**FINANCIAL CERTIFICATION OF COMPLETION (10-B)**

**Wisconsin Community Development Block Grant (CDBG) Program**

***Submit this form to DEHCR within 60 days after receiving the final CDBG payment.***

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| --- | --- | --- |
| **A.** | **NAME OF UGLG / GRANTEE:** |  |
| **B.** | **DEHCR GRANT AGREEMENT/CONTRACT #:** |  |
| **C.** | **BUSINESS OR SUBRECIPIENT NAME(S):** |  |

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| --- | --- | --- | --- | --- |
| **D. DOCUMENTS ATTACHED TO THIS FINANCIAL CERTIFICATION OF COMPLETION** | | | | |
| **Documents:** | **Attached:** | **N/A:** | **Separate Submission:** | **Date(s) of Separate Submission:** |
| Final Cash Control Register *(required)* |  |  |  |  |
| Final CDBG Disbursements Journal *(required)* |  |  |  |  |
| Final Matching Funds Journal *(if UGLG contributed Match for project)* |  |  |  |  |
| Check/Payment Records for Disbursement of Final CDBG Payment *(if applicable)* |  |  |  |  |
| Check/Payment Records for Any Match/Other Funds Used to Pay Invoices That Remained Unpaid/Outstanding at the Time of Submission of the Final CDBG Payment Request *(if applicable)* |  |  |  |  |
| Final Bank Statement(s)/Check Register Document(s) Showing the Deposit and Disbursement of the Final CDBG Payment *(required)* |  |  |  |  |
| Payment Records Showing Return of Grant Funds to DEHCR *(if applicable)* |  |  |  |  |

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| **E. FINAL FINANCIAL STATEMENT OF COSTS & CDBG DISBURSEMENT** | | | | |
| **CDBG-Funded Activity**  **(1)** | **CDBG Funds Budgeted**  **(2)** | **CDBG Funds Drawn**  **(3)** | **CDBG Funds Disbursed**  **(4)** | **CDBG Funds To Be Cancelled**  **(5)** |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
|  | $0.00 | $0.00 | $0.00 | $0.00 |
| **TOTALS:** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| *FOR DEHCR USE ONLY:*  *Enter Totals Based on DEHCR Records.* | $ | $ | $ | $ |

|  |  |  |
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| **F. FINANCIAL CERTIFICATION OF COMPLETION BY UGLG / GRANTEE** | | |
| *As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Financial Certification of Completion to DEHCR and certify that, to the best of my knowledge, the activities undertaken using CDBG funds as listed in section E. above have been carried out in accordance with the Grant Agreement; and the amounts entered in section E. above are correct.* | | |
| Date Certified / Signed | Typed/Printed Name and Title of Chief Elected Official (CEO)  CEO Name:  CEO Title: | Signature of UGLG Chief Elected Official (CEO) |

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| **G. FINANCIAL CERTIFICATION OF COMPLETION BY DEHCR** | | |
| Date Certified / Signed | Name and Title of Authorized DEHCR Representative  Division of Energy, Housing and Community Resources | Signature of Authorized DEHCR Representative |

#### FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

*Refer to Chapter 10: Project Completion in the* [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) *for guidance.*

1. Enter the name of the UGLG / Grantee name as it appears on the *Grant Agreement*.
2. Enter the *Grant Agreement*/contract number.
3. Enter the Business Name(s) or Subrecipient Name(s) if applicable. Entering the Business Name(s) is applicable only to PFED, ED or other LMI Job Creation/Retention projects, as specified in the *Grant Agreement*. Entering the Subrecipient Name(s) is applicable only to projects for which the UGLG applied for and received the grant on behalf of one or more government or nonprofit entities, which implemented the project activities. If there is no Business or Subrecipient affiliation for the project, then enter “N/A” to indicate the entry field is not applicable.
4. Make entries in the check boxes to indicate the documents that are attached (i.e., are being submitted with the Financial Certification of Completion), submitted separately, or not applicable. Enter the date of submission if the item was submitted separately.
5. Final Financial Statement of Costs & CDBG Disbursement:
6. In column 1, list project activities as shown on the *CDBG Payment Request* form (most recent version, as submitted with the final CDBG payment request). Activities may be water/sanitary sewer, street/sidewalks, public services, grant administration, acquisition, relocation, etc.
7. In column 2, enter the budgeted amounts for each project activity, as shown on the *CDBG Payment Request* form (most recent version, as submitted with the final CDBG payment request).
8. 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 the** “Cumulative Receipts to Date” **on the final** Cash Control Register **and** “**Total Payments To Date” recorded on the final *CDBG Disbursements Journal.***
9. In column 4, enter the amount of CDBG funds disbursed (received by the UGLG and paid out for project invoices/costs), by budget item and in total. **The total should agree with the “Cumulative Disbursements To Date” recorded on the final *Cash Control Register, and*** “**Total Payments To Date” recorded on the final *CDBG Disbursements Journal.***
10. Subtract the column 4 Total “CDBG Funds Disbursed,” from column 2 Total “CDBG Funds Budgeted,” to calculate the totals for column 5, “CDBG Funds to be Cancelled.” This amount represents both funds not drawn and funds drawn but not disbursed/not used. **Any funds drawn but not disbursed/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: FISCAL

Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

Bureau of Community Development

P.O. Box 7970

Madison, WI 53707-7970

The *Grant Agreement* number should be shown on the check and documentation identifying the CDBG project budget activity to which the funds are being returned must accompany the check.

1. Enter the date certified/signed and the typed name and title of the UGLG’s Chief Elected Official (CEO). The CEO must sign the document (either a handwritten signature or electronic using DocuSign or similar software).

**SUBMISSION:**  Email a copy of the signed *Financial Certification of Completion* and accompanying attachments to the assigned DEHCR Project Representative or to *DOACDB@wisconsin.gov* **within 60 days** of receiving the final CDBG payment.

1. DEHCR will complete section G. upon approval of all Project Completion documents and this Financial Certification of Completion. A copy of this certification signed by DEHCR will be emailed to the UGLG / Grantee with the Project Completion letter and signed Project Completion Certification. Retain the documents in the CDBG project file.