouse [FAC] (submit within 30 days of Single Audit completion or September 30, 2024, whichever date is *earlier*). Submit copy of FAC email confirmation of submission to DEHCR CDBG Project Representative, if the Grantee was required to complete a Single Audit for CY2023. Reporting must follow the guidance provided in the CDBG Implementation Handbook.

- Pending – will submit Single Audit Statement for CY2023 no later than 1/15/2024.

- Pending – will submit Financial Certification of Completion and final financial supporting documents required upon (and within 60 days of) receiving final CDBG payment.

- Pending – will submit the required Single Audit Report documentation for CY2023 by the due date, if a Single Audit is deemed required for CY2023.

3. UPDATE ON PREVIOUS REPORTING PERIOD(S):

DELAYED OBJECTIVE(S)

N/A

UPDATE(S)

N/A

Division of Energy, Housing and Community Resources

Project Completion Report & Certification

SAMPLE

4. ENVIRONMENTAL REPORT COMPLETION:

Report actions taken in completing the Environmental Report requirements of the CDBG project.

*[If all actions were already reported in previous Semi-Annual Summary Narrative Report documents, then copy the information from the previous reporting into this Report.]***OBJECTIVES**

Complete Environmental Review (ER) and receive Environmental Certification from DEHCR Environmental Desk prior to:

(Check all activities listed below that apply to the CDBG Project – Click on the checkbox to check/uncheck an item):

- ☒ Construction
- ☐ Acquisition
- ☐ Economic Development Activities
- ☐ Planning Activities
- ☐ Public Services Activities
- ☐ Other (Specify):

ACCOMPLISHMENTS

ER completion and documents submission to DEHCR 2/14/2022.

DEHCR Environmental Certification and Release of Funds issued 4/3/2022.

ER Certification copy submitted to DEHCR Project Representative 4/15/2022.

5. FAIR HOUSING ACTIONS COMPLETION:

Report actions taken in completing the Fair Housing Actions requirement of the CDBG project.

REMINDER: The UGLG's Fair Housing Actions (FHAs) and submission of the required documents to DEHCR must be completed by the due date listed in the Grant Agreement Time Table (Attachment A) and prior to the issuance of the final CDBG payment. Failure to complete this requirement will result in the denial of the final CDBG payment until the requirements are completed. The Fair Housing Actions required to be taken are in the UGLG's Grant Agreement – Attachment F.*[If all actions were already reported in previous Semi-Annual Summary Narrative Report documents, then copy the information from the previous reporting into this Report.]***OBJECTIVES**Fair Housing Actions Completion Due Date:
9/30/2022Fair Housing Actions Documents Submission Due Date:
10/15/2022Fair Housing Actions Required:

1. Enact, strengthen, or advertise a local fair housing law
2. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance
3. Display a fair housing poster or provide fair housing information at an appropriate public place

ACCOMPLISHMENTS

1. Published Fair Housing Ordinance in local newspaper (Yourville Gazette) on 4/1/2022. Newspaper copy with affidavit of publication submission to DEHCR with Semi-Annual Summary Narrative Report 4/15/2022.

2. Village Board Proclamation to endorse Fair Housing made at board meeting on 4/12/2022. Proclamation posted on Village website at www.yourvillevillage.com, and at Village Hall (123 Main St.) and U.S. Post Office (345 State St.) bulletin boards.

3. Fair Housing Poster posted at the Village Hall (123 Main St.), U.S. Post Office (345 State St.), and Yourville Community Library at 345 Wisconsin Avenue)

Documents submission to DEHCR 4/15/2022 with Semi-Annual Summary Narrative Report:

- Copy of signed Proclamation
- Board meeting minutes from 4/12/2022
- Copy of Proclamation from website posting
- Clerk email certification verifying the dates and locations of the Fair Housing Posters and Fair

Division of Energy, Housing and Community Resources

Project Completion Report & Certification

SAMPLE

Housing Proclamation postings at Village Hall,
Post Office and Library
• Copy of Fair Housing Poster

Describe Issues and/or Delays, if applicable:
N/A

6. 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION:

Report actions taken in completing the Second Citizen Participation Public Hearing requirement of the CDBG project.

REMINDER: The UGLG's 2nd Citizen Participation Public Hearing and submission of the required documents to DEHCR **must be completed by the due date listed in the Grant Agreement Time Table (Attachment A) and prior to issuance of the final CDBG payment. Failure to complete this requirement will result in denial of the final CDBG payment request until the requirements are completed.**

[If all actions were already reported in previous Semi-Annual Summary Narrative Report documents, then copy the information from the previous reporting into this Report.]

