

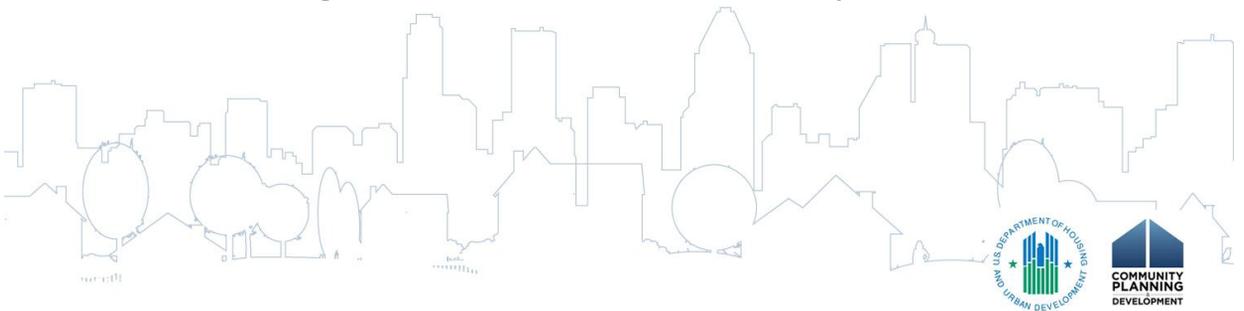


Grant Closeout



What is grant closeout?

The closeout of a grant is a process in which HUD determines that all applicable administrative and program requirements of the applicable Grant Agreement between HUD and the grantee have been completed.



Criteria for closing a grant

In order to close out a CDBG disaster recovery grant, HUD ensures the following:

✓ All CDBG-DR funds have been expended

OR

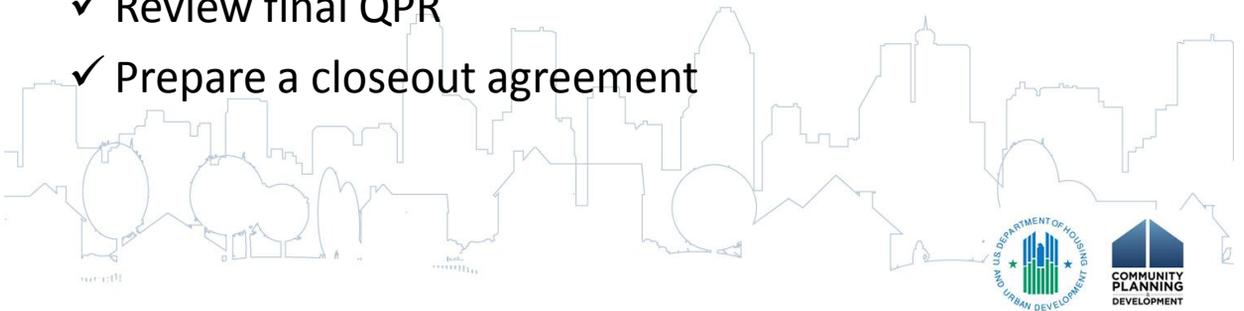
✓ Grant agreement between grantee and HUD has expired
(as applicable)

