
CHAPTER 10: PROJECT COMPLETION

DEHCR – BUREAU OF COMMUNITY DEVELOPMENT



PROJECT COMPLETION OVERVIEW

- General Requirements & Responsibilities
- Paperwork
- Submission, refer to your Grant Agreement's Timetable (generally scheduled as 60 days after Construction Period ends)
- Resources



ADMINISTRATIVE WORKFLOW

Project Completion Submission (UGLG)

- Submit Final CDBG Payment Request*
- Submit signed Project Completion documents

Project Completion Review (DEHCR)

- Review of Project Completion documents
- Review Project File
- Reply to UGLG

Final CDBG Payment & Follow- Up Financial Documents

- If approved, DEHCR processes Final Payment
- UGLG receives Final CDBG Payment
- UGLG updates & sends Final CCR**, DJ**, and bank statement(s) to DEHCR

Project Completion Certification & Completion Letter

- DEHCR sends signed Certificate of Project Completion & completion letter to UGLG

Records Retention

- UGLG retains records until given approval from DEHCR to discard records

* Documents reflect project financials prior to receiving the Final CDBG Payment Request.

** Documents reflect project financials AFTER receiving the Final CDBG Payment Request.

PROJECT COMPLETION DOCUMENTS

- Completion Report Certification
- Financial Certificate of Completion
- Final Summary Narrative
 - Environmental Review Summary
 - Fair Housing Actions Summary
 - List published/posted/mailed documents, dates, etc.
 - Affidavit(s) of Publication, if applicable
 - 2nd Citizen Participation Public Hearing
 - Citizen Participation Public Hearing #2 Notice
 - Affidavit of Publication, and
 - Meeting Minutes/ Sign-In Sheet
- Final Labor Standards Compliance Report(s)
- Accessibility Self-Evaluation Checklist, if applicable
- Lobbying Certification Form(s) for Contracts, Grants, Loans, & Agreements, if applicable
- Single Audit Statement
- Refund Check to DEHCR, if applicable



Project
Completion
Documents

PROJECT COMPLETION DOCUMENTS



Final Reports

- Final Semi-Annual & Annual Reports:
 - Semi-Annual Labor Standards Report
 - Semi-Annual MBE-WBE Report
 - Annual Section 3 Report



PROJECT COMPLETION DOCUMENTS

- Final Payment Request documents:
 - Updated Cash Control Register (CCR)*
 - Updated CDBG Disbursements Journal (DJ)*
 - Updated Matching Funds Journal (MFJ)*
 - Invoices, Checks, & Bank Statements*



Final
Payment
Request

** Final versions of these documents (showing that all funds have been disbursed, invoices have been paid, and account balances have been zeroed-out where appropriate) are required to be submitted to DEHCR after the UGLG has received the Final CDBG Payment.*

PROJECT COMPLETION CHAPTER ATTACHMENTS:

- Project Completion Report Certification
- Financial Certificate of Completion
- Final Summary Narrative



PROJECT COMPLETION REPORT CERTIFICATION

Division of Energy, Housing and Community Resources

UGLG Project Completion Report Certification

UGLG PROJECT COMPLETION REPORT CERTIFICATION

Wisconsin's Community Development Block Grant Program

A. NAME OF UGLG:
B. DEHCR GRANT AGREEMENT #:
C. BUSINESS NAME:
D. REPORTING PERIOD ENDED: (choose one)
<input type="checkbox"/> October 1, 20__ to March 31, 20__
<input type="checkbox"/> April 1, 20__ to September 30, 20__
<input type="checkbox"/> Other: _____

DOCUMENTS ATTACHED	
<input type="checkbox"/>	UGLG Project Completion Report Certification
<input type="checkbox"/>	Financial Certificate of Completion, with original signature on each form
<input type="checkbox"/>	Final Summary Narrative, including final update(s) regarding the status of the: <ul style="list-style-type: none"> <input type="checkbox"/> Environmental Report, <input type="checkbox"/> Fair Housing Actions completed, and <input type="checkbox"/> Second Citizen Participation Public Hearing
<input type="checkbox"/>	Semi-Annual Labor Standards Enforcement Report(s)
<input type="checkbox"/>	Final Labor Standards Compliance Report(s)
<input type="checkbox"/>	Cash Control Register for Final CDBG Request for Payment
<input type="checkbox"/>	CDBG Disbursements Journal for Final CDBG Request for Payment
<input type="checkbox"/>	Final Matching Funds Journal
<input type="checkbox"/>	Accessibility Self-Evaluation Checklist (if applicable)
<input type="checkbox"/>	Lobbying Certification(s) for Contractors and Sub-Contractor(s)
<input type="checkbox"/>	Final CDBG Project Employee Self-Certification Report (ED/PFED/READI Only)
<input type="checkbox"/>	Semi-Annual MBE/WBE Report (current semi-annual reporting period)
<input type="checkbox"/>	Semi-Annual Section 3 Report (current semi-annual reporting period)
<input type="checkbox"/>	Annual Section 3 Report (current annual reporting period)
<input type="checkbox"/>	Single Audit Statement (Audit Required form or Audit Not Required form)

