




# Welcome!






We'll begin the webinar at 2:00 p.m.




Active participation is encouraged.




Ask/submit questions via chat.



Utilize live captions as needed.



Leave the meeting and re-join if you encounter any technical issues.



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1



# CDBG Program "Office Hours" Webinar:

## CDBG Project Completion

December 17, 2025 (Recorded Webinar)

Facilitator: Joanna Storm

Division of Energy, Housing and Community Resources (DEHCR)  
Bureau of Community Development (BCD)


2





## "Office Hours" Webinar:


- Objectives
- Submission Process
- Documentation
- Errors & Pitfalls
- Best Practices
- Q&A



3

## Webinar Objectives

- Submission Process
- Required Documentation
  - Final **CDBG Payment Request**
  - **CDBG Project Completion Report**
  - Additional Items
- Errors & Pitfalls
- Best Practices
- Q&A



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4






# Submission Process & Timeline Compliance

- Grant Agreement
  - Attachment A: SOW / Timetable
- Responsibilities
- Consequences
- Resources




5

## Grant Agreement Timetable



October 31, 2025	<ul style="list-style-type: none"><li>• Complete all Construction Activities.</li><li>• End of Construction Period. <i>No construction expenses incurred after this date.</i></li></ul>
December 31, 2025	<ul style="list-style-type: none"><li>• Submit Final CDBG Payment Request and supporting documents.</li><li>• Submit Project Completion Report and supporting documents including the Final Summary Narrative and supporting documents for the period of October 1, 2025 through December 31, 2025 (with Project Completion Report). Reporting must follow the guidance provided in the Program Implementation Handbook.</li><li>• Submit Semi-Annual CDBG Project Data Report for the reporting period of October 1, 2025 through March 31, 2026 (reporting project activities October 1, 2025 through December 31, 2025) (with Project Completion Report).</li><li>• Submit Final Labor Standards Compliance Report (LSCR) for each prime contractor (with Project Completion Report).</li></ul>




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6



## Grant Agreement Timetable (continued)

January 15, 2026	<ul style="list-style-type: none"><li>Submit Single Audit Statement for CY2025 to DEHCR CDBG Project Representative. Arrange for Single Audit if required (Single Audit Report will be due to Federal Audit Clearinghouse [FAC] within 30 days of Single Audit being completed or September 30, 2026, whichever date is earlier).</li></ul>
Within 60 Days of Receipt of Final CDBG Payment	<ul style="list-style-type: none"><li>Submit Financial Certification of Completion and supporting documentation (as listed in the Financial Certification).</li></ul>


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7

## Non-Compliance Warning

**Failure to comply** may result in:

- Ineligibility for CDBG payments
- Jeopardizing eligibility for future grants
- Debarment from federally funded projects

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8



# Reporting Forms on Website

DEHCR > CDBG Implementation Handbook

CDBG Implementation Handbook

The Implementation Handbook has been created by the Bureau of Community Development for use by Department of Administration (DOA) CDBG-PF, CDBG-PLNG, CDBG-ED and CDBG-PFED Grantees. The Bureau of Community Development resides within the Wisconsin Department of Administration's Division of Energy, Housing and Community Resources (DEHCR).

### Chapters

- Cover
- Table of Contents
- Chapter 1: Introduction
- Chapter 2: Administrative Requirements
- Chapter 3: Procurement and Contracting
- Chapter 4: Environmental Review
- Chapter 5: Acquisition/Relocation
- Chapter 6: Equal Opportunity Fair Housing and Section 3
- Chapter 7: Labor Standards
- Chapter 8: Financial Management
- Chapter 9: Reporting
- Chapter 10: Project Completion
- Appendix A: Acronyms
- Appendix B: Important Websites (Listing by Chapter)

Chapter Attachments/Fillable Forms

- 2-A: File Checklist
- 2-B: Self-Monitoring Checklist

Use the current version of forms (for each reporting period) on our Implementation Handbook website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>

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9

# Instructions & Guidance

CHAPTER 9 ATTACHMENTS:

