

**CDBG PROJECT CLOSE-OUT REPORT**

**PROJECT INFORMATION**

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

Grantee: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Grant Program Year: \_\_\_\_\_

**COSTS AND FUNDING**

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Amount of CDBG Funds Awarded: \_\_\_\_\_

Total Project Costs: \_\_\_\_\_ Leveraged Funds: \_\_\_\_\_

CDBG Funds Used: \_\_\_\_\_ Source of Leveraged Funds:

Date of Final RFP: \_\_\_\_\_

\_\_\_\_\_

Amount Remaining after Final Payment: \_\_\_\_\_

Date of construction completion/equipment delivery: \_\_\_\_\_

**ACCOMPLISHMENTS**

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Project Description as Proposed (*Detailed Summary*):

Project as Completed and why changes were made (*Detailed Summary*):

**BENEFICIARIES**

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**Direct Benefit** (e.g., water or sewer hookups, housing improvements, etc.)

Proposed number of people to receive direct benefits from this project \_\_\_\_\_

Actual number of people who received direct benefits from this project \_\_\_\_\_

**Indirect Benefit** (e.g., system-wide projects, fire protection, etc.)

Proposed number of people to receive indirect benefits from this project \_\_\_\_\_

Actual number of people who received indirect benefits from this project \_\_\_\_\_

**LMI Benefit** (Note that the number of beneficiaries might have changed from the application.)

Proposed LMI percentage benefit \_\_\_\_\_

Actual LMI percentage benefit \_\_\_\_\_

*\* If the project was a line extension project, complete form H-6 which lists everyone served by the project.*

30% \_\_\_\_\_ 50% \_\_\_\_\_ 80% \_\_\_\_\_

**FAIR HOUSING AND EQUAL EMPLOYMENT OPPORTUNITY**

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*(Attach Supporting Documents as needed)*

Fair Housing Activity (*Detailed Summary*): \_\_\_\_\_ Amount Spent: \_\_\_\_\_

Which impediment was addressed and how?

Date approved by ECD: \_\_\_\_\_ Person who approved: \_\_\_\_\_

**CERTIFICATION**

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I, the undersigned administrator of the grantee, certify that the information in this close-out packet is true and correct.

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*(Preparer's Signature)*

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*(Date)*