Process begins ninety (90) days after the grant ends



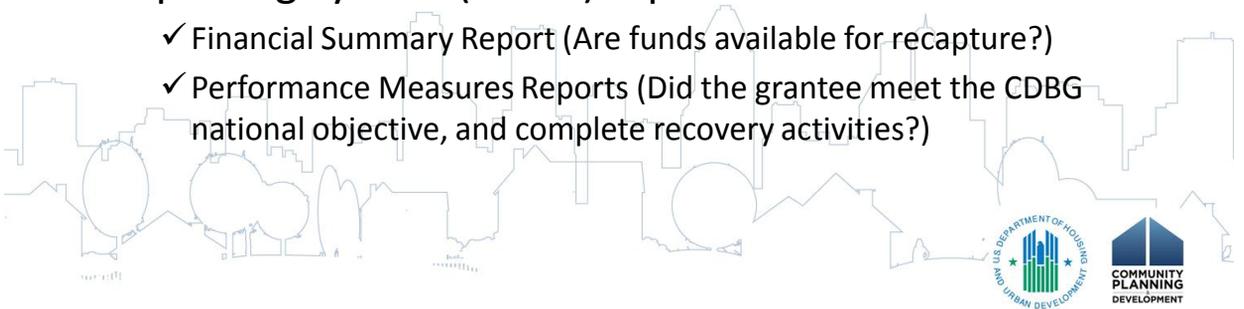
Grantee Role in Closeout

- ✓ Expend all grant funds in accordance with needs or return funds
- ✓ Update accomplishments data to reflect all activities completed (or canceled)
- ✓ Update the performance measures for actual versus proposed
- ✓ Review final QPR
- ✓ Prepare a closeout agreement



Begin the close out process

1. HUD HQ works with HUD Field Staff to close out grants.
2. HUD Field Staff request that the closeout process begin
3. HUD HQ will provide Disaster Recovery Grant Reporting System (DRGR) reports related to closeout
 - ✓ Financial Summary Report (Are funds available for recapture?)
 - ✓ Performance Measures Reports (Did the grantee meet the CDBG national objective, and complete recovery activities?)



Begin the close out process (cont.)

DRGR Financial Summary Report

Grantee Name: State of Maryland, Grants Grant Number:
B-05-DJ-24-0001, Grant Status/Description: Active,
Grants Contract Effective Date: 8/5/2005, Grants Contract End
Date: 8/5/2009

B-05-DJ activity status

Activity/Grantee Activity Number	Activity Activity Title	Activity Status-Description	Meets	Grants Grant Amount	Activity HUD Fund	Activity Obligated Amount	Activity Drawn Amount	GPR HUD Fund Expended	Activity Balance
05_Isabel Recovery_Low Mod Loans	05_Isabel Recovery_Low Mod Loans	Under Way		\$2,737,133.00	\$1,942,809.48	\$1,942,809.48	\$1,942,809.48	\$1,942,809.48	0
05_Isabel Recovery_Slum and Blight Loans	05_Isabel Recovery_Slum and Blight Loans	Under Way		\$2,737,133.00	\$539,981.58	\$539,981.58	\$539,981.58	\$539,981.58	0
05_Isabel Recovery_Admin	05_Isabel Recovery_Admin	Under Way		\$2,737,133.00	\$54,743.00	\$54,743.00	\$54,743.00	\$54,743.00	0
05_Isabel Recovery_Slum_Blight_Acq_Grant	05_Isabel Recovery_Slum_Blight_Acq_Grant	Planned		\$2,737,133.00	\$116,562.00	\$116,562.00	\$116,562.00	\$116,562.00	485,107
05_Isabel Recovery_Slum-Blight_Demo_Grant	05_Isabel Recovery_Slum_Blight_Demo Grant	Planned		\$2,737,133.00	\$109,800.44	\$10,005.00	\$10,005.00	\$10,005.00	199,895
Total				\$3,685,665.00	\$2,737,133.00	\$2,062,131.06	\$2,062,131.06	\$2,062,131.06	675,002

#1 Are the activities complete ?

#2 Do the funds in DRGR match the amounts in LOCCS? Are there funds to be recaptured?

Begin the close out process (cont.)

DRGR Performance Measures Report

Grantee Name: State of Maryland, Grants Grant Number:
 B 05 DU 21 0001, Grant Status Description: Active
 Grants Contract Effective Date: 8/8/2006, Grants Contract End
 Date: 8/31/2009

Activity/Grantee Activity Number	Activity Activity Title	Activity Status/Description	Measure	Activity Measure Projected Quantity	QPR Measure Actual Quantity
05_Isabel Recovery_Low Mod Loans	05_Isabel Recovery_Low Mod Loans	Under Way		70	70
05_Isabel Recovery_Slum and Blight Loans	05_Isabel Recovery_Slum and Blight Loans	Under Way		21	21
05_Isabel Recovery_Slum_Blight_Acq_Grant	05_Isabel Recovery_Slum_Blight_Acq_Grant	Planned		5	2
05_Isabel Recovery_Slum_Blight_Term_Grant	05_Isabel Recovery_Slum_Blight_Term_Grant	Planned		1	1
Total				107	101