9-A: Semi-Annual Summary Narrative

9-B: Semi-Annual Summary Narrative Instructions

9-C: CDBG Project Data Report

9-C(1): CDBG Project Data Report Instructions

9-F: CDBG Jobs Project Employee Self Certification Report

9-F(3): CDBG Jobs Project Employee Self Certification Forms

9-G: Single Audit Statement (Audit Required)

9-H: Single Audit Statement (Audit NOT Required)

9-G&H(1): Single Audit Statement Examples

9-I(1): Client Income Certification Report

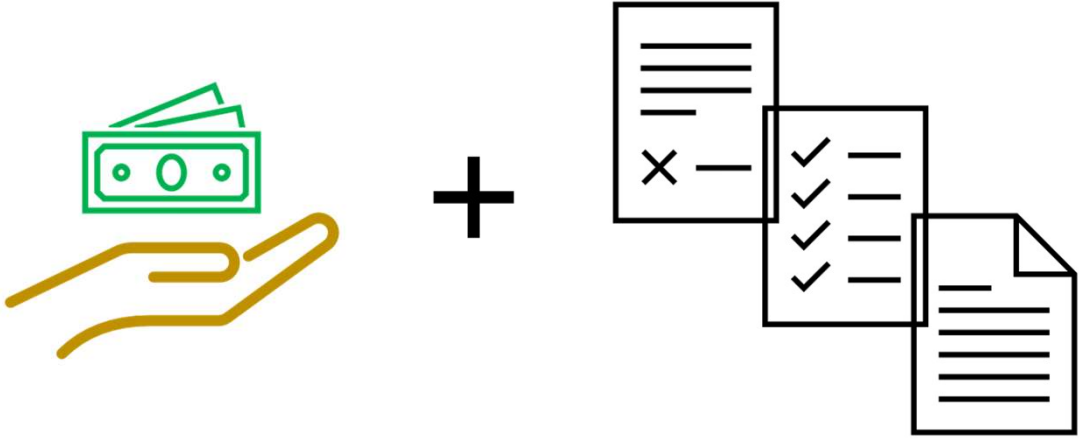
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10

