



# 2021 CLOSE-OUT CHECKLIST

Grantee: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

## NON-CONSTRUCTION ACTIVITY (Activities that do not involve Davis-Bacon Labor Standards.)

Award amount: \_\_\_\_\_

Leveraged amount: \_\_\_\_\_

### Program Administration

- \_\_\_\_\_ Application
- \_\_\_\_\_ Subrecipient Agreement, any Addendum to the Agreement
- \_\_\_\_\_ Correspondence

### Financial

- \_\_\_\_\_ Signature Authorization
- \_\_\_\_\_ Reimbursement Requests for CDBG Funds
- \_\_\_\_\_ Paid Invoices
- \_\_\_\_\_ Single Audit needed
- \_\_\_\_\_ Total Project Cost \_\_\_\_\_ CDBG \_\_\_\_\_ Leveraged, other

### Citizen Participation (For Cities Only)

- \_\_\_\_\_ Public notices and Public Hearings
  - \_\_\_\_\_ Newspaper published in: \_\_\_\_\_
  - \_\_\_\_\_ # Days prior to hearing: \_\_\_\_\_
- \_\_\_\_\_ Minutes of Public Hearings
- \_\_\_\_\_ Citizen complaint procedure
- \_\_\_\_\_ Record of any citizen complaints

### Fair Housing and Equal Employment Opportunity

- \_\_\_\_\_ April Fair Housing Proclamation (Cities) \_\_\_\_\_ Date of Proclamation
- \_\_\_\_\_ Fair Housing activities during program year

### Procurement

- \_\_\_\_\_ Amount of Contract \$ \_\_\_\_\_
- \_\_\_\_\_ Method used for procurement
  - \_\_\_\_\_ <\$10,000 No competition required
  - \_\_\_\_\_ >\$10,000 < \$25,000 Documentation of bids required
  - \_\_\_\_\_ >\$25,000 Publicly Advertised Competition Required
- \_\_\_\_\_ Solicitation list
- \_\_\_\_\_ Minority and Women Owned Business Outreach
- \_\_\_\_\_ Companies Contacted: \_\_\_\_\_
- \_\_\_\_\_ Documentation of requests for bids/proposals
- \_\_\_\_\_ Number of bids received

### Environmental Review

- \_\_\_\_\_ Environmental determination
- \_\_\_\_\_ Copies of any permits needed
- \_\_\_\_\_ List of permits received \_\_\_\_\_

### Project Beneficiary Information

- \_\_\_\_\_ Income Guidelines in effect at period of activity
- \_\_\_\_\_ Method of qualifying beneficiaries
- \_\_\_\_\_ Method used: \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ Income Qualification Forms and Documentation
- \_\_\_\_\_ Project Beneficiary Information forms over life of grant