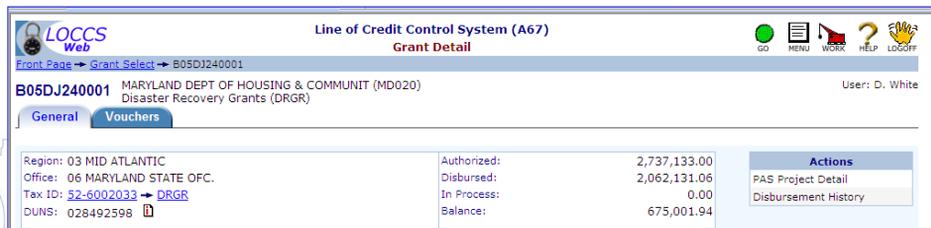
#1 Have the **Actual** performance measures been entered in the QPR?

#2 Are the measures reasonable?

#3 Did the grantee meet their National Objective?

Begin the close out process (cont.)

- DRSI validates funds in Line of Control Credit System (LOCCS) against funds in DRGR
 - ✓ Award Amount
 - ✓ Amount of Disbursements
 - ✓ Funds Remaining?
 - ✓ Amounts in DRGR match with LOCCS



The screenshot displays the LOCCS Web interface for a grant detail. The page title is "Line of Control Credit System (A67) Grant Detail". The grant ID is B05DJ240001, associated with the MARYLAND DEPT OF HOUSING & COMMUNIT (MD020) and Disaster Recovery Grants (DRGR). The user is identified as D. White. The interface is divided into "General" and "Vouchers" tabs. The "General" tab shows the following information:

Region: 03 MID ATLANTIC	Authorized:	2,737,133.00
Office: 06 MARYLAND STATE OFC.	Disbursed:	2,062,131.06
Tax ID: 52-6002033 → DRGR	In Process:	0.00
DUNS: 028492598	Balance:	675,001.94

On the right side, there is an "Actions" menu with options for "PAS Project Detail" and "Disbursement History".



Role of HUD Field Staff in Closeout

- Complete the checklist in DRGR
 - ✓ Status changes from “Active” to “Ready to Close”
 - ✓ Print a copy of the completed Checklist

Admin | **Action Plans** | **QPR** | **Reports** | **Grantee**

Grants

Edit Grant Closeout Checklist

Program:
DRGR

Grant #: B-98-DD-41-0001 **Status:** Active **Statutory Deadline:** **Type:** State Only

Description	Date Completed
Check HUD intranet FAQ for guidance	<input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small>
Grantee QPRs cover all expended funds?	<input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small>
Grantee has completed pre-closeout checklist?	<input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small>
HUD has reviewed and accepted all reports?	<input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small>
Grantee has submitted signed closeout agreement?	<input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small>
All FAQ closeout steps complete?	<input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small>



Role of HUD Field Staff in Closeout (cont'd.)

- Execute the grant documentation
 - ✓ Grant Closeout Agreement
 - ✓ Grant Certification
 - ✓ DRGR Checklist
- Submit copies of the complete closeout package to:
 - ✓ CFO at Fort Worth
 - AND
 - ✓ Division Director in the DRSI Office at HUD HQ.
- Send confirmation to Grantee



Role of the HUD HQ Staff

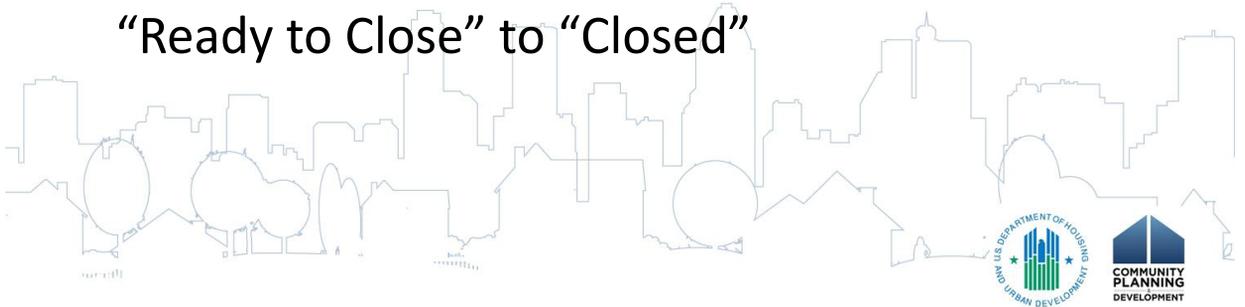
- Confirms the DRGR financial summaries agree with amounts in LOCCS, the information is complete, and all the forms are signed.¹