5



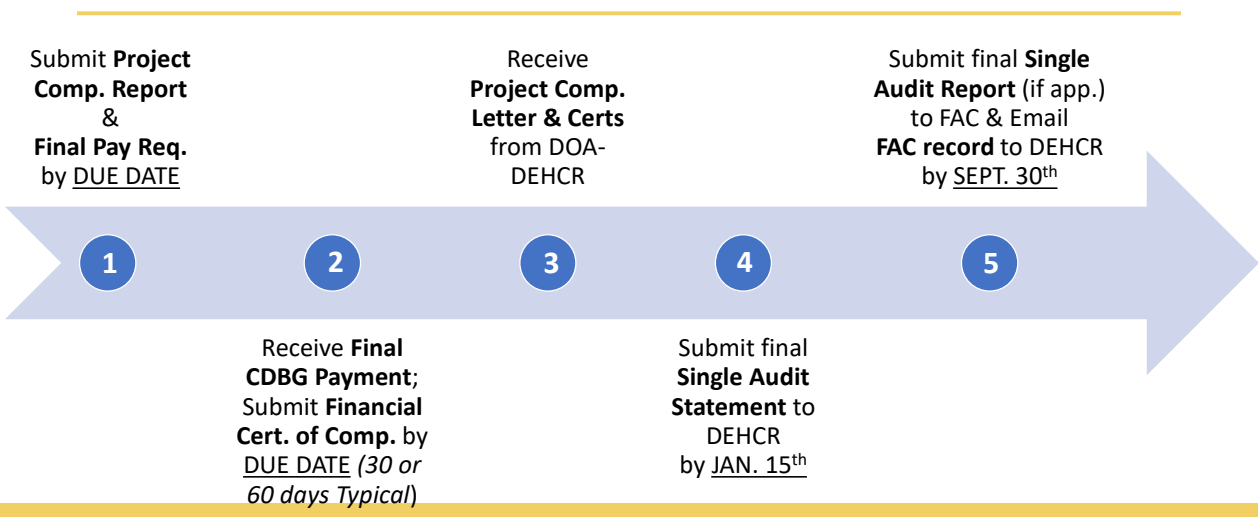
# Documentation Submission Process



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11


# Documentation Timeline



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12






Final CDBG  
Payment Request

- Complete
- Correct
- Attachments included



13

Final Pay Request: Errors




Received Date:	Community Development Block Grant Funds (CDBG) Payment Request Department of Administration Division of Energy, Housing and Community Resources (DEHCR)		PV #:
Make Check Payable To: Town of Central City Citizens State Bank of Loyal - Acct. # 400958215 N5671 Oak Street, P.O. Box 96 Chili, WI 54420-9204	Contract Number: CDBG-PF 23-99 Contract Start Date: 7/26/2023 Construction Start Date: 5/1/2024 PO Number: 98765	Contract End Date: 12/31/2025 Request Date: 12/27/2025 Amended Request: <input type="checkbox"/> Final Request: <input checked="" type="checkbox"/>	The Grantee <b>MUST ATTACH</b> Updated Copies of the : Cash Control Register <input checked="" type="checkbox"/> CDBG Disbursements Journal <input checked="" type="checkbox"/> Matching Funds Journal <input checked="" type="checkbox"/> Invoices for this Payment Request <input checked="" type="checkbox"/>
Person Completing this Form: Catherine Clark, Contracted Grant Admin. Phone Number: (715) 836 - 3747 ext. 29 SAM.gov UEI #: ABCDE1234FG5 SAM.gov UEI Expiration Date: 05/01/2026	Contract Amount: \$1,000,000.00		

YOUR CONTRACT ENDS IN 30 Days

1. Late submission (*ineligible* for payment)

- extension requires Amendment (30 days before due)

2. Expired [SAM.gov](#) "Active" Registration status



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14



## Final Pay Request: Errors (continued)

3. “Grantee Authorization” Errors  
*(missing or unauthorized approvers)*

4. Missing Support Documentation

- Financial Journals (CCR, DJ, MFJ)
- Invoices and/or Checks Issued
- Bank Statement(s)

Grantee Representative Authorization	
Name:	Connie Crayfish
Title:	Town Clerk
Date:	12/27/2025
Grantee Representative Authorization	
Name:	Catherine Clark
Title:	Grant Administrator
Date:	12/23/2025
DEHCR Payment Authorization	Date Signed

The Grantee **MUST ATTACH** Updated Copies of the :

Cash Control Register

CDBG Disbursements Journal

Matching Funds Journal


Invoices for this Payment Request

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15

## Final Pay Request: Errors (continued)

CDBG-Funded Activity	IDIS Activity Number	Previous Request Number	Current Request Number	CDBG Activity Amount Budgeted	Previously Requested	Current Request	Total Requested to Date	CDBG Award Balance
Neighborhood Facilities - Fire Station & Senior Center	37924	3	4	\$1,000,000.00	\$973,872.30	\$26,127.70	\$1,000,000.00	\$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:				\$ 1,000,000.00	\$973,872.30	\$26,127.70	\$1,000,000.00	\$0.00

5. Typos / Incorrect Numbers  
*(entries do not align with financial journals)*



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16


8



## Final Pay Request: Errors (continued)

Match-Funded Activity (Non Close)	REMINDER	Minimum Required Match	Percent Match To Date	Match Amount Budgeted	Previous Match Total	Current Match	Total Match Expended To Date
Acquisition - Land	The minimum required Match percentage for the project (listed above) must be met when the Final CDBG Payment Request is submitted.	100.00%	100.00%	\$3,895.00	\$3,211.90	\$0.00	\$3,211.90
Center/Facility Construction		100.00%	100.00%	\$338,358.00	\$168,890.10	\$550,837.30	\$717,727.40
Furnishings		100.00%	100.00%	\$117,845.00	\$0.00	\$65,907.16	\$65,907.16
Engineering		100.00%	100.00%	\$78,000.00	\$71,407.06	\$10,000.00	\$81,407.06
Grant Administration		100.00%	100.00%	\$34,000.00	\$0.00	\$30,089.45	\$30,089.45
		100.00%	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:		36.38%	47.32%	\$ 571,898.00	\$241,509.06	\$656,833.91	\$898,342.97

### 6. Failure to Meet the Minimum Match Required

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17



## CDBG Project Completion Report

- Grantee / UGLG
- Timeframes
- Contracts Awarded
- Labor Standards Complaints & Violations
- Section 3
- Comments