UGLG/PREPARER CERTIFICATION	
I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.	
Chief Elected Official's Signature and Title	Date
Preparer Signature (if other than a community official)	Date

DEHCR APPROVAL	
DEHCR Signature	Date
Division of Energy, Housing and Community Resources	

UGLG Project Completion Report Certification

Revised: August 31, 2017

PROJECT COMPLETION REPORT CERTIFICATION (CONTINUED)

Identify the
Project

Indicate which
Supporting
Documents
are also Included

Sign & Date

Will be
completed
by DEHCR

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

UGLG PROJECT COMPLETION REPORT CERTIFICATION Wisconsin's Community Development Block Grant Program

A. NAME OF UGLG:	City of Lawrence
B. DEHCR GRANT AGREEMENT #:	CDBG-PF 17-00
C. BUSINESS NAME:	Not Applicable
D. REPORTING PERIOD ENDED: (choose one)	
<input type="checkbox"/> October 1, 20__ to March 31, 20__	
<input type="checkbox"/> April 1, 20__ to September 30, 20__	
<input checked="" type="checkbox"/> Other: Project Closeout 10/01/2019 – 12/31/2019	

DOCUMENTS ATTACHED

<input checked="" type="checkbox"/>	UGLG Project Completion Report Certification
<input checked="" type="checkbox"/>	Financial Certificate of Completion, with original signature on each form
<input checked="" type="checkbox"/>	Final Summary Narrative, including final update(s) regarding the status of the:
<input checked="" type="checkbox"/>	Environmental Report,
<input checked="" type="checkbox"/>	Fair Housing Actions completed, and
<input checked="" type="checkbox"/>	Second Citizen Participation Public Hearing
<input checked="" type="checkbox"/>	Semi-Annual Labor Standards Enforcement Report(s)
<input checked="" type="checkbox"/>	Final Labor Standards Compliance Report(s)
<input checked="" type="checkbox"/>	Cash Control Register for Final CDBG Request for Payment
<input checked="" type="checkbox"/>	CDBG Disbursements Journal for Final CDBG Request for Payment
<input checked="" type="checkbox"/>	Final Matching Funds Journal
N/A	Accessibility Self-Evaluation Checklist (if applicable)
<input checked="" type="checkbox"/>	Lobbying Certification(s) for Contractors and Sub-Contractor(s)
N/A	Final CDBG Project Employee Self-Certification Report (ED/PFED/READI Only)
<input checked="" type="checkbox"/>	Semi-Annual MBE/WBE Report (current semi-annual reporting period)
<input checked="" type="checkbox"/>	Semi-Annual Section 3 Report (current semi-annual reporting period)
<input checked="" type="checkbox"/>	Annual Section 3 Report (current annual reporting period)
<input checked="" type="checkbox"/>	Single Audit Statement (Audit Required form or Audit Not Required form)

UGLG/PREPARER CERTIFICATION

I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.

Dean Winchester Chief Elected Official's Signature and Title	Mayor Date 12/18/2019
Castiel Engel Preparer Signature (if other than a community official)	City Clerk Date 12/18/2019

