



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

JEB BUSH
Governor

THADDEUS L. COHEN, AIA
Secretary

TECHNICAL MEMORANDUM CDBG-HCD-06-03

TO: Eligible Florida Small Cities and Disaster Recovery CDBG Program Participants and Other Interested Parties

FROM: Esrone McDaniels, MPA, Administrator
Florida Small Cities CDBG and Disaster Recovery Programs

SUBJECT: Community Development Block Grant (CDBG) Closeout Forms and Instructions

DATE: December 2006

The U.S. Department of Housing and Urban Development (HUD) requires that all Urban Entitlements and state administered Small Cities CDBG Programs use the online Integrated Disbursement and Information System (IDIS) to request funds and report on grant activities and accomplishments. HUD recently updated the system to include a Performance Measure System that includes three objectives and three outcomes:

Objectives

1. Creating a suitable living environment
2. Providing decent housing
3. Creating economic opportunities (applies to all Economic Development activities)

Outcomes

1. Improving availability or accessibility of units or services
2. Improving affordability not just of housing but also of other services
3. Improving sustainability by promoting viable communities

The CDBG Program will use the enclosed matrix to enter an objective and outcome for activities funded prior to the implementation of the system. (The Performance Measure System is not applicable to Disaster Recovery grants since they are not reported on in IDIS.)

We have revised the closeout documents so that we can provide HUD with the new Performance Measure data, and the application for funding is being revised accordingly. The information now required at closeout is, for the most part, already being collected and maintained in the grant files. We encourage local governments that have an open CDBG grant to review the new closeout forms and become familiar with the data that must be reported at closeout. Although Disaster Recovery grants are not reported on in IDIS, the Department will use the same closeout form for all contracts since the data relates to expenditures, accomplishments and beneficiaries. (Disaster Recovery grantees may find it necessary to submit a closeout for each project or service area.) Revised forms are posted to the CDBG website at:

<http://www.floridacommunitydevelopment.org/cdbg/index.cfm#Downloads>

2555 SHUMARD OAK BOULEVARD TALLAHASSEE, FLORIDA 32399-2100

Phone: 850.488.8466/Suncom 278.8466 FAX: 850.921.0781/Suncom 291.0781

Internet address: <http://www.dca.state.fl.us>

CRITICAL STATE CONCERN FIELD OFFICE
2796 Overseas Highway, Suite 212
Marathon, FL 33050-2227
(305) 289-2402

COMMUNITY PLANNING
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
(850) 488-2356

EMERGENCY MANAGEMENT
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
(850) 413-9969

HOUSING & COMMUNITY DEVELOPMENT
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
(850) 488-7956

Memorandum
Page Two

Rule 9B-43.0051 (11), F.A.C., sets out the requirements for closing out a CDBG grant. Closeout forms must be submitted to the Department of Community Affairs, Florida Small Cities CDBG or Disaster Recovery Program, within 45 days after the contract termination or expiration date. A closeout may be submitted sooner if all work has been completed and all administrative activities have concluded. A Final Request for Funds must be submitted prior to, or with, the closeout since any remaining balance will be deobligated at the time of closeout.

If a local government is closing out a grant that was awarded prior to October 2006 and cannot provide all requested information, a cover letter should be submitted with the closeout package explaining why the data is not available. Local governments closing out grants awarded after October 2006 will be required to submit all requested information.

If census data is used for beneficiary information, you may access Census 2000 Summary File 1 (SF 1) 100-Percent Data, Detailed Tables, for race and ethnicity data. If survey information is used for beneficiary data, race and ethnicity should be documented during the survey process. Census data can be accessed at:

<http://www.census.gov/main/www/cen2000.html>

Before you begin completing the closeout forms, contact your DCA Grant Manager to ensure that there are no outstanding issues. For example, a closeout cannot be processed if there are open monitoring findings or if required reports, such as audits, have not been submitted. Additionally, your DCA Grant Manager can provide you with a Line Item Tracking Report that reflects the amount of funds disbursed based on the Department's records.

Listed below are the websites for the CDBG Program, HUD IDIS information and HUD performance measure data, respectively:

<http://www.floridacommunitydevelopment.org/cdbg/index.cfm>

<http://www.hud.gov/offices/cpd/systems/idis/index.cfm>

<http://www.hud.gov/offices/cpd/about/performance/index.cfm>

If you have any questions about the closeout process, please do not hesitate to contact your DCA Grant Manager or our main office at 850/487-3644.

EM/jp

Enclosures