

# **SANDY CDBG-DR CLOSE-OUT POLICY**

- **Project Close-out**
- **Program Close-out**
- **Grant Close-out**

## Table of Contents

- 1.0 Introduction**
- 2.0 Purpose**
- 3.0 Definition of Terms**
- 4.0 Policy**
- 5.0 Project Close-Out Process**
  - 5.1 Reviewing and Executing Close-Out Documentation**
  - 5.2 Conditional Close-Out**
  - 5.3 Final Close-Out**
  
- 6.0 Program Close-Out Process**
  - 6.1 Reviewing and Executing Close-Out Documentation**
  - 6.2 Conditional Close-Out**
  - 6.3 Final Close-Out**
  
- 7.0 Close-Out Components for Projects and Programs**
  - 7.1 Closure of Outstanding Purchase Orders or Outstanding Claims**
  - 7.2 Disposition of Property**
  - 7.3 Disposition of Program Income**
  - 7.4 Recordkeeping Requirements**
  - 7.5 Updated Subrecipient Agreement or MOU**
  
- 8.0 Grant Close-Out**
  - 8.1 Policy**
  - 8.2 Determination of Readiness for Close-Out**
  - 8.3 HUD Review of Close-Out Documentation and DRGR**
  - 8.4 Close-Out Action**
  - 8.5 Recordkeeping Requirement**

### **FORMS:**

#### **Appendices**

**Appendix A: NJ CDBG-DR List of Programs**

**Appendix B: Close-Out Process Flow**

**Appendix C: Summary of Close-Out Forms**

**Appendix D: Routing Form – Divisions Checklist/Sign-Off of Approval to Close**

**Appendix E: Final Project or Program Close-Out Letter (*to be developed*)**

**Appendix F: Project and Program Close-Out Forms**

Form 1: Notification for Close-Out

- Form 2: Total Project Source of Funds
- Form 3: Program Income Information Form
- Form 4: Equipment Inventory
- Form 5: Civil Rights Compliance Report - Displacement of LMI Households
- Form 6: Section 3 Summary Report
- Form 7: Final Wage Compliance Report

## **Appendix G. Grant Close-Out Forms**

### Documents submitted by HUD to NJ DCA:

- Attachment 1: HUD Form 40154 Sample Close-Out Letter from HUD to NJ DCA
- Attachment 2: HUD Form 40155 Sample Close-Out Letter from HUD to NJ DCA
- Attachment 5: HUD Form 40159 Sample Grant Close-Out Agreement
- Attachment 6: HUD Form 7082 Funding Approval/Agreement

### Documents submitted by NJ DCA to HUD:

- Attachment 3: HUD Form 40156 Grantee Close-Out Certification

*NOTE: NJ DCA should only complete the relevant sections of the Grantee Close-Out Certification.*

- Attachment 4: HUD Form 40157 Close-Out Checklist

## 1.0 INTRODUCTION

In the aftermath of Superstorm Sandy, the United States Congress, through the Disaster Relief Appropriations Act of 2013, Public Law 113-2, appropriated approximately sixteen billion dollars (\$16,000,000,000) to the U.S. Department of Housing and Urban Development (HUD) to be allocated as Community Development Block Grants-Disaster Recovery (CDBG-DR) among States, including the State of New Jersey, and other eligible government entities to provide crucial funding for recovery efforts involving housing, economic development, infrastructure and the prevention of further damage to affected areas. The State received a total of \$4,174,429,000 in CDBG-DR funds through three allocations: pursuant to FR-5696-N-01 (March 5, 2013), the State received a first allocation of \$1,829,520,000; pursuant to FR-5696-N-06 (November 18, 2013), the State received a second allocation of \$1,463,000,000; and pursuant to FR-5695-N-11 (October 16, 2014), the State received a third allocation of \$501,909,000 and \$380,000,000 for Rebuild by Design projects.

The State's *Action Plan* detailing the programs to be funded with the Sandy CDBG-DR funds was approved by HUD on April 29, 2013. HUD has approved subsequent Action Plan Amendments to reflect the additional allocations and the changes to the programs.

The New Jersey Department of Community Affairs (DCA) has been designated as Grantee, to administer the State's CDBG-DR programs, which are subject to the federal statutes and regulations governing CDBG-DR funds. DCA has designated several subrecipients and state partners to administer certain recovery activities set forth in the New Jersey Action Plan and ensuing Amendments.

The CDBG-DR funds under PL 113-2 generally have a 2-year expenditure deadline. HUD has made accommodations to allow that the funds can be partially obligated in "Rounds." Each Round, once obligated, begins a two-year expiration for expenditure. The final obligation Round **MUST** occur by September 30, 2017. All funds obligated in the final Round of obligation will expire two years from the obligation date or September 30, 2019 whichever is first, unless granted an extension for expenditure by HUD.

OMB has "authorized HUD to provide CDBG-DR grantees with expenditure deadline extensions for activities that are inherently long-term and where it would be impracticable to expend funds within the 24-month period and still achieve program missions" (FR-5696-N-14). As of July 2023, HUD has provided an extension for CDBG-DR funds to **September 30, 2029**.

