

Final Closeout Report

**Community Development Block Grant Program**

July 2025

**Montana Department of Commerce**

P.O. Box 200523

Helena, MT 59620-0523

Phone: 406-841-2700 | Fax: 406-841-2701

commerce.mt.gov

Montana 711: montanarelay.mt.gov

## CDBG Final Closeout Report

|  |  |
| --- | --- |
| Name of grantee |  |
| Contract number |  |
| Subrecipient, if applicable |  |
| Amounts used for national objective – subtract amount paid for grant administration |  |
| National objective code\* |  |
| Activity code\*\* |  |

|  |
| --- |
| \*National Objective Codes |
| LMA | Low/mod area |
| LMC  | Low/mod limited clientele |
| LMH | Low/mod housing |
| LMJ | Low/mod job creation/retention |
| LMJFI | Low/mod job creation/retention, public facility |
| SBA | Slum/blight area benefit |
| SBS | Slum/blight spot basis |

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| \*\*Activity Codes |
| **01 –** Acquisition of real property | 10 – Removal of architectural barriers |
| **03 –** Public facilities and improvements not covered in other 03 codes | 14A – Rehab single unit residential |
| 03E – Neighborhood centers | 14C – Rehab public housing modernization |
| 03I – Flood drainage improvements | 17 – Homeownership assistance |
| 03J – Water/sewer improvements | 17C – Commercial/industrial building acquisition/construction/rehab by grantee/nonprofit |
| 03K – Streets | 18A – Economic development-direct financial assistance to for-profits |
| 04A – Clean-up of contaminated sites | 20 – Planning |
| 05 – Public services | 21A – General program administration |
| 08 – Relocation  |  |

|  |  |
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| Proposed accomplishment narrative |  |
| **Actual accomplishment narrative** |  |

For direct benefit projects: Complete the direct benefits spreadsheet.

Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For contract and subcontract activities of $10,000 or more: Complete the contract reporting spreadsheet.

Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Indirect Benefits/Area-Wide Benefits, if applicableFor each applicable activity which provided area-wide indirect benefits, show the extent to which protected groups have benefited from the activity by identifying the percent of beneficiaries in the project area and in the grantee’s jurisdiction who are in the following categories: |
| **In the project area** | **In the grantee’s jurisdiction** |
| Ethnic category: | Ethnic category: |
| % | Hispanic or Latino | % | Hispanic or Latino |
| % | not Hispanic or Latino | % | not Hispanic or Latino |
| Racial category | Racial category |
| % | White | % | White |
| % | Black or African American | % | Black or African American |
| % | Asian | % | Asian |
| % | American Indian or Alaskan Native | % | American Indian or Alaskan Native |
| % | Asian and White | % | Asian and White |
| % | Black or African American and White | % | Black or African American and White |
| % | American Indian or Alaskan Native and Black or African American | % | American Indian or Alaskan Native and Black or African American |
| % | Other multi-racial – balance of individuals reporting more than one race | % | Other multi-racial – balance of individuals reporting more than one race |
| Other/special status category | Other/special status category |
| % | Handicapped | % | Handicapped |
| % | Female heads of household | % | Female heads of household |
| % | Elderly – over 62 | % | Elderly – over 62 |
| % | Low- and moderate-income | % | Low- and moderate-income |
| % | Extremely low-income – 30% AMI and below | % | Extremely low-income – 30% AMI and below |
| % | Low-income – 31%-50% AMI | % | Low-income – 31%-50% AMI |
| % | Moderate income – 51%-80% AMI | % | Moderate income – 51%-80% AMI |

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| Calculation of CDBG Funds Benefiting Low- and Moderate-Income Households and National Objectives |
| **A****Activity description, do not include administrative activities** | **B****Number of jobs created or retained****or number of households or persons this activity served** | **C****Number of jobs created or retained****or number of LMI households or persons this activity served** | **D****Percent of LMI households or persons this activity served** | **E****Amount of CDBG funds for this activity** | **F****Amount of CDBG funds benefiting LMI households or persons** | **G****National CDBG objective served** |
| 1. |  |  |  | $ | $ |  |
| 2.  |  |  |  | $ | $ |  |
| 3. |  |  |  | $ | $ |  |
| 4. |  |  |  | $ | $ |  |
| 5. |  |  |  | $ | $ |  |
|  |  |  | **Totals:** | **$** | **$** |  |

Instructions to complete this form are on the next page.

