

PROJECT COMPLETION

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CHAPTER 10: PROJECT COMPLETION

INTRODUCTION

Final project completion occurs when all funds have been expended and all reporting, monitoring, and completion submission responsibilities related to the project have been completed by the Unit of General Local Government (UGLG) and approved by the Division of Energy, Housing and Community Resources (DEHCR). Issuance and full execution of *Certificate of Completion* signifies that the applicable Community Development Block Grant (CDBG) is considered completed by DEHCR. The project is not considered complete until the UGLG has received the official completion letter and executed *Certificate of Completion* from DEHCR, which reiterates the UGLG's record-keeping requirements beyond completion of the project. The UGLG may have additional *Single Audit* reporting requirements after the *Certificate of Completion* has been issued, which will be specified in the completion letter and *Grant Agreement Timetable*. UGLGs should be advised that the record retention period is dependent upon when all CDBG projects have been closed for the program year with the U.S. Department of Housing and Urban Development (HUD). **The UGLG may not discard CDBG project records without written authorization from DEHCR.**

GENERAL REQUIREMENTS

Project completion documents should be prepared when:

- All funds (private and public) have been expended; and
- All requirements under the *Grant Agreement*, except final *Single Audit* reporting, as applicable, have been fulfilled.

The final *Request for Payment* must be submitted on or before the due date as specified in the *Grant Agreement Timetable*.

PROJECT COMPLETION DOCUMENTS

COMPLETION REPORT AND SUPPORTING DOCUMENTS

The UGLG must submit the following Project Completion documents to DEHCR:

- *Completion Report Certification* (Attachment 10-A);
- *Financial Certificate of Completion* (Attachment 10-B);
- *Final Summary Narrative* (Attachment 10-C);
- *Semi-Annual Labor Standards Enforcement Report(s)* (Attachment 9-C) for the current reporting period for each prime contract of the project (if Labor Standards apply to the CDBG project);
- *Final Labor Standards Compliance Report* (Attachment 7-P) for each prime contract of the project;
- *Semi-Annual MBE/WBE Report* (Attachment 9-D) for current semi-annual reporting period;

- *Semi-Annual Section 3 Report* (Attachment 9-E) for the current semi-annual reporting period;
- *Annual Section 3 Report* (Attachment 9-E) for the current annual reporting period October 1 – September 30;
- *Cash Control Register* for final *Request for Payment* (Attachment 8-G);
- *CDBG Disbursements Journal* for final *Request for Payment* (Attachment 8-H);
- *Matching Funds Journal* for final *Request for Payment* (Attachment 8-I);
- *Accessibility Self-Evaluation Checklist* (Attachment 6-E), if applicable;
- *Lobbying Certification Form(s)* (Attachment 3-D) for any sub-recipients and **all** contractors that worked on the CDBG project; and
- *Single Audit Statement* for most recent calendar year ended (December 31), if not previously submitted (if Audit is required: Attachment 11-B; if Audit is not required: Attachment 11-C).

AFTER UGLG RECEIVES FINAL CDBG PAYMENT FROM DEHCR

After the UGLG has received the final CDBG payment from DEHCR, the following documents must be submitted to DEHCR to allow for the *Certification of Completion* to be executed for the project:

- Final *Cash Control Register*, showing the date of deposit and date of disbursement of the final CDBG payment;
- Final *Disbursement Journal*, showing the dates of disbursement of the final CDBG payment; and
- Bank record of disbursement of final CDBG payment (if required).

ADDITIONAL DOCUMENTATION

After the UGLG has received the final CDBG payment from DEHCR, additional documentation may also be required for the year in which the project is completed:

- *Single Audit Statement* (if Audit is required: Attachment 11-B; if Audit is not required: Attachment 11-C);
- *Single Audit Report*, refer to instructions in the executed *Grant Agreement*; and
- Additional documents as requested.

ATTACHMENTS

Attachments for this chapter are listed below.