## 2.0 PURPOSE:

While the Sandy CDBG-DR Grant (**Grant # B-13-DS-34-0001**) cannot be closed until all funds are expended; the activities, projects and programs can be closed as they are determined to be completed. The purpose of this document is to provide the policy and procedures that will govern project and program close-out for the Sandy CDBG-DR activities. This Close-out means that no further actions can or will be taken against that Project or Program (and Activities contained therein); funds are no longer available; the National Objective has been met; and future Quarterly Performance Reports (QPR) submittals on that Project or Program is no longer required.

### 3.0 DEFINITIONS:

**Activity:** Any project, program or portion thereof which receives CDBG-DR funding, is CDBG-eligible or has received a waiver, meets a national objective, and addresses a direct or indirect impact from Sandy. Activity is the level at which DRGR defines funding and performance measures. An activity has a specific national objective and single eligible activity type.

**Close-Out:** The official process by which an activity, project, program and grant complete the steps required, confirmed by DCA to ensure that all requirements are met and reporting is no longer required.

**Disaster Recovery Grant Reporting System (DRGR):** The HUD system which all grantees are required to use to draw funds and track the expenditures and performance measures by activity, as well as to indicate if an activity is closed. DCA, as grantee is the only entity with direct access to enter information into DRGR.

**Draw Down:** The process of requesting and receiving CDBG funds.

**DRM** – Division of Disaster Recovery and Mitigation in DCA; replaced the Sandy Recovery Division

**Grantee:** NJ State Agency or State Department that has a binding agreement in place with NJ DCA to administer a CDBG-DR program(s) and/or project(s). Those departments that are considered the divisions within the same legal entity as NJ DCA are considered as grantee (as opposed to a subrecipient).

**Program Manager:** The grantee or subrecipient point of contact responsible for submitting close-out information to DCA.

**Program Income:** Gross income received by a grantee or subrecipient directly generated from the use of CDBG-DR funds. When program income is generated by an activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds used. Program income is used for additional disaster recovery activities and is treated as CDBG-DR funding.

**Project:** Funds allocated to a specific Subrecipient or awardee, under a Program approved in the Action Plan. A project can have one or multiple activities, depending on the national objective(s) to be met and the eligible activity(s).

**Program:** Defined in the Action Plan (and subsequent Amendments) to explain the design and purpose for which CDBG-DR funds will be expended. The Program can be comprised of specific projects and several activities.

**State Integrated Recovery Operations and Management System (SIROMS):** The DCA-contracted system of official record for the tracking of financial transactions and program information. SIROMS is designed to contain fields that mirror those required in DRGR.

**Subrecipient:** A non-Federal entity that receives a sub-award from DCA to carry out a program or part of a program under the Sandy CDBG-DR Action Plan. A Subrecipient does not include an individual that is a beneficiary of such program. A Subrecipient Agreement must be in place with these entities.

#### 4.0 POLICY:

Close-out is the official process by which a project, program and grant complete the steps required, and receive confirmation from DCA to ensure that all requirements are met, and reporting is no longer required. This policy discusses Close-out on three levels, as they apply:

- Project Close-out (Section 5.0)
- Program Close-out (Section 6.0)
- Grant Close-out (Section 7.0)

There are three possible levels in the Close-out Process: 1) Individual Project Close-out; 2) Final Subrecipient or Partner Program Close-out; and 3) DCA Final Grant Close-out. Project Close-out occurs first and involves closing out an activity or set of related activities for a particular Project. Program Close-out for the Subrecipient or the partner agency operating as the grantee occurs after all Projects related to the Program have been closed out. There are cases where Project and Program Close-out can be simultaneous, therefore only one Close-Out process is implemented (for example: Tourism Program).

Once a Project or Program is ready for close-out, the designated Program Manager for the Project/Program notifies DCA/SRD, to initiate the close-out process.

Project and Program Close-out is the process by which DCA – DRM determines that:

1. All eligible activities were completed and met a national objective.
2. All assigned CDBG-DR funds were expended in full or all remaining funds are returned to DCA for reprogramming.
3. All reporting requirements were completed and submitted.
4. All terms and conditions of the MOU or Subrecipient Agreement and applicable laws and regulations were met.
5. All audit and monitoring issues affecting the project and/or program grant were resolved.
6. SIROMS contains the Final Close-Out Report and DRGR is updated.

Subrecipients and Program Partners are responsible for timely submission of close-out documents. A Project cannot be closed out until all funds have been expended, all activities associated with the project have been completed, and the National Objective has been met. For example, a project that provides funds to build an affordable housing development cannot be closed out until the leasing to all LMI households requirement is met. A Program cannot be closed out until all Projects, if more than one, falling under the Program have been closed out.

In order to complete the necessary close-out documents, the Program Manager must close-out any subcontracts or subrecipient agreements associated with the Program/Project, and complete financial settlement of any outstanding claims.