OBJECTIVES

Hold 2nd Citizen Participation Public Hearing to receive input from and provide updates to the community and project beneficiaries regarding the activities completed and the progress on the CDBG project.

Public Hearing Completion Due Date:
3/31/2023

Public Hearing Documents Submission Due Date:
4/15/2023

ACCOMPLISHMENTS

Hearing Notice Date(s):
Published in newspaper 3/25/2023 and 4/1/2023.
Posted at Village Hall 3/25/2023.

Method of Giving/Advertising Hearing Notice(s):
Published in Yourville Gazette.
Posted on bulletin board at Village Hall at 123 Main St., Yourville, WI.

Hearing Date: 4/10/2023

Documents Attached to this Report (or list Date(s) Submitted to DEHCR, if previously submitted):
Submitted 4/14/2023 with Semi-Annual Summary Narrative Report:
• Copies of Public Hearing Notices
• Affidavit of Publication
• Hearing Minutes
• Hearing Certification

Describe Issues and/or Delays, if applicable:
Public Hearing delayed due to insufficient notice given with initial publication and scheduled Hearing. Changed Hearing date and re-published Notice with new Hearing date. Published in Yourville Gazette 3/25/2023 and 4/1/2023. Hearing held 4/10/2023.

ATTACHMENT 10-A2: PROJECT COMPLETION REPORT & CERTIFICATION (INSTRUCTIONS)

Division of Energy, Housing and Community Resources

Project Completion Report & Certification

PROJECT COMPLETION REPORT (INSTRUCTIONS)

CERTIFICATION (Sections A.-G.)

1. Section A., B., C.: (On Page 1 of the Report) Enter the name of the UGLG / Grantee, the CDBG *Grant Agreement*/contract number, and Business Name (applicable only if a PFED, ED or other LMI Job Creation project as specified in the *Grant Agreement* – otherwise enter "N/A" to indicate the Business Name is not applicable).
2. Section D: (On Page 1 of the Report) Enter an "X" to select the *current* semi-annual reporting period (i.e., the reporting period in which this *Project Completion Report* is being submitted). Enter the year dates in the spaces provided (the "YY" spaces) for the reporting period.
3. Section E.: (On Page 1 of the Report) Enter an "X" in the spaces provided indicate "YES" if the documents are attached with the Project Completion Report, "NO" if not attached, "N/A" if not applicable, or "SEPARATE SUBMISSION" if submitted separately (i.e., submitted with the Project Completion Report as an attachment in the *same* email; or submitted in a *separate* email on the same date as the Project Completion Report; or submitted *previously* to DEHCR on an *earlier* date). Enter the submission date if the document listed was submitted separately or previously.
4. Section F: (On Page 1 of the Report) Enter the Preparer and Chief Elected Official (CEO) (if other than the CEO) information and date of CEO approval/certification. The Certification must be signed by the CEO.
5. Section G: (On Page 1 of the Report) DEHCR will complete this section upon receiving and approving the *Project Completion Report* (Attachment 9-A) and supporting documents; and the *Final Financial Certification of Completion* and supporting documents. This signed certification from DEHCR will be emailed to the UGLG with the Project Completion letter.

FINAL SUMMARY NARRATIVE (Section H.) (On Page 2 of the Report)

1. FINAL SUMMARY NARRATIVE DOCUMENTS INCLUDED WITH THIS REPORT:
List the Attachments to the *Project Completion Report* that are being submitted as supporting documentation for the *Final Summary Narrative*.
2. OBJECTIVES AND ACCOMPLISHMENTS FOR FINAL REPORTING PERIOD:
In the "Objectives" section, list all the *activities identified for the current reporting period in the Grant Agreement Time Table (Attachment A) through the last item due date listed in the Time Table, including final Single Audit reporting*. As the "final" semi-annual reporting, the UGLG must report on all items remaining due in the Time Table since the end of the previous reporting period. Do not insert additional objectives. In the "Accomplishments" section, report the completion of objectives that are due as of the *Project Completion Report* due date, any issues encountered and their resolution. Provide details such as activity completion dates and documents submitted to DEHCR (and dates submitted) or attached with the *Project Completion Report*. For items remaining pending on the *Time Table* (e.g., submission of the final financial journals, documentation, and *Financial Certificate of Completion* after the CDBG payment is received; and Single Audit reporting), enter "Pending" for the status under "Accomplishments."
3. UPDATE ON PREVIOUS REPORTING PERIOD(S):
In the "Delayed Objectives" section, list only those activities that were to be accomplished in a previous reporting period, but had not been reported as completed, or had a status of being incomplete or pending in previous reporting. In the "Update" Section, describe the actions taken to

