

**HOME/HTF Affordable Housing Development Grant Administration Manual  
Tools and Resources**

**Certification of Completion and Status of Funds Report  
Conditional / Final Closeout Certification**

Upon completing a HOME or HTF project, grantees must certify project completion, report on the status of grant funds, and complete closeout certification.

**Grantee Name:** \_\_\_\_\_  
**Grantee Address:** \_\_\_\_\_  
**Grant Contract Number:** # MT- \_\_\_\_\_

*Certification of Completion and Status of Funds Report*

- Conditional Approval Request (complete Conditional Closeout Certification)<sup>1</sup>  
 Final Approval Request (complete Final Closeout Certification)<sup>2</sup>

	Grant Amount Budgeted	Grant Amount Expended	Balance
Professional Services			
Legal Costs			
Contingency			
<b>Total Soft Costs</b>			
Architect / Engineer			
Construction			
Contingency			
<b>Total Activity Costs</b>			
<b>TOTAL PROJECT COSTS</b>			
	Amount Committed	Amount Documented	
Match ( <i>HOME Only</i> )			
	Amount Received to Date	Amount Expended or Returned to Commerce	Balance
Program Income			
Recaptured Funds			
CHDO Proceeds			

<sup>1</sup> To be completed *before* audit or cost certification in lieu of audit.  
<sup>2</sup> To be completed *after* audit or cost certification in lieu of audit.

*Conditional Closeout Certification*

Unpaid Costs and Unsettled Third-Party Claims

1. Are there any unpaid costs or unsettled third-party claims against the HOME/HTF grant?  
[ ] Yes [ ] No If yes, describe circumstances and amount(s) on separate sheets and attach.
2. When is the estimated date of the grantee's next scheduled audit?

Grantee Certification

It is hereby certified that all activities undertaken by the grantee with the funds provided under the Commerce Contract referenced above have been carried out in accordance with said contract; and that:

- A. Proper provision has been made by the grantee for payment of all unpaid costs and unsettled third-party claims identified above; the grantee has complied with all applicable labor standards and there are, to the grantee's knowledge, no outstanding labor claims;
- B. All records related to grant activities are available upon request and will be retained by the grantee for five years after the final Commerce approval, consistent with the requirements set out in 2 CFR 200, 24 CFR 92, and 24 CFR 93;
- C. HOME/HTF funds were not used to reduce the level of local financial support for housing activities detailed in the grantee's application and the Contract referenced above;
- D. The HOME/HTF program will be audited (if required) in accordance with HOME/HTF program requirements during the next audit of the grantee's records;
- E. It is acknowledged that Commerce retains the right to recover funds for disallowed costs reflected in the final audit;
- F. Program income, recaptured funds, or CHDO proceeds, if any, will be managed and expended or returned to Commerce according to the adopted *Program Income/Recaptured Funds Plan* or *CHDO Proceeds Plan* **attached** to this report and all applicable requirements set out in 2 CFR 200, 24 CFR 92 and 24 CFR 93, as applicable, and specified in the Contract will be met;
- G. The Status of Funds Report represents the correct total HOME/HTF expenditures and budget balances as of this date;
- H. The HOME/HTF project will continue to meet affordability requirements throughout the required period of affordability; and
- I. The statements and information contained in this Conditional Closeout Certification are true and correct.

**Typed Name and Title of Chief Elected Official or Executive Officer:**

**Signature of Chief Elected Official or Executive Officer:**

**Date:**

*Final Closeout Certification*

Grantee Certification

It is hereby certified that all activities undertaken by the grantee with the funds provided under the Commerce Contract referenced above have been carried out in accordance with said contract; and that:

- A. There are no unpaid costs or third-party claims remaining against the HOME/HTF grant; the grantee has complied with all applicable labor standards and there are, to the grantee's knowledge, no outstanding labor claims;
- B. All records related to grant activities are available upon request and will be retained by the grantee for five years after the final Commerce approval, consistent with the requirements set out in 2 CFR 200, 24 CFR 92, and 24 CFR 93;
- C. HOME/HTF funds were not used to reduce the level of local financial support for housing activities, as detailed in the grantee's application and the Contract referenced above;
- D. If required, the HOME/HTF program was audited in accordance with HOME/HTF program requirements and all findings, if any, have been resolved;
- E. It is acknowledged that any remaining unexpended balance of funds for the HOME/HTF program under the above referenced contract will be retained or recovered by Commerce;
- F. Program income, recaptured funds, or CHDO proceeds, if any, will be managed and expended or returned to Commerce according to the adopted *Program Income/Recaptured Funds Plan* or *CHDO Proceeds Plan* **attached** to this report and all applicable requirements set out in 2 CFR 200, 24 CFR 92 and 24 CFR 93, as applicable, and specified in the Contract will be met;
- G. The Status of Funds Report represents the amounts identified in the audit as the correct total HOME/HTF expenditures for the program; copies of the audits have been submitted to the HOME/HTF program for each year in which HOME/HTF funds were received and expended;
- H. The HOME/HTF project will continue to meet affordability requirements throughout the required period of affordability; and
- I. The statements and information contained in this Final Closeout Certification are true and correct.

**Typed Name and Title of Chief Elected Official or Executive Officer:**

**Signature of Chief Elected Official or Executive Officer:**

**Date:**