Grant Close-out is the final step of the process, where the State of New Jersey certifies the end of all activities under the Sandy CDBG-DR Grant (**Grant # B-13-DS-34-0001**).

## 5.0 PROJECT CLOSE-OUT PROCEDURE:

The Program Manager initiates the close-out process for a project when they indicate in the Quarterly Progress Report (QPR) that all dollars have been spent for a Project or Program and all metrics have been reported.

The DRM sends the **Project Notification for Close-Out (Form 1)** to the program for completion. Return of the package including all subsequent form that apply (Form 1-8) holds a deadline of 30 days for return. In the package the program must indicate if the anticipated project has reached completion; all funds to be paid with CDBG funds have been incurred, with the exception of monitoring costs that are tracked separately; the work, wholly or partially financed with CDBG is completed; and all other responsibilities of the grantee or subrecipient as outlined in the agreement with DCA have been met.

If there are multiple projects, then each project can be closed out separately at the time of completion. The forms listed below are optional depending on which are applicable to each specific Project. The **Project Notification for Close-Out Form** plus any applicable forms below constitute the **Project Close-out Packet**.

#	Project Close-out Form	Description
1	Notification for Close-Out	Summarizes final project or program details that is ready for close out.
2	Project Source of Funds	Amount, source and status of all funds utilized on that project.
3	Program Income Information Form	Details the amount and use of Program Income, if any was received.
4	CDBG Equipment Inventory Form	A final report for all equipment purchased with CDBG-DR funds.
5	Civil Rights Compliance – Displacement of Low and Moderate Income Households	Displacement impact of the project being closed out (by income levels and racial category).
6	Section 3 Summary Report	Section 3 information for the project being closed out.
7	Final Wage Compliance Report	Contractor wage information for the project being closed out.

The Program Manager completes all applicable forms outlined above and submits an electronic copy of the packet to the DRM.

In completing the forms, the Program Manager should:

1. Identify activities on the forms exactly as they are identified in the Action Plan (or subsequent Amendments and the DRGR).
2. Provide current data on obligated and expended amounts by activity.
3. On all tables, make sure that the rows and columns of figures subtotal accurately.
4. Identify methods used to determine beneficiaries. For example, for business grant programs, it is the number of job created or retained base on job reports from the business.

**NOTE:** If a single Project was funded with multiple rounds of CDBG-DR funding, only one **Notification for Close-out Form** is needed, but should clearly include ALL activities associated with that Project, to ensure all are closed out at the same time. A separate Form should be completed for each Project to be closed (if not closing the entire Program at one time).

**5.1 Reviewing and Executing Close-Out Documentation**

The DRM reviews all submitted documentation for completeness and accuracy by the programs under the DRM. Finance and Performance Reporting leads to ensure that the information submitted matches the latest information and reports submitted via DRGR.

The DRM works with the Program Manager to make any necessary changes to the project **Close-out Packet**. Once it is determined that all information in the **Close-out Packet** is correct, the forms are signed as applicable by the appropriate designated representatives.

The acceptance of the **Close-Out Packet** launches the required DCA Divisional reviews.

**DCA CLOSE-OUT PACKET DIVISIONAL REVIEWS**

<b>DCA Divisions</b>	<b>Purpose of Review</b>
FINANCE & REPORTING	Review of Budget and all invoices are paid. Confirm any remaining funds. Confirm the shift of funds.
MONITORING & COMPLIANCE	Review of outstanding Monitoring Report – ensure all observations, concerns or findings are closed. Also coordinates with DCA Audit to ensure all confirming all audits and reports are completed such as FFATA, contract, Section 3, etc.
LEGAL & PROCUREMENT	Review of contracts, Subrecipient Agreements to ensure they are closed.
FISCAL	Confirmation of closure of NJCFS, including all purchase orders that may be associated. Shift of remaining funds.

Each Division maintains a checklist or list of requirements that describes the review that is done, documentation reviewed and sign-off when review is complete, indicating that the project can move to final Close-out. See Appendix D for the **Routing Form – Divisions Checklist/Sign-Off of Approval to Close**.

**5.2 Conditional Close-out**

Upon execution and acceptance of the **Project Close-Out Packet** (Form 1 and other applicable forms), the project is considered ‘conditionally closed out.’

**5.3 Final Close-out**

Sandy Recovery Division issues a **Final Close-out letter** (*Appendix E*) to the Partner Agency lead or their designee upon receipt and approval of all from the Sandy Recovery Divisions in the Close-out process.



The Sandy Recovery Division: Budget and Finance marks the activity(s) associated with the Project as “Closed” in DRGR. Upon final project close-out the Sandy Recovery Division Budget and Finance ensures any de-obligated funds are no longer available from activity(s) in DRGR and shifts are made according to the plan approved by DCA Deputy Commissioner (and any Action Plan Amendments as may have been required).