ATTACHMENT 10-B: FINANCIAL CERTIFICATION OF COMPLETION (TEMPLATE)

Division of Energy, Housing and Community Resources

Financial Certification of Completion

FINANCIAL CERTIFICATION OF COMPLETION

Wisconsin Community Development Block Grant (CDBG) Program

Submit this form to DEHCR within 60 days after receiving the final CDBG payment.

A.	NAME OF UGLG / GRANTEE:
B.	DEHCR GRANT AGREEMENT/CONTRACT #:
C.	BUSINESS NAME:

D. DOCUMENTS ATTACHED TO THIS FINANCIAL CERTIFICATION OF COMPLETION			
YES	NO	N/A	DOCUMENTS:
			Final Cash Control Register <i>(required)</i>
			Final CDBG Disbursements Journal <i>(required)</i>
			Final Matching Funds Journal <i>(if UGLG contributed Match for project)</i>
			Check/Payment Records for Disbursement of Final CDBG Payment <i>(if applicable)</i>
			Check/Payment Records for Any Match/Other Funds Used to Pay Invoices That Remained Unpaid/Outstanding at the Time of Submission of the Final CDBG Payment Request <i>(if applicable)</i>
			Final Bank Statement(s)/Check Register Document(s) Showing the Deposit and Disbursement of the Final CDBG Payment <i>(required)</i>
			Payment Records Showing Return of Grant Funds to DEHCR <i>(if applicable)</i>

E. FINAL FINANCIAL STATEMENT OF COSTS & CDBG DISBURSEMENT				
CDBG-Funded Activity (1)	CDBG Funds Budgeted (2)	CDBG Funds Drawn (3)	CDBG Funds Disbursed (4)	CDBG Funds To Be Cancelled (5)
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00
<i>FOR DEHCR USE ONLY: Enter Totals Based on DEHCR Records.</i>				
	\$	\$	\$	\$

F. FINANCIAL CERTIFICATION OF COMPLETION BY UGLG / GRANTEE		
As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Financial Certification of Completion to DEHCR and certify that, to the best of my knowledge and belief, the activities undertaken using CDBG funds as listed in section E. above have been carried out in accordance with the Grant Agreement; and the amounts entered in section E. above are true and correct.		
Date Certified / Signed	Typed Name and Title of Chief Elected Official	Signature of UGLG Chief Elected Official
—	[Enter CEO Name]] [Enter CEO Title]	

G. FINANCIAL CERTIFICATION OF COMPLETION BY DEHCR		
Date Signed	Name and Title of Authorized DEHCR Representative	Signature of Authorized DEHCR Representative
	Division of Energy, Housing and Community Resources	

ATTACHMENT 10-B1: FINANCIAL CERTIFICATION OF COMPLETION (SAMPLE)

Division of Energy, Housing and Community Resources

Financial Certification of Completion

FINANCIAL CERTIFICATION OF COMPLETION

Wisconsin Community Development Block Grant (CDBG) Program

Submit this form to DEHCR within 60 days after receiving the final CDBG payment.

A.	NAME OF UGLG / GRANTEE:	Village of Yourville
B.	DEHCR GRANT AGREEMENT/CONTRACT #:	PF 21-50
C.	BUSINESS NAME:	N/A

D. DOCUMENTS ATTACHED TO THIS FINANCIAL CERTIFICATION OF COMPLETION

YES	NO	N/A	DOCUMENTS:
X			Final Cash Control Register <i>(required)</i>
X			Final CDBG Disbursements Journal <i>(required)</i>
X			Final Matching Funds Journal <i>(if UGLG contributed Match for project)</i>
X			Check/Payment Records for Disbursement of Final CDBG Payment <i>(if applicable)</i>
		X	Check/Payment Records for Any Match/Other Funds Used to Pay Invoices That Remained Unpaid/Outstanding at the Time of Submission of the Final CDBG Payment Request <i>(if applicable)</i>
X			Final Bank Statement(s)/Check Register Document(s) Showing the Deposit and Disbursement of the Final CDBG Payment <i>(required)</i>
		X	Payment Records Showing Return of Grant Funds to DEHCR <i>(if applicable)</i>

