

CDBG CLOSE OUT CHECK LIST
(FOR ADECA USE ONLY)

Subgrantee: _____ Project No: _____

Project Description:

Contact Person: _____ Phone No: _____

- I. Have these documents been received by ADECA's Engineer: Yes No N/A
1. Final Summary Change Order: _____ Yes No
2. Final Inspection for project / date: _____ Yes No
3. As-Built Certification: _____ Yes No

Comments (not required for Demo, Rehab or Planning grants):

- II. Newspaper Advertisement for Notice of Completion: Yes No N/A

(For all prime contractors): Close-out documents should not be submitted until after the 4-week advertisement period and expiration of the 30-day hold from the last advertisement. Additionally, all funds other than administration retainage should be drawn prior to submittal of close-out documents. Contracts for less than \$50,000 have different rules. For more, review Policy Letter 16, rev 1. Date of first ad must not be prior to the date of Final Inspection Certification.

Comments (places and dates):

- III. Final Wage Compliance Report (from all Prime Contractors): Yes No N/A

Was Restitution required? If yes, explain: Yes No

Comments:

IV. Final Disclosure Statement: Yes No

Comments:

V. Section 3 and Minority Contracting Reports: The Form 2516 and Form 60002 are now reported by Fiscal Year (October – September). **These forms are due at closeout with both a cumulative reporting of, and a periodic reporting of CDBG Dollars Only for ALL activities, including Planning Grants.**

1. Is the final Form 2516 (Contracts and Subcontracts) included? Yes No

2. Is the final Form 60002 (Section 3 Summary Report) included? Yes No

3. Has a copy of both periodic forms been provided to the FH&EO program's assistant? Yes No

If not, why? _____

VI. Close Out Public Hearing: N/A (explain below if N/A)

1. Newspaper advertisement / Posting: Yes No

If required, give places and dates:

2. Date of hearing: _____

(Not to be held prior to the date on the Final Inspection Certification)

3. Minutes of hearing: Yes No

4. List of attendees / No of Attendees: _____ Yes No

Comments:

VII. List of Applicants Form for Housing or ED projects: Yes No N/A

Is the number created consistent with the application? Yes No

Comments:

VIII. Households Assisted Form (housing projects only): Yes No N/A

Comments:

IX. Hook-up Certification (water and sewer projects only) N/A

1. Is there a Hook-up Certification signed by chief elected official? Yes No

Comments:

2. Is the number of hookups consistent with the application? Yes No

Comments:

X. Performance Assessment Report

1. Cover sheet (pg 1): Yes No

2. Direct benefit activities sheet (pg 2): Yes No

Comments:

3. Performance Measures Summary sheets (pgs 3-6): Yes No

Pg 5 (economic development) - N/A

Comments: Pg 6 (housing/demo-clearance/acquisition) - N/A

XI. Project Narrative/Photographs Yes No

Is there a detailed narrative of project accomplishments and are there photographs of the project and/or beneficiaries (note if electronic, please print and include in closeout package):

Comments:

XII. CDBG Budget/Final Financial Form

1. Is the Financial Form properly completed? Yes No
2. Is final draw submitted with the close out? Yes No

If yes and acceptable, note in comments section of the draw: "Acceptable close out documents have been received."

Comments:

XIII. Internal Close Out Forms and Procedures

1. Has the project been monitored? Yes No
2. Have all monitoring findings been resolved? Yes No N/A
3. Have input forms for monitoring/close out been completed? Yes No
4. Is Implementation Schedule Current? Yes No
5. CDBG Budget/Final Financial Report signed by ADECA? Yes No
6. Has Close out letter been written? Yes No

Comments:

XIV. Audit Certification Form

1. Has an Audit Certification been properly completed? Yes No
2. Which Block was completed? Block 1 Block 2

Comments:

XV. Other Comments (formal amendment, etc.)

Comments:

Program Supervisor's Signature _____ Date: _____