## 6.0 PROGRAM CLOSE-OUT PROCEDURE

If a Program consists of multiple Projects, when all Projects identified within a Program (as listed in the Action Plan or ensuing Amendments) are completed, the Program Manager submits a **Program Notification for Close-Out (Form 1)**. The **Program Notification for Close-Out** summarizes the individual projects that have been completed and are ready to be closed (or have already been closed) and depicts the final computation of CDBG-DR funds.

The forms listed below are optional depending on which are applicable to each specific Program. The **Program Notification for Close-Out** Form plus any applicable forms below constitute the **Program Close-out Packet**.

#	Program Close-out Form	Description
1	Notification for Close-Out	Summarizes final project or program details that is ready for close out.
2	Project Source of Funds	Amount, source and status of all funds utilized on that project.
3	Program Income Information Form	Details the amount and use of Program Income, if any was received.
4	CDBG Equipment Inventory Form	A final report for all equipment purchased with CDBG-DR funds.
5	Civil Rights Compliance – Displacement of Low and Moderate Income Households	Displacement impact of the project being closed out (by income levels and racial category).
6	Section 3 Summary Report	Section 3 information for the project being closed out.
7	Final Wage Compliance Report	Contractor wage information for the project being closed out.

### 6.1 **Reviewing and Executing Close-Out Documentation**

The DRM reviews all submitted documentation for completeness and accuracy working with the DRGR Reporting Lead to ensure that the information submitted matches the information and reports submitted via DRGR and SIROMS.

The Sandy Recovery Division works with the Program Manager to make any necessary changes to the program close-out forms. Once the it is determined that all information in the close-out documents is correct, the forms are signed as applicable by the appropriate designated representatives.

The acceptance of the **Program Close-Out Packet** launches the required DCA Divisional reviews.

**DCA CLOSEOUT PACKET DIVISIONAL REVIEWS**

<b>DCA Divisions</b>	<b>Purpose of Review</b>
FINANCE & REPORTING	Review of Budget and all invoices are paid. Confirm any remaining funds. Confirm the shift of funds.
MONITORING & COMPLIANCE	Review of outstanding Monitoring Report – ensure all observations, concerns or findings are closed. Also coordinates with DCA Audit to ensure all confirming all audits and reports are completed such as FFATA, contract, Section 3, etc.
LEGAL & PROCUREMENT	Review of contracts, Subrecipient Agreements to ensure they are closed.
FISCAL	Confirmation of closure of NJCFS, including all purchase orders that may be associated. Shift of remaining funds.

Each Division maintains a checklist or list of requirements that describes the review that is done, documentation reviewed and sign-off when review is complete, indicating that the program can move to final Close-out. See Appendix D for the ***Routing Form – Divisions Checklist/Sign-Off of Approval to Close.***

**6.2 Conditional Close-out**

Upon execution and acceptance of the **Program Close-Out Packet** (Form 1 and other applicable forms), the project is considered to be ‘conditionally closed out.’

**6.3 Final Close-out**

DRM issues a **Final Close-out letter** (*Appendix E*) to the Partner Agency lead or their designee upon receipt and approval of all from the Sandy Recovery Divisions in the Close-out process.

The DRM: Budget and Finance marks the activity(s) associated with the Program as “Closed” in DRGR. Upon final program close-out the Sandy Recovery Division: Budget and Finance ensures any de-obligated funds are no longer available from activity(s) in DRGR and shifts are made according to the plan approved by DCA Deputy Commissioner (and any Action Plan Amendments as may have been required).

**7.0 Close-Out Components for Projects and Programs**

### **7.1 Closure of Outstanding Purchase Orders or Outstanding Claims**

Prior to Program Close-Out, all open associated purchase orders and task orders will be resolved and closed to ensure no future disbursements. If unsettled third party claims were included, upon resolution of these claims, the Program administering entity must submit documentation to the Department of Community Affairs/ Sandy Recovery Division: Office of Legal and Procurement to review before the project can receive a final close-out.

### **7.2 Disposition of Property**

Prior to Program Close-Out, the subrecipient or program partner must dispose of all property accordingly.

- Disposition of Tangible Personal Property: The subrecipient shall account for all tangible personal property acquired with grant funds.
- Disposition of Real Property: Proceeds derived after the close-out from the disposition of real property acquired with grant funds are subject to program income requirements.

### **7.3 Disposition of Program Income**

Generally, a project or program cannot be closed out until all anticipated Program Income is received. In the case of a Special Purpose Revolving Loan Fund (RLF), if the originating activity/program is no longer generating program income, then that program can be closed out.

### **7.4 Recordkeeping Requirement**

Each partner or subrecipient must maintain Program and Project records in accordance with 24 CFR 570.490(d). All project and program records must be retained for the greater of 3 years from close-out of the grant to the state or for 7 years after the completion of a CDBG funded project pursuant to 42 USC 12707(a)(4), whichever may be longer. To ensure compliance, NJ DCA requires each partner or subrecipient to retain all documents for five years after close-out of the HUD grant to ensure that all applicable record retention requirements are met.