ATTACHMENT 10-A:	UGLG PROJECT COMPLETION REPORT CERTIFICATION (TEMPLATE)
ATTACHMENT 10-A1:	UGLG PROJECT COMPLETION REPORT CERTIFICATION (SAMPLE)
ATTACHMENT 10-A2:	UGLG PROJECT COMPLETION REPORT CERTIFICATION (INSTRUCTIONS)
ATTACHMENT 10-B:	FINANCIAL CERTIFICATE OF COMPLETION (TEMPLATE)
ATTACHMENT 10-B1:	FINANCIAL CERTIFICATE OF COMPLETION (SAMPLE)
ATTACHMENT 10-B:	FINANCIAL CERTIFICATE OF COMPLETION (INSTRUCTIONS)
ATTACHMENT 10-C:	FINAL SUMMARY NARRATIVE (TEMPLATE)
ATTACHMENT 10-C1:	FINAL SUMMARY NARRATIVE (SAMPLE)
ATTACHMENT 10-C2:	FINAL SUMMARY NARRATIVE (INSTRUCTIONS)

ATTACHMENT 10-A: UGLG PROJECT COMPLETION REPORT CERTIFICATION (TEMPLATE)

Division of Energy, Housing and Community Resources

UGLG Project Completion Report Certification

UGLG PROJECT COMPLETION REPORT CERTIFICATION

Wisconsin's Community Development Block Grant Program

A. NAME OF UGLG:
B. DEHCR GRANT AGREEMENT #:
C. BUSINESS NAME:
D. REPORTING PERIOD ENDED: <i>(choose one)</i>
<input type="checkbox"/> October 1, 20__ to March 31, 20__
<input type="checkbox"/> April 1, 20__ to September 30, 20__
<input type="checkbox"/> Other: _____

DOCUMENTS ATTACHED

<input type="checkbox"/>	<i>UGLG Project Completion Report Certification</i>
<input type="checkbox"/>	<i>Financial Certificate of Completion, with original signature on each form</i>
<input type="checkbox"/>	<i>Final Summary Narrative, including final update(s) regarding the status of the:</i>
	<input type="checkbox"/> Environmental Report, <input type="checkbox"/> Fair Housing Actions completed, and <input type="checkbox"/> Second Citizen Participation Public Hearing
<input type="checkbox"/>	<i>Semi-Annual Labor Standards Enforcement Report(s)</i>
<input type="checkbox"/>	<i>Final Labor Standards Compliance Report(s)</i>
<input type="checkbox"/>	<i>Cash Control Register for Final CDBG Request for Payment</i>
<input type="checkbox"/>	<i>CDBG Disbursements Journal for Final CDBG Request for Payment</i>
<input type="checkbox"/>	<i>Final Matching Funds Journal</i>
<input type="checkbox"/>	<i>Accessibility Self-Evaluation Checklist (if applicable)</i>
<input type="checkbox"/>	<i>Lobbying Certification(s) for Contractors and Sub-Contractor(s)</i>
<input type="checkbox"/>	<i>Final CDBG Project Employee Self-Certification Report (ED/PFED/READI Only)</i>
<input type="checkbox"/>	<i>Semi-Annual MBE/WBE Report (current semi-annual reporting period)</i>
<input type="checkbox"/>	<i>Semi-Annual Section 3 Report (current semi-annual reporting period)</i>
<input type="checkbox"/>	<i>Annual Section 3 Report (current annual reporting period)</i>
<input type="checkbox"/>	<i>Single Audit Statement (Audit Required form or Audit Not Required form)</i>

UGLG/PREPARER CERTIFICATION

I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.

Chief Elected Official's (CEO's) Signature and Title	Date
Preparer Signature and Title (if other than the CEO)	Date

DEHCR APPROVAL

DEHCR Signature	Date
Division of Energy, Housing and Community Resources	

ATTACHMENT 10-A1: UGLG PROJECT COMPLETION REPORT CERTIFICATION (SAMPLE)

Division of Energy, Housing and Community Resources

UGLG Project Completion Report Certification

UGLG PROJECT COMPLETION REPORT CERTIFICATION

Wisconsin's Community Development Block Grant Program

A. NAME OF UGLG: City of Lawrence
B. DEHCR GRANT AGREEMENT #: CDBG-PF 17-00
C. BUSINESS NAME: Not Applicable
D. REPORTING PERIOD ENDED: (choose one) <input type="checkbox"/> October 1, 20__ to March 31, 20__ <input type="checkbox"/> April 1, 20__ to September 30, 20__ <input checked="" type="checkbox"/> Other: <u>Project Closeout 10/01/2019 – 12/31/2019</u>