Overall percent benefit to low- and moderate-income households/persons = Total, column F = \_\_\_\_\_\_\_\_\_\_%

## Instructions for completing Calculation of CDBG Funds Benefiting Low- and Moderate-Income Households and National Objectives

1. Column A: Describe the activity by name, e.g., “Housing Rehabilitation.” Do not include administrative activities. Use the activity code descriptions from page 2 of this document.
2. Column B: Show the total number of households or persons that the activity served or the total number of full-time equivalent jobs created or retained.
3. Column C: Show the percentage of low- and moderate-income households or persons served by the activity. This is derived by dividing the number in column C by the number in column B for that activity.
4. Column D: Show the percentage of low- and moderate-income households or persons served by the activity. This is derived by dividing the number in column C by the number in column B for that activity.
5. Column E: Show the total amount of CDBG funds expended for the activity.
6. Column F: Show the total amount of those funds that were used to benefit low- and moderate-income households or persons. This is derived by multiplying column E by the percentage in column D.
7. At the bottom of column E, show the total amount of non-administrative CDBG funds used.
8. At the bottom of column F, show the total amount of funds that were used to benefit low- and moderate-income households or persons.
9. Determine the overall percent benefit to low- and moderate-income households or persons by dividing the total of column F by the total of column E to get the total CDBG project benefit to low- and moderate-income households or persons expressed as a percentage. Include the percentage at the bottom of the form at line H.

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| Final Statement of Cost |
|  | **Final CDBG budget** | **CDBG funds expended** | **Balance remaining** | **Matching funds budget** | **Matching funds expended** | **Balance remaining** |
| **Administration** |
| **Personnel cost** |  |  |  |  |  |  |
| **Office cost** |  |  |  |  |  |  |
| **Professional services** |  |  |  |  |  |  |
| **Legal costs** |  |  |  |  |  |  |
| **Audit fees** |  |  |  |  |  |  |
| **Travel and training** |  |  |  |  |  |  |
| **Interim interest** |  |  |  |  |  |  |
| **Bond costs** |  |  |  |  |  |  |
| **Total administration budget** |  |  |  |  |  |  |
| **Activity budget** |
| **Land acquisition** |  |  |  |  |  |  |
| **Preliminary architectural design** |  |  |  |  |  |  |
| **Final architectural design** |  |  |  |  |  |  |
| **Construction oversight** |  |  |  |  |  |  |
| **Construction** |  |  |  |  |  |  |
| **Contingency** |  |  |  |  |  |  |
| **Total activity budget** |  |  |  |  |  |  |
|  |
| **Total budget** |  |  |  |  |  |  |

## Final Certification of Grantee

It is hereby certified that all activities undertaken by the grantee with funds provided under contract number MT-CDBG-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been carried out in accordance with said contract; and that:

1. There are no unpaid costs or third-party claims remaining against the CDBG grant, all labor standards applicable to this contract have been complied with and there are, to the grantee's knowledge, no outstanding labor claims;
2. The statements and information contained in this project completion report are true and correct;
3. All records related to grant activities are available on request and will be kept for four years after the date of final closeout approval by Commerce consistent with the requirements set out 24 CFR 570.502(a)(16).
4. CDBG funds were not used to reduce the level of local financial support for housing and community development activities;
5. A final audit has been conducted on at least 90% of the CDBG funds in accordance with CDBG program requirements and all findings, if any, have been resolved;
6. The status of funds report represents the amounts identified in the audit as being the correct total CDBG expenditures accepted for the project;
7. It is hereby acknowledged that any remaining unexpended balance of funds for the CDBG project under this contract will be retained or recovered by Commerce;
8. Program income, if any, will be managed and expended according to the adopted program income plan attached to this report and that all applicable requirements set out in 24 CFR 85.25 and 24 CFR 570.504; and
9. Any real property or equipment acquired with CDBG funds, in whole or in part, during the term of the project, will be managed and disposed of, if necessary, according to the applicable provisions of 24 CFR 85.31 and 85.32 and 24 CFR 570.505.

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Signature of chief elected official or executive officer Date

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Name and title of signatory