### **7.5 Updating Subrecipient Agreement or MOU**

If there is a Subrecipient Agreement or MOU in place for the projects that are being closed out, the Office of Legal and Procurement reviews the agreement or MOU to determine if there are specific provisions mentioning the Administering Agency's obligation to carry out the relevant project. If there are provisions related to the project being closed out, the agreement or MOU is updated to revise those provisions to indicate the project is completed and all required close-out documentation was provided to the Sandy Recovery Division.

## **8.0 GRANT CLOSE-OUT POLICY AND PROCEDURES**

### **8.1 PURPOSE**

The purpose of this section is to provide the policy and procedures that will govern overall DCA Grant Close-Out (**Grant Number: B-13-DS-34-0001**) for NJ CDBG-DR Program activities. This policy and procedures is based on the guidance provided by HUD in Notice CPD-14-02 published on Feb. 11, 2014.

## **8.2 POLICY**

Before the Grant can be closed out, all CDBG-DR funds must be drawn down, and all activities must meet national objective requirements and be physically complete. The NJ DCA State CDBG-DR grant can be closed out when all of the following criteria have been met:

- 1) NJ DCA disbursed to recipient partners, subrecipients and units of general local government all CDBG-DR funds included in the Substantial Amendment of the Action Plan.
- 2) All activities were completed and all grant funds expended.
- 3) NJ DCA has made the required reviews and audits to determine whether recipients satisfied the performance criteria in the Recovery Act. Section 1512 subsection (c)(4) of the Recovery Act states that funding recipients are required to report information.
- 4) The costs charged to the grant did not exceed the 5% allowed for Administration; the 15% allowed for Planning; the 20% cap for public service expenditures; and the 20% cap for expenditure outside of the nine most impacted counties.
- 5) Not less than 50 percent of the funds were expended on activities that benefit low- and moderate-income (LMI) persons (unless specific waivers to the requirements are received from HUD).
- 6) The audit(s) of NJ DCA covers all funds in the grant to be closed and there are no open outstanding monitoring or audit findings affecting the grantee. If grant funds were expended since the most recent audit that HUD determines are ineligible through subsequent audits and field office reviews, NJ DCA may be required to repay HUD and the funds will be returned to the U.S. Treasury.
- 7) Other responsibilities of NJ DCA under the grant agreement with HUD and applicable laws and regulations have been carried out satisfactorily, or there is no further Federal interest in keeping the grant agreement open for the purpose of securing performance.

## **8.3 Determination of Readiness for Close-out**

NJ DCA and HUD staff jointly determine that a grantee is prepared to begin the close-out process once NJ DCA and HUD staff have confirmed that all funds awarded to NJ DCA under the grant agreement have been expended. HUD will inform the grantee that the close-out process has commenced and of the next steps to be taken by sending a version of the close-out letter included as Attachment 1 and 2 to this document. Attached to the letter will be a **Grantee Close-out Certification** (Attachment 3) and the **Close-out Checklist** (Attachment 4). NJ DCA completes and returns these two documents to HUD.

## **8.4 HUD Review of Close-out Documentation, DRGR**

After HUD receives the close-out documentation from NJ DCA, HUD reviews the close-out documents submitted by the grantee for consistency with the following HUD files and systems:

1. Disaster Recovery Grant Reporting System (DRGR). Check to determine if all funds have been drawn down and all activities have been completed.
2. Line of Credit. Check to determine if the grantee has any remaining funds in the line of credit. Any remaining funds will be cancelled through the close-out process.

3. Audit Reports and Monitoring Letters. Review files to determine if there were any unresolved monitoring, audit findings, and/or citizen complaints.

Once it has been determined that the criteria for close-out are met, HUD completes and executes the Grantee Close-out Certification.

### **8.5 Close-out Action**

Within 90 days of the Close-out Certification execution, NJ DCA submits to HUD a copy of the final performance and evaluation report described in 24 CFR Part 91 and Federal Financial Report SF-425 (Appendix 6), or the equivalent state financial reports that meet the criteria at 24 CFR 570.489(d). If the grantee has already submitted its final performance report, no additional report is required to be submitted. If an acceptable report is not submitted, an audit of the grantee's activities may be conducted by HUD.

Based on the information provided in the final performance report and other relevant information, HUD prepares a close-out agreement. Any obligations remaining as of the date of the close-out are covered by the terms of a close-out agreement (see Attachment 5 and 6 for sample agreements). The agreement is prepared by HUD in consultation with the grantee. The agreement identifies the grant being closed out, must be executed by the grantee and the appropriate HUD official, and be forwarded to the Fort Worth Accounting Center.

Any costs paid with CDBG-DR funds which were not previously audited are subject to coverage in NJ DCA's next single audit performed in accordance with OMB Circular A-133. NJ DCA may be required to repay HUD any disallowed costs based on the results of the audit or on additional HUD reviews provided for in the close-out agreement.