18



## Completion Report: Errors

1. Delayed Report Submission – *Not with final payment request*
2. Incorrect and Missing Data (*Parts 1-8*)
3. Missing Chief Elected Official Signature (*Part 2*)
4. Incomplete Submission/Missing Supporting Documentation

**Completion Report errors cause delay in final CDBG payment.**



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19

## Completion Report: Errors (continued)

Incomplete Submission/Missing Supporting Documentation –  
EXAMPLES:

- Lobbying Certifications (*Part 2*)
- “Other” Items (*Parts 2, 3A, 3B*)
- “Additional” Reports (*Parts 2, 3B*)
- Fair Housing Actions (FHAs) (*Part 7*)
- 2nd Citizen Participation Public Hearing (*Part 8*)



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20



# Completion Report: Part 1

<b>PROJECT COMPLETION REPORT &amp; CERTIFICATION (10-A)</b> <b>Wisconsin Community Development Block Grant (CDBG) Program</b>	
<b>PART 1: GRANTEE INFORMATION</b>	
<b>A.</b>	<b>NAME OF GRANTEE / UGLG:</b>
<b>B.</b>	<b>DEHCR GRANT AGREEMENT #:</b>
<b>C.</b>	<b>BUSINESS OR SUBRECIPIENT NAME(S):</b>
<b>D. REPORTING PERIOD: (select one)</b> <input type="checkbox"/> October 1, 20__ to March 31, 20__. <input type="checkbox"/> April 1, 20__ to September 30, 20__.	



21

## Completion Report: Part 2

PART 2: CERTIFICATION OF PROJECT COMPLETION REPORT				
A. DOCUMENTS SUBMISSION:				
DOCUMENTS:	ATTACHED:	N/A:	SEPARATE SUBMISSION:	DATE(S) OF SEPARATE SUBMISSION:
(1) Project Completion Report	<input type="checkbox"/>			
(2) Final Summary Narrative Supporting Documents <i>(as listed in the Final Summary Narrative (Part 3-A.) within this Report)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Semi-Annual CDBG Project Data Report & Supporting Documents <i>(for final reporting period)</i>	<input type="checkbox"/>		<input type="checkbox"/>	
(4) Final Labor Standards Compliance Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5) Section 5.7 Labor Standards Enforcement Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6) Accessibility Self-Evaluation Checklist or DSPS Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(7) Lobbying Cert. Form(s) <i>(For ALL Contractors and Subrecipient(s))</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(8) Final CDBG Jobs Project Employee Self-Cert. Report & Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(9) Final Client Income Cert. Report & Forms <i>(non-CV)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



22



23


24



# Completion Report: Part 3B (continued)

## Reminder for Additional Reporting:

Forms and templates for the additional reporting that is due with the Project Completion Report are found under “Chapter Attachments” for Chapters 3, 6, 7 and 9 on the [CDBG Implementation Handbook website](#).



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# Completion Report: Part 3C & Part 3D

## C. SINGLE AUDIT STATEMENT STATUS:

The Single Audit Statement is due for all Grantees/UGLGs on January 15<sup>th</sup> each year.

- o If the Single Audit Statement for the year shown was due during the reporting period, then enter the submission date or explain any pending status.
- o If the Statement for the year shown is not yet due, then enter "Not Yet Due."
- o If the Statement is not applicable to the project based on the Project Completion Report submission date, then enter "N/A."
- o Provide an update on any information that was entered on previous Semi-Annual Summary Narrative Reports if the status has changed.

Refer to Chapter 9 of the [CDBG Implementation Handbook](#) and the UGLG's Grant Agreement Timetable for the requirements for Single Audit Statements.

OBJECTIVES	ACCOMPLISHMENTS
(1) Statement CY2023 due January 15, 2024:	
(2) Statement CY2024 due January 15, 2025:	
(3) Statement CY2025 due January 15, 2026:	
(4) Statement CY2026 due January 15, 2027:	
(5) Statement CY2027 due January 15, 2028:	


## D. SINGLE AUDIT REPORT STATUS:

A Single Audit Report is due annually only for Grantees/UGLGs that expend \$750,000 or more in federal funds in a calendar year (CY), and the Report is to be submitted to the Federal Audit Clearinghouse (FAC) within 30 days of completing the Single Audit or September 30<sup>th</sup> following the applicable CY, whichever is earlier. Only the FAC receipt confirmation email is to be submitted to DEHCR.