DOCUMENTS ATTACHED

<input checked="" type="checkbox"/>	UGLG Project Completion Report Certification
<input checked="" type="checkbox"/>	Financial Certificate of Completion, with original signature on each form
<input checked="" type="checkbox"/>	Final Summary Narrative, including final update(s) regarding the status of the: <input checked="" type="checkbox"/> Environmental Report, <input checked="" type="checkbox"/> Fair Housing Actions completed, and <input checked="" type="checkbox"/> Second Citizen Participation Public Hearing
<input checked="" type="checkbox"/>	Semi-Annual Labor Standards Enforcement Report(s)
<input checked="" type="checkbox"/>	Final Labor Standards Compliance Report(s)
<input checked="" type="checkbox"/>	Cash Control Register for Final CDBG Request for Payment
<input checked="" type="checkbox"/>	CDBG Disbursements Journal for Final CDBG Request for Payment
<input checked="" type="checkbox"/>	Final Matching Funds Journal
N/A	Accessibility Self-Evaluation Checklist (if applicable)
<input checked="" type="checkbox"/>	Lobbying Certification(s) for Contractors and Sub-Contractor(s)
N/A	Final CDBG Project Employee Self-Certification Report (ED/PFED/READI Only)
<input checked="" type="checkbox"/>	Semi-Annual MBE/WBE Report (current semi-annual reporting period)
<input checked="" type="checkbox"/>	Semi-Annual Section 3 Report (current semi-annual reporting period)
<input checked="" type="checkbox"/>	Annual Section 3 Report (current annual reporting period)
<input checked="" type="checkbox"/>	Single Audit Statement (Audit Required form or Audit Not Required form)

UGLG/PREPARER CERTIFICATION

I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.

<i>Dean Winchester</i> Chief Elected Official's (CEO's) Signature and Title	Mayor	12/18/2019 Date
<i>Castiel Engel</i> Preparer Signature and Title (if other than the CEO)	Contracted Grant Administrator	12/18/2019 Date

DEHCR APPROVAL

DEHCR Signature	Date
Division of Energy, Housing and Community Resources	

**ATTACHMENT 10-A2: UGLG PROJECT COMPLETION REPORT
CERTIFICATION (INSTRUCTIONS)**

Instructions:

1. Enter the name of the UGLG, the *Grant Agreement* number, and the business name (ED/PFED/READI projects only).
2. Indicate which report documents are attached.
3. The Chief Elected Official (CEO) and the preparer (if other than the CEO) must sign and date the “UGLG/Preparer Certification.”

**ATTACHMENT 10-B: FINANCIAL CERTIFICATE OF COMPLETION
(TEMPLATE)**

Division of Energy, Housing and Community Resources
Financial Certificate of Completion

FINANCIAL CERTIFICATE OF COMPLETION
 Wisconsin's Community Development Block Grant Program

A. NAME OF UGLG:
B. DEHCR GRANT AGREEMENT #:
C. BUSINESS NAME:

D. FINAL STATEMENT OF COST AND COMPUTATION OF GRANT BALANCE					
Project Activity By Budget Item (1)	CDBG Budget (2)	CDBG Funds Drawn (3)	CDBG Funds Pending (4)	Total CDBG Costs (5)	CDBG To Be Canceled (6)
TOTAL					
<i>For DEHCR Use Only</i>					

E. CERTIFICATION OF UGLG		
It is hereby certified that all activities undertaken by the UGLG with funds provided under the <i>Grant Agreement</i> identified in B above have, to the best of my knowledge, been carried out in accordance with the <i>Grant Agreement</i> ; and that the amounts set forth in this instrument are, to the best of my knowledge, true and correct as of this date.		
Date Signed	Typed Name and Title of UGLG's Chief Elected Official	Signature of UGLG's Chief Elected Official

F. CERTIFICATION OF DEHCR		
Date Signed	Typed Name and Title of DEHCR Authorized Official	Signature of DEHCR Authorized Official
	Division of Energy, Housing and Community Resources	