HUD will cancel any unused portion of the grant. The appropriate HUD staff will prepare the HUD Form 7082 (Attachment 6) and send to the HUD Fort Worth Accounting Center for processing. The amount of CDBG funds to be recaptured is indicated in Box 11c.

### **8.6 Recordkeeping Requirement**

Upon completion of grant close-out, NJ DCA notifies all grantees and subrecipients that it must retain all documents related to grant activities for five years after close-out of the HUD grant to ensure that all applicable record retention requirements are met.

#### Forms

Documents submitted by HUD to NJ DCA:

- Attachment 1: HUD Form 40154 Sample Close-out Letter from HUD to NJ DCA
- Attachment 2: HUD Form 40155 Sample Close-out Letter from HUD to NJ DCA
- Attachment 5: HUD Form 40159 Sample Grant Close-out Agreement
- Attachment 6: HUD Form 7082 Funding Approval/Agreement

Documents submitted by NJ DCA to HUD:

- Attachment 3: HUD Form 40156 Grantee Close-Out Certification
  - NOTE: NJ DCA should only complete the relevant sections of the Grantee Close-Out Certification.
- Attachment 4: HUD Form 40157 Close-Out Checklist

Circular Letter 05-02-OMB Federal Funds reads:

“Once the federal grant is fully expended and all revenue has been collected at the end of the grant period, the conduit agency should process a modifying FM transaction to inactivate the grant in NJCFS. If federal grant expenses do not equal collections, the conduit agency is responsible for identifying and making the adjustments within NJCFS. Where agencies did not spend the full federal authorization, and expenditures equal collections, OMB may require justification for the failure to fully spend the federal grant authority. Excess authority not needed to fund unanticipated grant increases should be reverted. In these cases, agencies should submit a request to OMB to revert the authority.”

## APPENDIX A: NJ CDBG-DR Program List and DCA/SRD Program Leads

Below are a list of programs the State of New Jersey is implementing with CDBG-DR funding along with the agency responsible for administering each program. The Administering Agency is the agency responsible for submitting the required closeout documentation to DCA/SRD Program Leads. Several of the Programs are contained of multiple Projects (and Activities within DRGR).

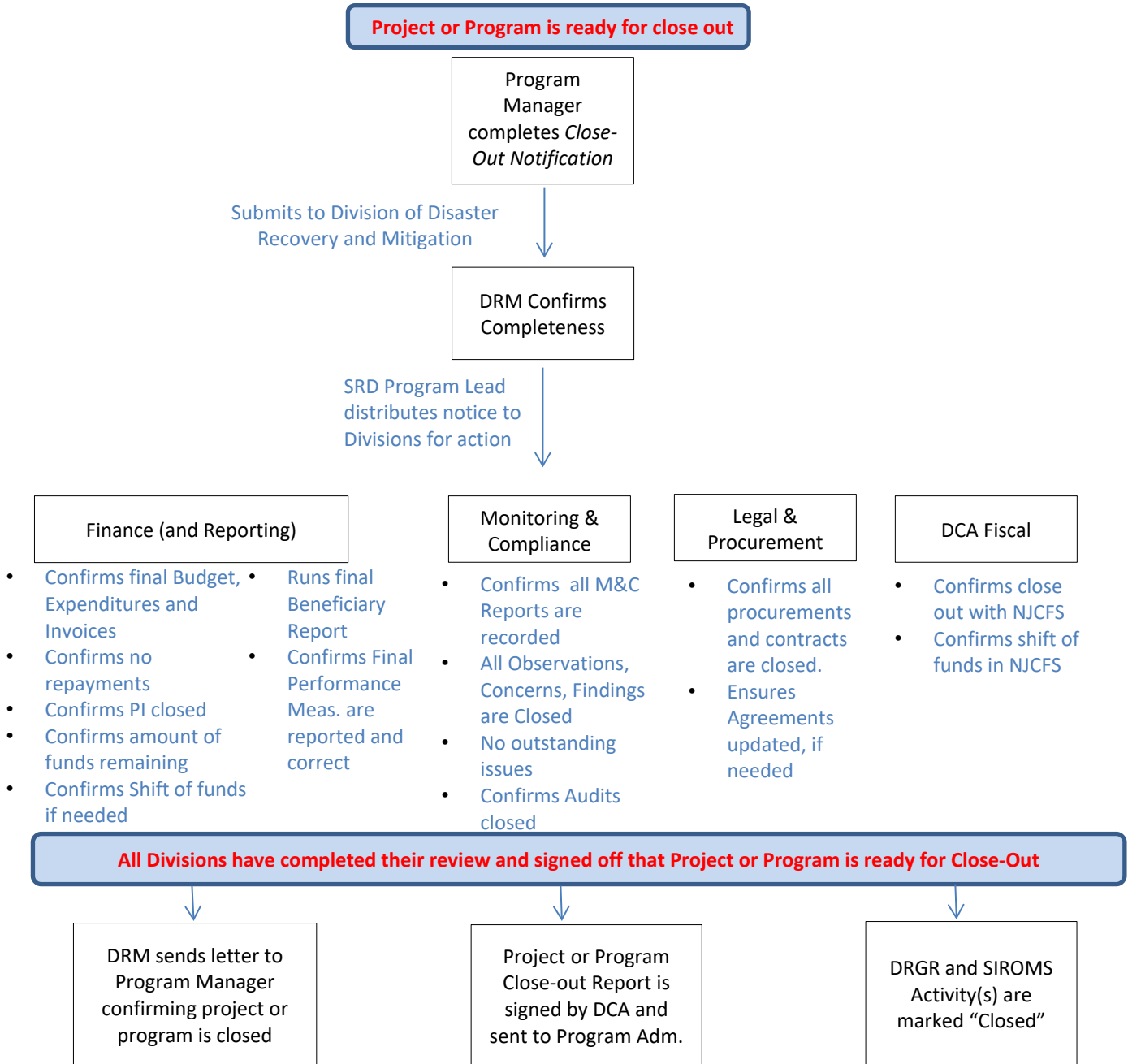
Program Category	Program	Administering Agency	DCA/SRD Program Lead
<b>Homeowner Assistance Programs</b>	Reconstruction, Rehabilitation, Elevation, & Mitigation	DCA/DRM	Sam Viavattine
	Housing Resettlement Program	DCA/DRM	Sam Viavattine
	LMI Homeowners Rebuilding Program	DCA/DRM	Sam Viavattine
	Blue Acres Buyout Program	DEP	Nancy Diehl
<b>Rental Housing and Renter Programs</b>	Fund for Restoration of Large Multi-Family Housing	HMFA	Nancy Diehl
	Sandy Homebuyer Assistance	HMFA	Nancy Diehl
	Sandy Special Needs Housing	HMFA	Nancy Diehl
	Small Rental Properties /Landlord Rental Repair	DCA/DRM	Sam Viavattine
	Neighborhood Enhancement Program	DCA/HSNG	Laura Shea
	Incentives for Landlords	DCA/HSNG	Laura Shea
	Pre-development Loan Fund	NJRA	Nancy Diehl
<b>Economic Development</b>	Grants/Recov Loans to Small Business	EDA	Nancy Diehl
	Direct Loans for Small Businesses	EDA	Nancy Diehl
	Neighborhood & Community Revitalization	EDA	Nancy Diehl
	Tourism Marketing	EDA	Nancy Diehl

