



2017 CDBG-DR Problem Solving Clinic



# Grant Closeout: Will you be ready?



# Welcome & Speakers

- Session Objectives
  - Identify grant Closeout requirements
  - Identify Closeout reports
  - Identify minimum reporting metrics for Closeout
  - Identify steps in the Closeout process
- Speakers
  - Denise White, HUD
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# Agenda

- Grant Closeout Requirements
- Closeout Reports
- Minimum Reporting Metrics
- Closeout Process Expectations



# DR Grant Closeout ... Today's Discussion

- Grant Closeout Requirement Tiers
- Disaster Recovery Closeout Process
  - Assessment – Is grant ready to close?
  - Pre-Closeout – CPD Rep/Grantee coordination to complete/correct data
  - Closeout – Process/route documentation and update systems
- What can you do to prepare?



# Grant Closeout Requirements

- All Federal Grants: 2 CFR 200 Subpart F
- HUD Grants: 24 CFR 570.509
- CPD Grants: CPD Closeout Notice
- Disaster Recovery Grants: DR Closeout Process



# Assessing the DR Grant

- What makes a DR Grant appear to be ready for Closeout consideration?
  - Financial Status of Grant
    - Grant is at least 90% drawn, and/or
    - Grantee hasn't drawn funds "in a while"
  - Status of Activities
    - Most Activities have a status of "Complete"
  - Performance of Grant
    - Grantee has reported significant Actual Accomplishments in most activities



# DRSI Assumptions

- Grant has been monitored
- Grantee has “finished” recovery under this grant
- DRGR Action Plan/QPR are in good condition:
  - Activities are properly categorized (Type & Status)
  - National Objectives are correct/supported
  - All financial “caps” and “goals” have been met
  - Accomplishments have been properly reported
  - Grantee expenditures are fully reported



# DRSI Assumptions (continued)

- All Financial transactions are complete:
  - Grantee does not intend to draw any more
  - All drawn funds have been expended by grantee
  - It's ok if some grant funds are repaid or left behind
- No outstanding audit issues/corrective actions:
  - HUD Audits
  - OIG Audits
  - Single Audits





# Closeout Reports – Checking Data

- HUD Grant Manager (CPD Rep/Specialist) generates DRGR Closeout Reports: (DR Grant Closeout Folder in DRGR)
- Two types of reports:
  - Financial Reports
  - Performance Reports



# Closeout Reports – Checking Data (Continued)

- Fin Rept 01
  - Grant meets overall benefit requirement
  - Does not exceed funding caps/limits
- Fin Rept 06a
  - Identify amount of grant funds that have been drawn, returned by the grantee, or remaining balance that will be left
- Fin Rept 07b
  - All disbursed funds must be reported as “Expended” by the grantee



# Closeout Reports – Checking Data (Continued)

- Perf Rept 01
  - All Activities have status of “Completed”
  - Actual Accomplishments have been reported and within “reasonable variance” of the Proposed numbers
  - Performance Data has been reported at the minimum required metrics or better (Chart of Minimum Performance Standards on later slides)
- Perf Rept 06
  - Verify FHEO Performance Measures and data equal to Total Actuals in Perf Rept 01



# DR Closeout Reports – Perf Rept 01

## Minimum Reporting Metrics – Area Benefit

Activity Type:	Performance Metrics:
Public Facilities	# of Public Facilities or # Properties
Infrastructure	# of Public Facilities and/or # Linear Feet of Improvements or # Linear Miles of Improvements
Clearance/Demolition	# of Properties
Debris Removal	# of Properties and/or # of Households
Economic Development	# of Businesses and # of Jobs Created or # of Jobs Retained



# DR Closeout Reports – Perf Rept 01 Minimum Reporting Metrics – Direct Benefit

Activity Type:	Performance Metrics: (Minimum)
Economic Development	# of Businesses and # of Jobs Created or # of Jobs Retained
Housing - Owner Occupied	# of Single Family Units and # of Owner Households
Housing - Multi Family	# of Multi-Family Units and # of Renter Households and # of Properties



# Final DRGR Reporting

- HUD Grant Manager (CPD Rep/Specialist) works with grantee until all data is correct in DRGR – according to Closeout Reports
- HUD Grant Manager (CPD Rep/Specialist) invites Grantee to submit a “final” DRGR Action Plan & QPR
  - Submission does not have to wait for the end of a quarter
  - HUD Review/Approval of the QPR must ensure all data is complete, accurate, and reflects final accomplishments in order to allow for closeout of the grant



# Grant is “Ready to Close”

- Final QPR is Approved by DRGR Grant Manager
- HUD Grant Manager (CPD Rep/Specialist) advises DR Closeout Team that the grant is “Ready to Close”
  - Grant status will be updated to “Ready to Close”
  - Grantee does not have to submit any more QPRs
- HUD Grant Manager asks Grantee to prepare/submit the Closeout Checklist and Certification



# The Closeout Begins

- Now the actual Closeout begins...
  - Grantee submits Closeout Checklist and Certification
  - HUD Grant Manager reviews documents, resolves any discrepancies with grantee, and forwards to CPD Director for signatures





# The Closeout Continues

- HUD Grant Manager (CPD Rep/Specialist) prepares closeout agreement and sends to grantee for signature
- Grantee signs agreement and returns to HUD Grant Manager who forwards to CPD Director (or DRSI Director for HQ grants) for signature
- CPD Director (or DRSI Directors for HQ grants) signs agreement and forwards to Financial Analyst
- Financial Analyst sends fully executed Closeout Agreement to CFO to close grant in LOCCS



# What can you do to prepare?

- Communicate with CPD Rep/Specialist
  - Let them know when you are approaching “the beginning of the end”!
- Report data on programs as they close
  - Report Actual Accomplishments
  - Update Activity Status
  - Manage Remaining balances of funds (if possible)
- Check DRGR Data
  - Run the Closeout Reports and check your data



# What happens after Closeout?

## Be sure you have planned for:

- Compliance Oversight after closeout:
  - Who will do it?
  - How will oversight efforts be funded?
  - What happens if ineligible costs are found later on?
- Program Income generated after closeout:
  - Where will it go?
  - Be sure it is only used for eligible expenditures
- Record Retention Begins!
  - The date of the Closeout Agreement from HUD marks the beginning of the Record Retention – inform any subrecipients/partners



# DR Closeout Guidance

- Available on HUD Exchange:
  - [HUD Exchange.Info/Program/CDBG-DR](http://HUDExchange.Info/Program/CDBG-DR)

***If you need assistance, contact your HUD Grant Manager.***



# DRSI Closeout Team

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# Questions?

