2022 CLOSE-OUT CHECKLIST

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

Grantee: __________________________
Grant Number: ______________________
Project Name: ______________________
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