<b>Program Category</b>	<b>Program</b>	<b>Administering Agency</b>	<b>DCA/SRD Program Lead</b>
<b>Infrastructure Programs</b>	New Jersey Energy Resilience Bank	EDA	Nancy Diehl
	Flood Hazard Risk Reduction Program - Acquisition	DEP	Nancy Diehl
	Flood Hazard Risk Reduction Program - Infrastructure	DEP	Nancy Diehl
	FEMA Match (Cost-share/Match)	DCA	Nancy Diehl
	Federal Highway Administration (Cost-share/Match)	DOT	Nancy Diehl
	Wastewater State Revolving Fund (Cost-share/Match)	DEP	Nancy Diehl
<b>Support for Government Entities</b>	Essential Public Services (Essential Services Grants)	DCA	Nancy Diehl
	Unsafe Structure Demolition	DCA	Laura Shea
	Code Enforcement	DCA	Nancy Diehl
	Zoning Program	DCA	Nancy Diehl
<b>Supportive Services</b>	Housing Counseling /Case Mgmt. Program	DCA	Laura Shea
	Supportive Services - DOH Mosquito Surveillance Program	DOH	Nancy Diehl
	Supportive Services - DEP Mosquito Control Program	DEP	Nancy Diehl
	Homeless Housing/Tenant Based Rental Program	DCA	Laura Shea
	Lead Hazard Reduction Program	DCA	Laura Shea
<b>Planning and Administration</b>	Local Planning Services	DCA	Nancy Diehl
	Planning-DCA	DCA	Nancy Diehl
	Planning-Virtual NJ	OHS/OIT	Nancy Diehl



Program Category	Program	Administering Agency	DCA/SRD Program Lead
	Planning-DEP Mitigation Bank	DEP	Nancy Diehl
	Administration-DCA	DCA	Vera Ricciardi
	Administration-DEP	DEP	Vera Ricciardi
	Administration-DOH	DOH	Vera Ricciardi
	Administration-EDA	EDA	Vera Ricciardi
	Administration-HMFA	HMFA	Vera Ricciardi
	Administration-NJRA	NJRA	Vera Ricciardi