E. FINAL FINANCIAL STATEMENT OF COSTS & CDBG DISBURSEMENT

CDBG-Funded Activity (1)	CDBG Funds Budgeted (2)	CDBG Funds Drawn (3)	CDBG Funds Disbursed (4)	CDBG Funds To Be Cancelled (5)
Water/Sewer	\$600,000.00	\$600,000.00	\$600,000.00	\$0.00
Streets/Sidewalks	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00
Acquisition	\$85,000.00	\$85,000.00	\$85,000.00	\$0.00
Grant Administration	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00
<i>FOR DEHCR USE ONLY: Enter Totals Based on DEHCR Records.</i>				
	\$	\$	\$	\$

F. FINANCIAL CERTIFICATION OF COMPLETION BY UGLG / GRANTEE

As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Financial Certification of Completion to DEHCR and certify that, to the best of my knowledge and belief, the activities undertaken using CDBG funds as listed in section E. above have been carried out in accordance with the Grant Agreement; and the amounts entered in section E. above are true and correct.

Date Certified / Signed	Typed Name and Title of Chief Elected Official	Signature of UGLG Chief Elected Official
02/23/2024	Jane Smith Village President	<i>Jane Smith</i>

G. FINANCIAL CERTIFICATION OF COMPLETION BY DEHCR

Date Signed	Name and Title of Authorized DEHCR Representative	Signature of Authorized DEHCR Representative
	Division of Energy, Housing and Community Resources	

Financial Certification of Completion

Form v. 2021-09-01

ATTACHMENT 10-B2: FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

Division of Energy, Housing and Community Resources

Financial Certification of Completion

FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

- A. Enter the name of the UGLG / Grantee name as it appears on the *Grant Agreement*.
 - B. Enter the *Grant Agreement*/contract number.
 - C. Enter the Business Name (applicable only if a PFED, ED or other LMI Job Creation/Retention project as specified in the *Grant Agreement* – otherwise enter “N/A” to indicate the Business Name is not applicable).
 - D. Enter an “X” in the spaces provided to indicate the document is attached, not attached, or not applicable.
 - E. Final Financial Statement of Costs & CDBG Disbursement:
 1. In column 1, list project activities as shown on the *CDBG Payment Request* form (most recent version, as submitted with the final CDBG payment request). Activities may be water/sanitary sewer, street/sidewalks, public services, grant administration, acquisition, relocation, etc.
 2. In column 2, enter the budgeted amounts for each project activity, as shown on the *CDBG Payment Request* form (most recent version, as submitted with the final CDBG payment request).
 3. In column 3, enter the amount of CDBG funds drawn (received by the UGLG), by budget item and in total. The total should agree with the “Cumulative Receipts to Date” on the final Cash Control Register and “Total Payments To Date” recorded on the final *CDBG Disbursements Journal*.
 4. In column 4, enter the amount of CDBG funds disbursed (received by the UGLG and paid out for project invoices/costs), by budget item and in total. The total should agree with the “Cumulative Disbursements To Date” recorded on the final *Cash Control Register*, and “Total Payments To Date” recorded on the final *CDBG Disbursements Journal*.
 5. Subtract the column 4 Total “CDBG Funds Disbursed,” from column 2 Total “CDBG Funds Budgeted,” to calculate the totals for column 5, “CDBG Funds to be Cancelled.” This amount represents both funds not drawn and funds drawn but not disbursed/not used. **Any funds drawn but not disbursed/not used must be returned** to DEHCR. The funds must be returned by check, payable to the Wisconsin Department of Administration, at the following address:
 Attn: FISCAL
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources
 Bureau of Community Development
 P.O. Box 7970
 Madison, WI 53707-7970

The *Grant Agreement* number should be shown on the check and documentation identifying the CDBG project budget activity to which the funds are being returned must accompany the check.
 - F. Enter the date certified/signed and the typed name and title of the UGLG’s Chief Elected Official (CEO). The CEO must sign the document (either a hand written signature or electronic using DocuSign or similar software).
- SUBMISSION:** Email a copy of the signed *Financial Certification of Completion* and accompanying attachments to the assigned DEHCR Project Representative or to DOACDB@wisconsin.gov within 60 days of receiving the final CDBG payment.
- G. DEHCR will complete section G. upon approval of all Project Completion documents and this Financial Certification of Completion. A copy of this certification signed by DEHCR will be emailed to the UGLG / Grantee with the Project Completion letter and signed Project Completion Certification. Retain the documents in the CDBG project file.

ADDITIONAL NOTES: (optional)