**ATTACHMENT 10-B1: FINANCIAL CERTIFICATE OF COMPLETION
(SAMPLE)**

Division of Energy, Housing and Community Resources

Financial Certificate of Completion

FINANCIAL CERTIFICATE OF COMPLETION

Wisconsin's Community Development Block Grant Program

A. NAME OF UGLG: City of Lawrence
B. DEHCR GRANT AGREEMENT #: CDBG-PF 17-99
C. BUSINESS NAME: Not Applicable

D. FINAL STATEMENT OF COST AND COMPUTATION OF GRANT BALANCE

Project Activity By Budget Item (1)	CDBG Budget (2)	CDBG Funds Drawn (3)	CDBG Funds Pending (4)	Total CDBG Costs (5)	CDBG To Be Canceled (6)
Water	\$130,000.00	\$100,000.00	\$25,000.00	\$125,000.00	\$5,000.00
Sanitary Sewer	\$170,000.00	\$170,000.00	\$0.00	\$170,000.00	\$0.00
Storm Sewer	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	\$0.00
Streets/Sidewalks	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00
Acquisition	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
TOTAL	\$500,000.00	\$470,000.00	\$25,000.00	\$495,000.00	\$5,000.00
<i>For DEHCR Use Only</i>					

E. CERTIFICATION OF UGLG

It is hereby certified that all activities undertaken by the UGLG with funds provided under the *Grant Agreement* identified in B above have, to the best of my knowledge, been carried out in accordance with the *Grant Agreement*, and that the amounts set forth in this instrument are, to the best of my knowledge, true and correct as of this date.

Date Signed	Typed Name and Title of UGLG's Chief Elected Official	Signature of UGLG's Chief Elected Official
12/18/2019	Dean Winchester, Mayor	<i>Dean Winchester</i>

F. CERTIFICATION OF DEHCR

Date Signed	Typed Name and Title of DEHCR Authorized Official	Signature of DEHCR Authorized Official
	Division of Energy, Housing and Community Resources	

ATTACHMENT 10-B2: CERTIFICATE OF COMPLETION (INSTRUCTIONS)

Instructions:

- A. Enter the name of the UGLG as it appears on the *Grant Agreement*.
- B. Enter the *Grant Agreement* number.
- C. Enter the Business Name (for ED/PFED/READI Grant Agreements ONLY).
- D. Final Standards of Cost:
 1. In column 1, list project activities as shown in the CDBG budget, i.e., water, sanitary sewer, storm sewer, streets/sidewalks, etc.
 2. In column 2, enter budget amounts for each project activity, as shown in the CDBG budget in total. Figures must reflect the budget in the most recent *Grant Agreement* Amendment, if applicable.
 3. In column 3, enter the amount of CDBG funds drawn (received by the UGLG), by budget item and in total. **The total should agree with column 7, “Cumulative Receipts to Date,” of the current *Cash Control Register*.**
 4. In column 4, enter the amount of CDBG funds pending (requested by the UGLG, but not yet received), by budget item and in total. **The total should agree with column 7, “Cumulative Receipts to Date,” on the current *Cash Control Register*, plus the final Request for Payment amount.**
 5. In column 5, enter costs that have been paid and will be paid with CDBG funds, by budget item and in total. **Figures should agree with “Total Payments To Date,” that will appear on the final *CDBG Disbursements Journal* and column 13, “Cumulative Disbursements To Date,” that will appear on the final *Cash Control Register*.**
 6. Subtract column 5, “Total CDBG Costs,” from column 2, “CDBG Project Budget,” to obtain the totals for column 6, “CDBG to be Canceled.” This amount represents both funds not drawn and funds drawn but not used. **Any funds drawn but not used must be returned** to DEHCR. The funds must be returned by check, **payable to the Wisconsin Department of Administration**, at the following address:

Attn: Project Representative
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development, 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

Documentation identifying the CDBG project budget activity to which the funds are being returned should accompany the check.

- E. Enter the date, the typed name and title of the UGLG’s Chief Elected Official (CEO), and the CEO’s signature.
- F. DEHCR will complete this section upon approval of all completion documents.

