#### FINANCIAL CERTIFICATE OF COMPLETION

**Wisconsin’s Community Development Block Grant Program**

|  |  |
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| 1. NAME OF UGLG:  |  | | --- | |  | |
| 1. DEHCR GRANT AGREEMENT #:  |  | | --- | |  | |
| 1. BUSINESS NAME:  |  | | --- | |  | |

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| --- | --- | --- | --- | --- | --- |
| 1. **FINAL STATEMENT OF COST AND COMPUTATION OF GRANT BALANCE** | | | | | |
| Project Activity By  Budget Item  (1) | CDBG  Budget  (2) | CDBG  Funds Drawn  (3) | CDBG Funds Pending  (4) | Total  CDBG  Costs  (5) | CDBG To Be  Canceled  (6) |
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| TOTAL |  |  |  |  |  |
| *For DEHCR Use Only* |  |  |  |  |  |

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| 1. **CERTIFICATION OF UGLG** | | |
| It is hereby certified that all activities undertaken by the UGLG with funds provided under the *Grant Agreement* identified in B above have, to the best of my knowledge, been carried out in accordance with the *Grant Agreement*; and that the amounts set forth in this instrument are, to the best of my knowledge, true and correct as of this date. | | |
| Date Signed   |  | | --- | |  | | Typed Name and Title of  UGLG’s Chief Elected Official   |  | | --- | |  | | Signature of UGLG’s  Chief Elected Official |

|  |  |  |
| --- | --- | --- |
| 1. **CERTIFICATION OF DEHCR** | | |
| Date Signed | Typed Name and Title of DEHCR Authorized Official  Division of Energy, Housing and Community Resources | Signature of DEHCR Authorized Official |

#### FINANCIAL CERTIFICATE OF COMPLETION (INSTRUCTIONS)

1. Enter the name of the UGLG as it appears on the *Grant Agreement*.
2. Enter the *Grant Agreement* number.
3. Enter the Business Name (for ED/PFED/READI Grant Agreements **ONLY**).
4. Final Standards of Cost:
5. In column 1, list project activities as shown in the CDBG budget, i.e., water, sanitary sewer, storm sewer, streets/sidewalks, etc.
6. In column 2, enter budget amounts for each project activity, as shown in the CDBG budget in total. Figures must reflect the budget in the most recent *Grant Agreement* Amendment, if applicable.
7. 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 column 7, “Cumulative Receipts to Date,” of the current *Cash Control Register.***
8. In column 4, enter the amount of CDBG funds pending (requested by the UGLG, but not yet received), by budget item and in total. **The total should agree with column 7, “Cumulative Receipts to Date,” on the current *Cash Control Register,* plus the final Request for Payment amount.**
9. In column 5, enter costs that have been paid and will be paid with CDBG funds, by budget item and in total. **Figures should agree with “Total Payments To Date,” that will appear on the final *CDBG Disbursements Journal* and column 13, “Cumulative Disbursements To Date,” that will appear on the final *Cash Control Register.***
10. Subtract column 5, “Total CDBG Costs,” from column 2, “CDBG Project Budget,” to obtain the totals for column 6, “CDBG to be Canceled.” This amount represents both funds not drawn and funds drawn but not used. **Any funds drawn but 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: Project Representative

Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

Bureau of Community Development, 6th Floor

P.O. Box 7970

Madison, WI 53707-7970

Documentation identifying the CDBG project budget activity to which the funds are being returned should accompany the check.

1. Enter the date signed, the typed name and title of the UGLG’s Chief Elected Official (CEO), and the CEO’s signature.
2. DEHCR will complete this section upon approval of all completion documents.