DEHCR APPROVAL

DEHCR Signature	Date
Division of Energy, Housing and Community Resources	

Attachment 10-A: UGLG Project Completion Report Certification

Revised: August 31, 2017

Division of Energy, Housing and Community Resources

Financial Certificate of Completion

FINANCIAL CERTIFICATE OF COMPLETION

Wisconsin's Community Development Block Grant Program

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

D. 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)
TOTAL					
For DEHCR Use Only					

E. 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
-------------	--	---

F. CERTIFICATION OF DEHCR

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

FINANCIAL CERTIFICATE OF COMPLETION

FINANCIAL CERTIFICATE OF COMPLETION

A. NAME OF UGLG: City of Lawrence					
B. DEHCR GRANT AGREEMENT #: CDBG-PF 17-99					
C. BUSINESS NAME: Not Applicable					
D. 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)
Water	\$130,000.00	\$100,000.00	\$25,000.00	\$125,000.00	\$5,000.00
Sanitary Sewer	\$170,000.00	\$170,000.00	\$0.00	\$170,000.00	\$0.00
Storm Sewer	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	\$0.00
Streets/Sidewalks	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00
Acquisition	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
TOTAL	\$500,000.00	\$470,000.00	\$25,000.00	\$495,000.00	\$5,000.00
For DEHCR Use Only					
E. CERTIFICATION OF UGLG					
It is hereby certified that all activities undertaken by the UGLG with funds provided under the <i>Grant Agreement</i> identified in B above have, to the best of my knowledge, been carried out in accordance with the <i>Grant Agreement</i> ; 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		
12/18/2019	Dean Winchester, Mayor		<i>Dean Winchester</i>		
F. CERTIFICATION OF DEHCR					
Date Signed	Typed Name and Title of DEHCR Authorized Official		Signature of DEHCR Authorized Official		
	Division of Energy, Housing and Community Resources				

Attachment 10-B: Financial Certificate of Completion Revised: August 31, 2017

Identify the Project

Final Project Financials
should back-up the
Final Journals/Ledgers
&
All CDBG Payment
Requests

Sign & Date

Will be completed upon
approval/certification
by DEHCR

Division of Energy, Housing and Community Resources
Final Summary Narrative Report

FINAL SUMMARY NARRATIVE REPORT

A. NAME OF UGLG:
B. DEHCR GRANT AGREEMENT #:
C. REPORTING PERIOD ENDED: <i>(choose one)</i> <input type="checkbox"/> October 1, 20__ to March 31, 20__ <input type="checkbox"/> April 1, 20__ to September 30, 20__ <input type="checkbox"/> Other: _____

THIS REPORTING PERIOD	
OBJECTIVES	ACCOMPLISHMENTS

UPDATE ON PREVIOUS REPORTING PERIOD(S)	
DELAYED OBJECTIVE	UPDATE

ENVIRONMENTAL REPORT STATUS	
<i>Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.</i>	
OBJECTIVES	ACCOMPLISHMENTS

FAIR HOUSING ACTIONS COMPLETED	
<i>Provide a summary of the activities undertaken to complete the Fair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments.</i>	
<i>REMINDER: The UGLG's contracted Fair Housing Actions (FHAs) <u>must</u> be completed by _____ per the Grant Agreement Timetable. Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed.</i>	
OBJECTIVES	ACCOMPLISHMENTS

2 ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS	
<i>Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.</i>	
<i>REMINDER: The UGLG's contracted Second Citizen Participation Public Hearing is scheduled to be completed by _____ per the Grant Agreement Timetable. Failure to meet this deadline may result in the denial of CDBG payment requests until the hearing is completed.</i>	
OBJECTIVES	ACCOMPLISHMENTS

FINAL SUMMARY NARRATIVE

FINAL SUMMARY NARRATIVE (CONTINUED)

Timeline
Actions
(since last
reporting period)

Timeline
Actions
(delayed from last
reporting period)

Division of Energy, Housing and Community Resources	
Final Summary Narrative Report	
FINAL SUMMARY NARRATIVE REPORT	
A. NAME OF UGLG: Village of Greenville	
B. DEHCR GRANT AGREEMENT #: CDBG-PF 17-99	
C. REPORTING PERIOD ENDED: (choose one) <input type="checkbox"/> October 1, 20__ to March 31, 20__ <input type="checkbox"/> April 1, 20__ to September 30, 20__ <input checked="" type="checkbox"/> Other: <u>Project Closeout 10/01/2019 – 12/31/2019</u>	
THIS REPORTING PERIOD	
OBJECTIVES	ACCOMPLISHMENTS
<u>DUE by October 31st, 2019:</u> <ul style="list-style-type: none"> Complete Construction. 	<ul style="list-style-type: none"> Construction completed 10/17/2019.
<u>DUE by December 31st, 2019:</u> <ul style="list-style-type: none"> Submit Final CDBG Request for Payment and supporting documentation. Submit Project Completion Report and supporting documentation. Include relevant final reports related to Labor Standards, MBE/WBE, and Section 3. 	<ul style="list-style-type: none"> Submitted herewith (12/18/2019); see attached Final CDBG Request for Payment and supporting documents. Submitted herewith (12/18/2019); see attached signed Project Completion Report and supporting documents. Final reports for Labor Standards, MBE/WBE, and Sec3 are also attached.
<u>After receiving Final CDBG Payment:</u> <ul style="list-style-type: none"> Submit Final Cash Control Register and CDBG Disbursements Journal. 	<ul style="list-style-type: none"> PENDING – Updated journals/ledgers will be submitted to DEHCR after the final CDBG Payment has been received.
<u>DUE by January 15th, 2020:</u> <ul style="list-style-type: none"> Submit Annual Single Audit Statement to DEHCR. 	<ul style="list-style-type: none"> PENDING – Statement will be submitted to DEHCR after annual financials are calculated in early January.
<u>DUE by September 25th, 2020:</u> <ul style="list-style-type: none"> Submit Single Audit Report and Management Letter to DEHCR/DOA (if applicable). 	<ul style="list-style-type: none"> PENDING – Report will be submitted to DEHCR as soon as it is completed (expected to be ready in early September).
UPDATE ON PREVIOUS REPORTING PERIOD(S)	
DELAYED OBJECTIVE	UPDATE
Not Applicable – No delayed objectives from prior report period(s).	No delayed objectives from prior report period(s).
Continued on next page...	
Final Summary Narrative Report	
Revised: August 31, 2017	