ATTACHMENT 10-C: FINAL SUMMARY NARRATIVE REPORT (TEMPLATE)

Division of Energy, Housing and Community Resources
Final Summary Narrative Report

FINAL SUMMARY NARRATIVE REPORT

A. NAME OF UGLG:
B. DEHCR GRANT AGREEMENT #:
C. REPORTING PERIOD ENDED: <i>(choose one)</i> <input type="checkbox"/> October 1, 20__ to March 31, 20__ <input type="checkbox"/> April 1, 20__ to September 30, 20__ <input type="checkbox"/> Other: _____

THIS REPORTING PERIOD	
OBJECTIVES	ACCOMPLISHMENTS

UPDATE ON PREVIOUS REPORTING PERIOD(S)	
DELAYED OBJECTIVE	UPDATE

ENVIRONMENTAL REPORT STATUS	
Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.	
OBJECTIVES	ACCOMPLISHMENTS

FAIR HOUSING ACTIONS COMPLETED	
Provide a summary of the activities undertaken to complete the Fair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments.	
<i>REMINDER: The UGLG's contracted Fair Housing Actions (FHAs) must be completed by _____ per the Grant Agreement Timetable. Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed.</i>	
OBJECTIVES	ACCOMPLISHMENTS

2 ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS	
Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.	
<i>REMINDER: The UGLG's contracted Second Citizen Participation Public Hearing is scheduled to be completed by _____ per the Grant Agreement Timetable. Failure to meet this deadline may result in the denial of CDBG payment requests until the hearing is completed.</i>	
OBJECTIVES	ACCOMPLISHMENTS

ATTACHMENT 10-C1: FINAL SUMMARY NARRATIVE REPORT (SAMPLE)

Division of Energy, Housing and Community Resources

Final Summary Narrative Report

FINAL SUMMARY NARRATIVE REPORT

SAMPLE

A. NAME OF UGLG:
 Village of Greenville

B. DEHCR GRANT AGREEMENT #:
 CDBG-PF 17-99

C. REPORTING PERIOD ENDED: *(choose one)*

October 1, 20__ to March 31, 20__

April 1, 20__ to September 30, 20__

Other: Project Closeout 10/01/2019 – 12/31/2019

THIS REPORTING PERIOD	
OBJECTIVES	ACCOMPLISHMENTS
<p><u>DUE by October 31st, 2019:</u></p> <ul style="list-style-type: none"> Complete Construction. 	<ul style="list-style-type: none"> Construction completed 10/17/2019.
<p><u>DUE by December 31st, 2019:</u></p> <ul style="list-style-type: none"> Submit Final CDBG Request for Payment and supporting documentation. Submit Project Completion Report and supporting documentation. Include relevant final reports related to Labor Standards, MBE/WBE, and Section 3. 	<ul style="list-style-type: none"> Submitted herewith (12/18/2019); see attached Final CDBG Request for Payment and supporting documents. Submitted herewith (12/18/2019); see attached signed Project Completion Report and supporting documents. Final reports for Labor Standards, MBE/WBE, and Sec3 are also attached.
<p><u>After receiving Final CDBG Payment:</u></p> <ul style="list-style-type: none"> Submit Final Cash Control Register and CDBG Disbursements Journal. 	<ul style="list-style-type: none"> PENDING – Updated journals/ledgers will be submitted to DEHCR after the final CDBG Payment has been received.
<p><u>DUE by January 15th, 2020:</u></p> <ul style="list-style-type: none"> Submit Annual Single Audit Statement to DEHCR. 	<ul style="list-style-type: none"> PENDING – Statement will be submitted to DEHCR after annual financials are calculated in early January.
<p><u>DUE by September 25th, 2020:</u></p> <ul style="list-style-type: none"> Submit Single Audit Report and Management Letter to DEHCR/DOA (if applicable). 	<ul style="list-style-type: none"> PENDING – Report will be submitted to DEHCR as soon as it is completed (expected to be ready in early September).

UPDATE ON PREVIOUS REPORTING PERIOD(S)	
DELAYED OBJECTIVE	UPDATE
Not Applicable – No delayed objectives from prior report period(s).	No delayed objectives from prior report period(s).

Continued on next page...

Division of Energy, Housing and Community Resources

Final Summary Narrative Report

ENVIRONMENTAL REPORT STATUS

Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.

OBJECTIVES	ACCOMPLISHMENTS
<p><u>DUE Prior to Construction:</u></p> <ul style="list-style-type: none"> Complete Environmental Report and obtain official approval from DEHCR Environmental Desk. Submit copy of approval from DEHCR Environmental Desk to assigned DEHCR CDBG Project Representative. 	<ul style="list-style-type: none"> Approval of Environmental Report received from DEHCR Environmental Desk 02/01/2018. Copy of signed approval letter submitted to DEHCR CDBG Project Representative 02/05/2018.