- o If the UGLG is subject to a Single Audit for the CY shown and the Report was due within the reporting period, then enter the date of the Report submission to the FAC and date of the FAC receipt confirmation email copy submission to DEHCR; or enter the progress/status of the Single Audit Report.
- o If the UGLG is subject to a Single Audit for the CY shown but it is not yet due, then enter "Not Yet Due."
- o If the UGLG is not subject to a Single Audit for the calendar year (CY) shown or it is not applicable to the project based on the Project Completion Report submission date, then enter "N/A."
- o If it is not yet known whether the UGLG will be subject to a Single Audit for the CY shown, then enter "TBD" (for "To Be Determined.")

Refer to Chapter 9 of the [CDBG Implementation Handbook](#) and the UGLG's Grant Agreement Timetable for the requirements for Single Audit reporting.

OBJECTIVES	ACCOMPLISHMENTS
(1) Single Audit Report CY2022 (due no later than 9/30/23):	
(2) Single Audit Report CY2023 (due no later than 9/30/24):	
(3) Single Audit Report CY2024 (due no later than 9/30/25):	
(4) Single Audit Report CY2025 (due no later than 9/30/26):	
(5) Single Audit Report CY2026 (due no later than 9/30/27):	
(6) Single Audit Report CY2027 (due no later than 9/30/28):	




26

13



# Completion Report: Part 4

PART 4: CONSTRUCTION COMPLETION CERTIFICATION
<i>Check the appropriate box in this section to indicate whether the project has construction in the Scope of Work. If construction is in the scope, then click the entry field to select the dates for the Start Date Deadline and Completion Date Deadline and the Construction Completion Date. Add comments as applicable.</i>
(1) CHECK ONE: <div><input type="checkbox"/> This Project <b>does</b> have construction activities in the Scope of Work and the progress update is provided below.</div> <div><input type="checkbox"/> This project <b>does not</b> have any construction activities in the Scope of Work.</div>
(2) CONSTRUCTION START DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):
(3) CONSTRUCTION COMPLETION DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):
(4) CONSTRUCTION COMPLETION DATE:
(5) ADDITIONAL COMMENTS (IF APPLICABLE):




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27

# Completion Report: Part 5

PART 5: UPDATE ON PREVIOUS REPORTING PERIOD(S)	
DELAYED OBJECTIVE(S)	ACCOMPLISHMENTS
<i>List items due in previous Reporting Period(s) for which Accomplishments were not reported or were reported as having a Pending/ Incomplete status in previous Summary Narrative(s) and for which an update has not already been provided in Parts 2-4 of this Report, if applicable. Enter "None" if there are no updates required.</i>	<i>Report Accomplishments/Updates for any item due in previous Reporting Period(s) for which an update on their previous Incomplete/Pending status has not already been provided in Parts 2-4 of this Report, if applicable. Enter "None" if there are no updates required.</i>




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28




Completion Report: Part 6

PART 6: ENVIRONMENTAL REPORT COMPLETION CERTIFICATION	
Enter the Environmental Report completion information (as reported during the project performance period).	
OBJECTIVES	ACCOMPLISHMENTS
(1) Complete Environmental Review (ER) and receive Environmental Certification from DEHCR Environmental Desk prior to: (Check all activities listed below that apply to the CDBG Project – Click on the checkbox to check/uncheck an item): <div><input type="checkbox"/> Acquisition <input type="checkbox"/> Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Environmental Remediation <input type="checkbox"/> Economic Development Activities <input type="checkbox"/> Planning Activities <input type="checkbox"/> Public Services Activities <input type="checkbox"/> Other (Specify):</div>	(2) Environmental Review Completion:  Date(s) of Submission(s) to DEHCR:  Date of Certification from DEHCR:

