



**Attachment: D**

**CDBG-R Closeout Checklist**

For the purposes of expediting the grant closeout process, HUD asks applicants to submit the following checklist.

Grantee Name _____	Grant Number _____
Official Contact Person _____	Telephone Number _____
Email Address _____	Fax Number _____
DUNS NUMBER _____	

**1. Program Income**

- Is there any program income on-hand at the time the close out agreement is signed? Yes  No   
If yes, explain:

**2. CDBG-R Activities**

- Are any of the activities ineligible under the Recovery Act, including swimming pools, golf courses, zoos, aquariums, and casinos or other gambling establishments? Yes  No  If yes, explain:
- Are any of the activities ineligible under the regular CDBG program or do any of the activities provide insufficient public benefit per 24 CFR 570.209(b)(3) or 24 CFR 570.482(f)(4)?  
Yes  No  If, yes explain:
- Do any activities contradict with any of the provisions in President Obama's *Ensuring Responsible Spending of Recovery Act Funds* Memo, including the section on *Avoiding Funding of Imprudent Projects*? Yes  No  If yes, explain:
- Any unused grant funds cancelled by HUD? Yes  No  If yes, explain:

**3. Draw Downs**

- Evidence that no more than 10% of the grant amount was spent on administration and planning?  
Yes  No  If no, explain:
- Evidence that no more than 15% of the grant amount was spent on public services? Yes  No  If no, explain:
- Evidence that at least 70% of the grant amount principally benefitted persons of low- and moderate-income? Yes  No  If no, explain:
- Did grantee commingle regular CDBG and CDBG-R funds? Yes  No  If yes, explain:
- If applicable, did the activities identified meet the public benefit standard underwriting guidelines as described in 24 CFR 570.209 (a) for entitlements grantees and 24 CFR 570.482(e) for states



U.S. Department of Housing and Urban Development  
Community Planning and Development

OMB Approval No. 2506-0193 (exp 1/31/2015)

Yes  No  If no, explain:

**4. Activity Eligibility and Meet a National Objective**

- Are all activities eligible and does each activity meets a national objective? Yes  No  If no, explain

**5. Audits**

- Did the grantee have any open audits prior to CDBG-R allocation? Yes  No , if yes explain
- Did the grantee make reviews and audits of subrecipients and/or state recipients? Yes  No , if no explain

**6. Monitoring**

- Does the grantee have any open monitoring findings? Yes  No , if yes explain

**7. Reporting Systems**

- Are all quarterly reports current and accurate in Federal Reporting? Yes  No , if no explain
- Did grantee report on the number of jobs created or retained for each activity carried out? Yes  No , if no explain
- Did the grantee report on the name, location, and contact information for the entity that carried out each activity? Yes  No , if no explain
- Does the RAMPS data system indicate that the environmental review is complete? Yes  No , if no explain
- Did the grantee indicate that the grant is complete in Federal Reporting? Yes  No , if no explain

**8. Certifications**

- Did the grantee adhere to all certifications regarding the applicable provisions of the CDBG-R Notice? For example, Buy American provisions, Affirmatively Furthering Fair Housing, Section 3, Lead-based paint procedures. Yes  No , if no explain

**GRANTEE**

By: \_\_\_\_\_  
Grantee Authorized Representative's Signature

\_\_\_\_\_  
Date