FAIR HOUSING ACTIONS COMPLETED

Provide a summary of the activities undertaken to complete the Fair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments.

REMINDER: The UGLG's contracted Fair Housing Actions (FHAs) must be completed by 09/30/2018 per the Grant Agreement Timetable. Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed.

OBJECTIVES	ACCOMPLISHMENTS
<p><u>DUE by September 30th, 2018:</u></p> <ul style="list-style-type: none"> Fair Housing Action #1 – The Village will post a Fair Housing poster at Village Hall, at the Post Office, and at the Library. Fair Housing Action #2 – The Village will... (insert description here). Fair Housing Action #3 – The Village will... (insert description here). 	<ul style="list-style-type: none"> Fair Housing posters were posted 03/12/2018 – Photos of posted posters and list of posting locations attached. The Village completed... (insert description here) 09/15/2018. Copies of the... and supporting documentation is attached. The Village completed... (insert description here) 09/29/2018. Copies of the... and supporting documentation is attached.

2ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS

Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.

REMINDER: The UGLG's contracted Second Citizen Participation Public Hearing is scheduled to be completed by 03/31/19 per the Grant Agreement Timetable. Failure to meet this deadline may result in the denial of CDBG payment requests until the hearing is completed.

OBJECTIVES	ACCOMPLISHMENTS
<p><u>DUE by March 31st, 2019:</u></p> <ul style="list-style-type: none"> Conduct second Public Hearing to report project progress to, and receive input from, local community regarding the CDBG project. <p><u>DUE by April 15th, 2019:</u></p> <ul style="list-style-type: none"> Report status of second Public Hearing completion (in the 2nd Citizen Participation Public Hearing section of the Semi-Annual Summary Narrative) and submit second Public Hearing meeting notice, attendance list, and meeting minutes to DEHCR CDBG Project Representative. 	<ul style="list-style-type: none"> Completed 2nd Citizen Participation Public Hearing 03/31/2019. Status reported on previous semi-annual report. Public Hearing minutes, sign-in sheet, and public notice (including the Publisher's Affidavit) are attached.

SAMPLE

ATTACHMENT 10-C2: FINAL SUMMARY NARRATIVE REPORT (INSTRUCTIONS)

UGLGs must report progress on the project in accordance with the *Grant Agreement Timetable*.

Instructions

1. Enter the name of the UGLG, the CDBG contract number, and the reporting period end date.

2. THIS REPORTING PERIOD

In the “Objectives” section, list **all** the activities identified for the reporting period in the *Grant Agreement Timetable*. Do not insert additional objectives. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of administration or contractors hired.

3. UPDATE ON PREVIOUS REPORTING PERIOD(S)

In the “Delayed Objectives” section, list **only** those activities that were to be accomplished in a previous report, but had **not** been reported as completed. In the “Update” Section, describe the progress made, in detail, on each delayed objective, any problems encountered, and their resolution. **If all activities scheduled for previous reports have been completed, leave this section blank.**

4. ENVIRONMENTAL REPORT STATUS

Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable. In the “Objectives” section, list **all** applicable activities listed in the *Grant Agreement Timetable*. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of documents completed, submitted, and/or received. **Include all progress previously reported to DEHCR.**

5. FAIR HOUSING ACTIONS COMPLETED

Provide a summary of the activities undertaken to complete the Fair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments. In the “Objectives” section, list the UGLG’s contracted Fair Housing Actions as listed in the *Grant Agreement*. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of events held, along with documents completed and dates published/posted. **Include all progress previously reported to DEHCR.** Submit any remaining (or outstanding) supporting documentation to the assigned DEHCR project representative.

6. SECOND CITIZEN PARTICIPATION PUBLIC HEARING STATUS

Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-

- Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable. In the “Objectives” section, list the UGLG’s contracted obligation(s) as listed in the *Grant Agreement*. In the “Accomplishments” section, describe the progress made toward completing the Public Hearing requirement, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of events held, along with documents completed and dates published/posted. **Include all progress previously reported to DEHCR.** Submit any remaining (or outstanding) supporting documentation to the assigned DEHCR project representative.
7. Submit **one** copy to the assigned DEHCR project representative (email is preferred), and retain the original document with the local CDBG project file(s).

Email Submittals: DOACDBG@wisconsin.gov

Mail: DEHCR Project Representative
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development, 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

ADDITIONAL NOTES: (optional)