## APPENDIX B: PROCESS FLOW DIAGRAM



**APPENDIX C: NJ DCA CDBG-DR CLOSE-OUT FORMS OVERVIEW**

#	Project Closeout Form	Description	Applicability
1	Notification of Project or Program Close-Out	Notifies DCA that the Project/Program is complete and ready to launch the Close-Out Process.	All projects and programs
2	Total Project Source of Funds	For each project being closed out, Program Manager must provide the amount, source and status of all funds utilized on that project.	
3	Program Income Information Form		
4	CDBG Equipment Inventory Form	For each project being closed out, the Program Manager must provide a final report for all equipment purchased with Disaster CDBG funds.	
5	Civil Rights Compliance – Displacement of Low and Moderate Income Households	Program Manager must report on displacement impact of the project being closed out (by income levels and racial category).	
6	Section 3 Summary Report	Program Manager must report Section 3 (Economic opportunities) information for the project being closed out.	<b>Section 3 Summary Report should be submitted for ALL projects—Even if no Section 3 persons were hired, or no section 3 contracts awarded. ??</b>
7	Final Wage Compliance Report	Program Manager must report contractor wage information for the project being closed out.	
	Project Beneficiary Form	Program Manager must provide beneficiary information by various categories (income level, race, ethnicity, etc.) for the project being closed out.	This can be part of the Finance and Reporting Close out. May have this generated by DRGR or SIROMS
	Final Beneficiary Form – Job Creation		
	Final Beneficiary Form – Job Retention		
	Final Applicant/Beneficiary Data Form		
	Housing Opportunities Form		Form used in LA, not sure we need it?

**Appendix D**  
**Routing Form – Divisions Checklist/Sign-Off of Approval to Close**

**PROJECT/PROGRAM NAME:** \_\_\_\_\_

**ACTIVITY(S) INCLUDED IN PROJECT/PROGRAM TO BE CLOSED:**

<b>Activity DRGR Title:</b>
<b>1.</b>
<b>2.</b>
<b>3.</b>

DCA/SRD DIVISIONS	AREAS REVIEWED	APPROVED BY:	DATE:
FINANCE & REPORTING	<input type="checkbox"/> All invoices are paid. <input type="checkbox"/> Budget is fully expended or remaining funds are moved out of the activity(s) <input type="checkbox"/> All Performance Reporting is up-to-date and completed <input type="checkbox"/> National Objective has been met <input type="checkbox"/> QPRs are all final <i>*Upload Final Budget and Full Performance Measure Report, as reflected in DRGR</i>		
MONITORING & COMPLIANCE	<input type="checkbox"/> All HUD, internal and OIG Monitoring Report observations, concerns or findings are closed. <input type="checkbox"/> All labor and contracting compliance reports are completed such as FFATA, contract, Section 3, etc. <input type="checkbox"/> DCA Audit has confirmed all A-133 or other required audits are received.		
LEGAL & PROCUREMENT	<input type="checkbox"/> No outstanding contracts <input type="checkbox"/> Subrecipient Agreements or MOUs adjusted appropriately.		
FISCAL	<input type="checkbox"/> Confirmation of closure of NJCFS, including all purchase orders that may be associated. <input type="checkbox"/> All funds if remaining have been shifted out of the activity(s).		

## Appendix E: Final Project or Program Close-Out Letter

Dear Program Manager:

The Sandy Recovery Division has completed the Review of "Project Name". I certify the following:

- ✓ The project is complete and all state reimbursement claims are settled;
- ✓ All monies and metrics are reported
- ✓ Per the State Treasurer's Office, the Program will retain all project financial records for a period of no less than 5 years, including forms, expenditure records, and claims information.

We have submitted a Package(s) with the following:

1. Close Out Forms:
  - a. Form 1: Notification for Close-Out
  - b. Form 2: Total Project Source of Funds
  - c. Form 3: Program Income Information Form
  - d. Form 4: Equipment Inventory
  - e. Form 5: Civil Rights Compliance Report - Displacement of LMI Households
  - f. Form 6: Section 3 Summary Report
  - g. Form 7: Final Wage Compliance Report
2. Final Encumbrances
3. Final FFATA
4. Final Funding Availability Report
5. Final Quarterly Report;
6. Notice of Completion; and
7. Final list of equipment purchased.

Sincerely,

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Sandy Recovery Division Designee

**Appendix F**  
**Project and Program Close-Out Forms**

- Form 1: Notification for Close-Out
- Form 2: Total Project Source of Funds
- Form 3: Program Income Information Form
- Form 4: Equipment Inventory
- Form 5: Civil Rights Compliance Report - Displacement of LMI Households
- Form 6: Section 3 Summary Report
- Form 7: Final Wage Compliance Report

**Appendix G**  
**Grant Close-Out Forms**

Documents submitted by HUD to NJ DCA:

- Attachment 1: HUD Form 40154 Sample Close-Out Letter from HUD to NJ DCA
- Attachment 2: HUD Form 40155 Sample Close-Out Letter from HUD to NJ DCA
- Attachment 5: HUD Form 40159 Sample Grant Close-Out Agreement
- Attachment 6: HUD Form 7082 Funding Approval/Agreement

Documents submitted by NJ DCA to HUD:

- Attachment 3: HUD Form 40156 Grantee Close-Out Certification  
*NOTE: NJ DCA should only complete the relevant sections of the Grantee Close-Out Certification.*
- Attachment 4: HUD Form 40157 Close-Out Checklist