Identify the Project

Report
Progress

Report
Progress³¹⁴

FINAL SUMMARY NARRATIVE (CONTINUED)

Division of Energy, Housing and Community Resources Final Summary Narrative Report

ENVIRONMENTAL REPORT STATUS	
Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.	
OBJECTIVES	ACCOMPLISHMENTS
DUE Prior to Construction: <ul style="list-style-type: none"> Complete Environmental Report and obtain official approval from DEHCR Environmental Desk. Submit copy of approval from DEHCR Environmental Desk to assigned DEHCR CDBG Project Representative. 	<ul style="list-style-type: none"> Approval of Environmental Report received from DEHCR Environmental Desk 02/01/2018. Copy of signed approval letter submitted to DEHCR CDBG Project Representative 02/05/2018.
FAIR HOUSING ACTIONS COMPLETED	
Provide a summary of the activities undertaken to complete the Fair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments.	
REMINDER: The UGLG's contracted Fair Housing Actions (FHAs) must be completed by <u>09/30/2018</u> per the Grant Agreement Timetable. Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed.	
OBJECTIVES	ACCOMPLISHMENTS
DUE by September 30th, 2018: <ul style="list-style-type: none"> Fair Housing Action #1 – The Village will post a Fair Housing poster at Village Hall, at the Post Office, and at the Library. Fair Housing Action #2 – The Village will... (insert description here). Fair Housing Action #3 – The Village will... (insert description here). 	<ul style="list-style-type: none"> Fair Housing posters were posted 03/12/2018 – Photos of posted posters and list of posting locations attached. The Village completed... (insert description here) 09/15/2018. Copies of the... and supporting documentation is attached. The Village completed... (insert description here) 09/29/2018. Copies of the... and supporting documentation is attached.
2 ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS	
Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.	
REMINDER: The UGLG's contracted Second Citizen Participation Public Hearing is scheduled to be completed by <u>03/31/19</u> per the Grant Agreement Timetable. Failure to meet this deadline may result in the denial of CDBG payment requests until the hearing is completed.	
OBJECTIVES	ACCOMPLISHMENTS
DUE by March 31st, 2019: <ul style="list-style-type: none"> Conduct second Public Hearing to report project progress to, and receive input from, local community regarding the CDBG project. 	<ul style="list-style-type: none"> Completed 2nd Citizen Participation Public Hearing 03/31/2019.
DUE by April 15th, 2019: <ul style="list-style-type: none"> Report status of second Public Hearing completion (in the 2nd Citizen Participation Public Hearing section of the Semi-Annual Summary Narrative) and submit second Public Hearing meeting notice, attendance list, and meeting minutes to DEHCR CDBG Project Representative. 	<ul style="list-style-type: none"> Status reported on previous semi-annual report. Public Hearing minutes, sign-in sheet, and public notice (including the Publisher's Affidavit) are attached.

Environmental
Report Status
Summary

Fair Housing Actions
Completed
Summary

2nd Citizen
Participation Public
Hearing Status
Summary

QUESTIONS?

Email: DOACDBG@Wisconsin.gov



CONTACTS

Division of Energy, Housing and Community Resources (DEHCR)

Bureau of Community Development:

Email:

DOACDBG@wisconsin.gov

Website:

<http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development>



CONSOLIDATED PLAN

Online Recording:

<http://www.doa.state.wi.us/Divisions/Housing/Consolidated-Plan>

Submit Inquiries via Email:

DOADEHCRHousing@wisconsin.gov



THANK YOU FOR YOUR ATTENDANCE.

- ATTENDEES ARE REQUESTED TO COMPLETE THE EVALUATION(S).
- STAFF WILL BE AVAILABLE FOR FOLLOW-UP QUESTIONS.