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Completion Report: Part 7

PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION	
<small>Provide information on the completion of the Fair Housing Actions required for the CDBG project. <b>REMINDER:</b> The UGLG's Fair Housing Actions (FHAs) <u>must</u> be completed by the due date listed in the Grant Agreement Timetable (Attachment A). Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed. The Fair Housing Actions required to be taken are in the UGLG's Grant Agreement – Attachment F. The FHA requirements must also be met for the UGLG to be eligible for the final CDBG payment. [If FHAs were already reported in a previous Summary Narrative Report, then copy the information from the previous reporting into this Report.]</small>	
<small>Refer to Chapter 6 of the CDBG Implementation Handbook for guidance on the Fair Housing Actions documentation.</small>	
OBJECTIVES	ACCOMPLISHMENTS
(1) Fair Housing Actions (FHA) Completion Due Date:	[Enter FHA Completion Due Date]
(2) Fair Housing Actions (FHA) Documents Submission Due Date:	[Enter FHA Documents Due Date]
(3) Fair Housing Actions Summary	
Fair Housing Action #1: Enter Action Required	Date(s) Action was Completed:  Describe Action Taken:  Document(s) and Date(s) of Submission to DEHCR:
Fair Housing Action #2: Enter Action Required	Date(s) Action was Completed:  Describe Action Taken:  Document(s) and Date(s) of Submission to DEHCR:
Fair Housing Action #3: Enter Action Required	Date(s) Action was Completed:  Describe Action Taken:  Document(s) and Date(s) of Submission to DEHCR:
Additional Fair Housing Action(s) (if applicable): [Enter Additional Action(s) Required (if applicable)]	Date(s) Action was Completed:  Describe Action Taken:  Document(s) and Date(s) of Submission to DEHCR:
(4) Describe Issues and/or Delays in completing the Fair Housing Actions and Resolution, if applicable:	ISSUES/DELAYS & RESOLUTION:





Completion Report: Part 8

**PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION CERTIFICATION**

Provide information on the completion of the 2nd Citizen Participation Public Hearing required for the project.


**REMINDER:** The UGLG's 2nd Citizen Participation Public Hearing **must** be held after construction has started on the project and the hearing and documents submission to DEHCR must be completed by the due dates listed in the Grant Agreement Timetable (Attachment A). Failure to meet this deadline will result in the denial of CDBG payment requests until the hearing is completed. The 2nd Public Hearing requirements must also be met for the UGLG to be eligible for the final CDBG payment.

[If 2nd Public Hearing information was already reported in a previous Summary Narrative Report, then copy the information from the previous reporting into this Report.]

Refer to Chapter 6 of the CDBG Implementation Handbook for guidance on the 2nd Public Hearing.

OBJECTIVES	ACCOMPLISHMENTS
(1) 2nd Public Hearing Completion Due Date:	[Enter Hearing Completion Due Date]
(2) 2nd Public Hearing Documents Submission Due Date:	[Enter Hearing Documents Due Date]
(3) 2nd Public Hearing Notice Date(s):	
(4) Method(s) of Giving/Advertising Hearing Notice(s):	


(5) 2nd Public Hearing Date:	[Select Date of 2nd Hearing]
(6) 2nd Public Hearing Documents Attached to this Report (or enter Date(s) they were submitted to DEHCR, if previously submitted):	<div><b>Hearing Documents Attached:</b></div> <div><input type="checkbox"/> No documents attached with this report.</div> <div><input type="checkbox"/> Copy(ies) of Notice(s) of Hearing</div> <div><input type="checkbox"/> Publisher's Affidavit of Publication of Notice</div> <div><input type="checkbox"/> Clerk's Certification of Posting (if required)</div> <div><input type="checkbox"/> Hearing Minutes</div> <div><input type="checkbox"/> 2nd Public Hearing Certification Form (Attachment 6-F of the CDBG Implementation Handbook)</div> <div><input type="checkbox"/> Hearing Sign-In/Attendance List (if not in Minutes)</div> <div><input type="checkbox"/> Other (Specify):</div> <div><b>Dates of Hearing Documents Submission(s):</b> (if submitted previously)</div>
(7) Describe Issues and/or Delays in completing the 2nd Public Hearing and the Resolution, if applicable:	ISSUES AND/OR DELAYS AND RESOLUTION:



