



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
One Capitol Hill
Providence, RI 02908-5890

CDBG-DR Activity Closeout Checklist

The following checklist details the documents to be submitted to OHCD in order to complete closeout of CDBG-Disaster Recovery grants. A copy of this checklist (completed) should be submitted to OHCD along with closeout materials.

Note: Item A must be submitted as an original hard copy. We request that the remaining documents be submitted in digital format. Please label digital files using their "Item #" identifier. (example: E\_Senior\_Center\_Photos)

Please do not submit items until the entire package is complete.

Grantee: \_\_\_\_\_

Activity Name: \_\_\_\_\_

Contract ID #: \_\_\_\_\_

The following items must be provided to OHCD at closeout:

Table with 3 columns: Check list, Item #, and Required Documents. It lists five items (A-E) detailing required documents for closeout, such as Closeout Certification form, Final Quarterly Report, Final Expenditure Report, Section 3 Report form HUD-60002, and photographs of improvements.

		files preferred)
	F	Fair Housing Report (all municipal grant recipients): Provide narrative describing activity(ies) undertaken to affirmatively further fair housing in your community during the term of the CDBG-DR grant. <i>Note: These can be the same activities undertaken under the terms of “regular” CDBG contracts.</i>
	G	Date of last OHCD CDBG-DR monitoring site visit: _____. Have all monitoring findings been cleared? If not, please provide a memo addressing the status of any open findings.
	H	Copies of recorded liens, if applicable (housing assistance and assistance to businesses.)
	I	For all Hurricane Sandy public facilities and infrastructure projects: Recipients are reminded of the contract condition that improvements must be maintained annually for a minimum of five years after completion of improvements. At closeout, identify if annual maintenance will be performed by staff, a vendor, or subrecipient. Provide any available backup documentation describing the terms of the maintenance agreement.
	J	MBE/WBE Report HUD-2516. If this has already been submitted to OHCD, please provide another copy with the closeout package. Provide cumulative information for ALL DR contracts awarded (construction and non-construction).
	K	When applicable, flood insurance must be maintained in perpetuity for CDBG-DR funded improvements. Failure to maintain flood insurance may prevent receipt of federal assistance in the future. Provide copy of current insurance coverage.
	L	Completed Green Building Retrofit Checklist (residential rehabilitation projects only)
	M	Most recent Single Audit report
	N	For all planning-only projects: Electronic files of final planning products (reports, studies, maps, shape files, etc.)