**Lead Department:**

Community Development and Revitalization (CDR)

**Purpose:**

Closeout Documentation (Single Family Housing)

**Summary:**

The CDR Single Family Housing team has developed a list of required documents to be submitted by the subrecipient or state representative to initiate closeout of a contract. The grant manager can provide further assistance when compiling these documents.

**Required Documentation:**

The following items are required at the completion of a Single Family Housing contract:

* An official letter requesting closeout of the contract. This letter must also state that all draw requests have been submitted;
* A final list of refunds, subrogation, and program income (if applicable) received;
* A list of any items purchased with Community Development Block Grant disaster recovery (CDBG-DR) funds (cabinets, copiers, etc.) and their depreciation schedule. If the item(s) is not fully depreciated, it may be donated to another CDBG-funded program;
* A list of all homeowner service calls and/or letters and their resolution(s);
* Documentation showing the procedures in place for retaining records;
* A list of all projects (activities) with the assigned builder(s) for the constructed homes;
* A list of all monitoring activities that have been conducted and a list of any defaults. If a homeowner does not maintain flood insurance (event of default) and their home is affected by another event, we cannot assist them; and
* Final (actual) expenditures for the contract.