31

Remaining Completion Documents

January 15, 2026	<ul style="list-style-type: none"><li>Submit Single Audit Statement for CY2025 to DEHCR CDBG Project Representative. Arrange for Single Audit if required (Single Audit Report will be due to Federal Audit Clearinghouse [FAC] within 30 days of Single Audit being completed or September 30, 2026, whichever date is earlier).</li></ul>
Within 60 Days of Receipt of Final CDBG Payment	<ul style="list-style-type: none"><li>Submit Financial Certification of Completion and supporting documentation (as listed in the Financial Certification).</li></ul>



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32

16



## Financial Certification of Completion

Don't forget to submit the final financial documents to DEHCR.

FINANCIAL CERTIFICATION OF COMPLETION (10-B)					
Wisconsin Department of Administration (DOA) DEHCR Grant Programs					
Submit this form to DEHCR within 60 days after receiving the final grant payment from DEHCR.					
A.	NAME OF GRANTEE / UGLG:				
B.	DEHCR GRANT AGREEMENT/CONTRACT #:				
C.	BUSINESS OR SUBRECIPIENT NAME(S):				
D. DOCUMENTS ATTACHED TO THIS FINANCIAL CERTIFICATION OF COMPLETION					
	Documents:	Attached:	N/A:	Separate Submission:	Date(s) of Separate Submission:
(1)	Final Cash Control Register (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Final Grant Disbursements Journal (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Final Matching Funds Journal (if Match was contributed to project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Check/Payment Records for Disbursement of Final Grant Payment (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Check/Payment Records for Any Match/Other Funds Used to Pay Invoices That Remained Unpaid/Outstanding at the Time of Submission of the Final Grant Payment Request (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	Final Bank Statement(s)/Check Register Document(s) Showing the Deposit and Disbursement of the Final Grant Payment (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	Payment Records Showing Return of Grant Funds to DEHCR (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

33

## Financial Certification (continued)

Part E:  
List only the CDBG funds received.

Part F:  
Make sure to obtain the CEO's signature.

E. FINAL FINANCIAL STATEMENT OF COSTS & GRANT DISBURSEMENT				
(1) DEHCR Grant-Funded Activity	(2) Grant Funds Budgeted	(3) Grant Funds Drawn	(4) Grant Funds Disbursed	(5) Grant Funds To Be Canceled
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
(6) TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00
FOR DEHCR USE ONLY: Enter Totals Based on DEHCR Records.				
	\$	\$	\$	\$
F. FINANCIAL CERTIFICATION OF COMPLETION BY GRANTEE / UGLG				
As the Chief Elected Official (CEO) of the Grantee / Unit of General Local Government (UGLG), 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 the grant funds from DEHCR 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.				
(1) Date Certified / Signed	(2) Typed/Printed Name & Title of Chief Elected Official (CEO)		(3) Signature of Chief Elected Official (CEO)	
<input type="checkbox"/>	CEO Name: <input type="checkbox"/> CEO Title: <input type="checkbox"/>		<input type="checkbox"/>	
G. FINANCIAL CERTIFICATION OF COMPLETION BY DEHCR				
(1) Date Certified / Signed	(2) Name and Title of Authorized DEHCR Representative		(3) Signature of Authorized DEHCR Rep.	
	Division of Energy, Housing and Community Resources			

34



## Project Completion: Pitfalls Summary


Missed Construction Completion Deadline Date

Construction Incomplete

Amendment Request Late Submission (Ineligible)

Final Payment Late Submission (Ineligible)

Missing Supporting Documents

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35


## Project Completion: **Best Practices**

Plan Ahead

Follow Grant Agreement Timetable


Schedule Extra Time

Double-Check Your Work

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36





## Additional Resources

- DEHCR Staff
- Implementation Handbook
- CDBG Forms / Templates
- Recorded Trainings



37

## Websites



**Bureau Website:**  
<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>



**CDBG Implementation Handbook:**  
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>



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38




Thank you for your time & participation.

Please direct any questions you may have regarding the reporting process to your assigned CDBG Program Representative or

[DOACDBG@Wisconsin.gov](mailto:DOACDBG@Wisconsin.gov)


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39



Questions?

- Utilize Chat



40