¹All original closeout documentation for grants appropriated from 1997-2005 remain in the respective Field Office. Only the HQ held disaster grants **original documentation** will be retained at DRSI HUD-HQ office



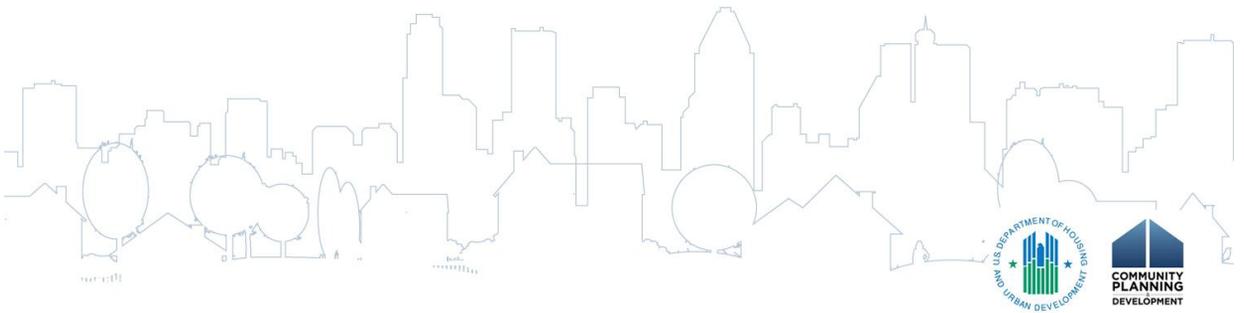
Role of the HUD HQ Staff

- Receives copies of the completed package with signatures on the closeout agreement certification, and cover letter sent to the HUD CFO, National Accounting Center
- Update the status of the grant in DRGR from “Ready to Close” to “Closed”



Sample Documents

- **Closeout Agreement**
- **Grant Closeout Certification**



CLOSEOUT CERTIFICATION

Grant # _____

To the best of my knowledge, all activities undertaken, or to be undertaken, with funds provided under this agreement have been carried out, or will be carried out, in accordance with the award agreement; that no fraud, waste or mismanagement has occurred in the administration of this award; that proper provision has been made for the payment of all unpaid costs and unsettled third-party claims; that the Department of Housing and Urban Development is under no obligation to make any payment to the awardee in excess of the amount identified in the grant agreement; and that every statement and amount set forth in the final quarterly, financial summary and federal cash transaction reports is true and accurate as of this date.

I certify that all program income on hand at the time of closeout shall continue to be used in accordance with the eligibility requirements in [24 CFR Part 570 subpart C](#) and all other applicable provisions until it is expended. I further certify that income received after closeout shall not be governed by the provisions of this part, except that, 1) if at the time of closeout the recipient has another ongoing CDBG grant received directly from HUD, funds received after closeout shall be treated as program income of the ongoing grant program; or 2) if the recipient does not have another ongoing grant received directly from HUD at the time of closeout, income received after closeout from the disposition of real property or from loans outstanding at the time of closeout shall not be governed by the provisions of this part, except that such income shall be used for activities that meet one of the national objectives in 570.208 and the eligibility requirements described in section 105 of the Act.

Real property acquired is listed in the quarterly reports or on the Pre-closeout Guide. At this time, program income amounts to \$_____. Accounting records will be kept on the use of these funds and any additional program income.

I understand that HUD may monitor compliance with the terms of this agreement at any time. In addition, financial records, supporting documents, statistical records and all other records pertinent to your grant shall be retained for a period of five years from the date of submission of the final expenditure report. The only exceptions are those listed in OMB Circular No. A-110 revised.

Name and Title of Authorized Official _____

Signature _____ Date _____

Note: Any false statements knowingly or deliberately made are subject to civil or criminal penalties under Section 1001 of Title 18 of the U.S. Code.