

**Small Cities CDBG Closeout Checklist**

Recipient: \_\_\_\_\_ Grant #: \_\_\_\_\_

*(Note: § 290.046(2)(c)1., Florida Statutes, says that the department shall notify a local government of administrative closeout or of any outstanding closeout issues within 45 days of receipt of a closeout package from the local government.)*

**I. Review of Closeout Forms**

*Check the appropriate box.*

1. If a revised service area map is required, was it submitted? (This is needed if there have been changes to activities, including location, units, or beneficiaries served, and a revised map has not been submitted previously.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. If a certification is required, was it submitted? (A certification is required for all projects requiring an engineer or architect, identifying construction completion date and certifying that all work was completed in accordance with plans and specifications. This is a special condition in all grants, except Housing.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Expenditure Recap:	
• Do the budget and the disbursed funds amounts agree with our records?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Do the CDBG funds received to date agree with our records?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Were "other/leverage funds expended" previously documented? (If not, documentation must be included with closeout.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Did the Recipient document at least the leverage amount listed in the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Do the accomplishments meet the minimum required by contract? (If not, complete penalty points calculation section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• If a refund is due, has it been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Are all engineering funds within the maximum allowed by the program rule, including approved additional engineering?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Are NR/CR/ED construction funds consistent with construction contract amounts reviewed at monitoring? (If there is a significant discrepancy, this indicates a large change order which we should review for eligibility.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• If accomplishments exceed the contract, was the contract amended to include unaddressed needs in the scope? (If not, need an amendment, unless non-CDBG funds were used for the unaddressed need.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**II. Other Closeout Issues**

1. Has all monitoring been completed, all findings cleared, and any concerns or other issues which needed resolution been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Have all citizen complaints been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. If this is a Housing subgrant, has a list of homes that were rehabilitated been submitted with certification they are within the Recipient's jurisdiction? (Required by 73C-23.0051(5)(b)2., Florida Administrative Code)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Have audits been received for each year that the subgrant was open and during which the Recipient expended at least \$500,000 in federal funds (from all sources)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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*Check the appropriate box.*

<p>5. Is there need for an amendment which has not been submitted? (Example: A “no” response to either the third or fifth bullet under Expenditure Recap in this checklist requires an amendment.)</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p>6. Is there any information that was unavailable during previous monitoring visits which you need to satisfy yourself that the project is ready to close and that the reported accomplishments and amounts are accurate?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p>7. If any fair housing activities were required after the last monitoring, have they been documented? (If not, documentation must be obtained.)</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p>8. Do the program conditions require before/in-progress/after pictures of subgrant activities? If <b>yes</b>, check to see if they have been received and placed in the Department’s grant files.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>

**III. Penalty Calculation**  **N/A** *(If N/A skip to IV. Conclusions.)*

<p>1. For Neighborhood:                  #_____ LMI homes not served x 5 points = _____ (not to exceed 50 points)                  (Note: When there is both direct benefit and indirect benefit to the same beneficiaries in the same service area, all direct benefit (i.e., hookups) must be completed to avoid the penalty as provided in 9B-43.0041(10)(h)2. This rule section also provides some exceptions to assessment of the penalty for hookups under certain situations.)</p>
<p>2. For Economic Development:                  #_____ of jobs (total, not just LMI) not created x 5 points = _____ (not to exceed 50 points)                  (This penalty does not apply to ED subgrants awarded after June 5, 2010.)</p>
<p>3. For Housing:                  #_____ homes in original contract not addressed x 5 points = _____ (not to exceed 50 points)</p>
<p>4. For CR:                  #_____ facades not addressed x 5 points = _____ (not to exceed 50 points)</p>
<p><i>If penalty points are applicable, include a paragraph in the closeout letter advising the local government of the penalty and duration. Also, advise the Operations Unit planning manager of the contract number and penalty points so that it is entered into the database.</i></p>

**IV. Conclusions**

Explain any finding(s) or concern(s) and specify corrective actions that the Recipient must take to finish closing out the subgrant.

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