

PROJECT COMPLETION

Table of Contents

CHAPTER 10: PROJECT COMPLETION	2
INTRODUCTION	2
GENERAL REQUIREMENTS	2
PROJECT COMPLETION DOCUMENTS.....	2
FINAL FINANCIAL DOCUMENTS & CERTIFICATION	3
ADDITIONAL DOCUMENTATION	4
ATTACHMENTS.....	5
ATTACHMENT 10-A: PROJECT COMPLETION REPORT CERTIFICATION (TEMPLATE)	6
ATTACHMENT 10-A1: PROJECT COMPLETION REPORT & CERTIFICATION (SAMPLE)	12
ATTACHMENT 10-A2: PROJECT COMPLETION REPORT & CERTIFICATION (INSTRUCTIONS)	18
ATTACHMENT 10-B: FINANCIAL CERTIFICATION OF COMPLETION (TEMPLATE)	21
ATTACHMENT 10-B1: FINANCIAL CERTIFICATION OF COMPLETION (SAMPLE).....	22
ATTACHMENT 10-B2: FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)	23

CHAPTER 10: PROJECT COMPLETION

INTRODUCTION

Final project completion occurs when all funds have been expended and all reporting, monitoring and completion submission responsibilities related to the project have been completed by the Unit of General Local Government (UGLG) and approved by the Division of Energy, Housing and Community Resources (DEHCR). Issuance of the completion letter and certification signed by DEHCR signifies that the applicable Community Development Block Grant (CDBG) is considered completed by DEHCR. The project is not considered complete until the UGLG has received the official completion letter and certification from DEHCR, which reiterates the UGLG's record-keeping requirements beyond completion of the project. The UGLG may have additional *Single Audit* reporting requirements after the completion letter and certification have been issued, which will be specified in the completion letter and *Grant Agreement Time Table*. UGLGs should be advised that the records retention period is dependent upon when all CDBG projects have been closed for the program year with the U.S. Department of Housing and Urban Development (HUD). **The UGLG may not discard CDBG project records without written authorization from DEHCR.**

GENERAL REQUIREMENTS

The *Project Completion Report* (Attachment 10-A) and supporting documents are to be prepared and submitted no later than the due date listed in the *Grant Agreement Time Table*, or within 60 days of completing the work on the project (e.g., within 60 days of construction completion for a PF project, or the final approval of the plan for a PLNG project, etc.), whichever date is *earlier*. Prepare the completion documents after:

- All funds (private and public) have been expended;
- The scope of work is fully completed (including construction completion, acquisition, planning, and/or other activities listed in the scope of work in the *Grant Agreement*);
- All requirements under the *Grant Agreement*, except final *Single Audit* reporting, as applicable, have been fulfilled.

The final CDBG Payment Request must be submitted on or before the due date as specified in the *Grant Agreement Time Table* to be eligible for payment.

PROJECT COMPLETION DOCUMENTS

COMPLETION REPORT AND SUPPORTING DOCUMENTS

The UGLG must submit the following *Project Completion Report* documentation to DEHCR to be in compliance with the *Grant Agreement* and to be eligible for the final CDBG payment:

- *Project Completion Report* (Attachment 10-A);
- *Semi-Annual CDBG Data Report* (Attachment 9-C) (to report final semi-annual labor standards, MBE/WBE, and Section 3 data) for the current reporting period (i.e., the reporting period in which the Project Completion Report is being submitted);
- *Final Labor Standards Compliance Report* (Attachment 7-P) for each prime construction contract of the project (if labor standards applied to the project);

- Any *outstanding Section 5.7 Enforcement Reports* (Attachment 7-O) for underpayments exceeding \$1,000 by any construction contractors, if applicable;
- *Accessibility Self-Evaluation Checklist* (Attachment 6-E), if applicable (for building and sidewalk work that is subject to [Americans with Disabilities Act \(ADA\) Accessible Design Standards](#) and [State of Wisconsin Department of Safety & Professional Services \(DSPS\)](#) codes and compliance requirements) (refer to Chapter 6);
- *Lobbying Certification Form(s)* (Attachment 3-D) for any sub-recipients and **all** contractors (construction and non-construction prime contractors and subcontractors) that worked on the CDBG project;
- All other final reports and supporting documents applicable to and required for the project (according to the Grant Agreement Timetable for the project and advisement from the assigned DEHCR Project Representative, such as the:
 - CDBG Jobs Project Employee Self Certification Report and Forms, or
 - Client Income Certification Report and Forms (Non-CV), or
 - CV Client Income Certification Report and Forms, or
 - Microenterprise Certification Report and Forms.
- *Single Audit Statement* for most recent calendar year ended (December 31), if not previously submitted (if Audit is required: Attachment 9-G; if Audit is not required: Attachment 9-H);
- *Single Audit Report* receipt confirmation email copy from the Federal Audit Clearinghouse (FAC) for the previous calendar year (CY) or status reporting, if the UGLG was subject to a Single Audit and the Report was/is due during the final reporting period and has not yet been submitted; and
- *Final Payment Request documentation* (submitted separately via email to DOADEHCRFiscal@wisconsin.gov and copied (cc'd) to the assigned DEHCR Project Representative):
 - *Final CDBG Payment Request*
 - *Cash Control Register* (Attachment 8-G) for the final request for payment;
 - *CDBG Disbursements Journal* (Attachment 8-H) for the final request for payment;
 - *Matching Funds Journal* (Attachment 8-I) for the final request for payment;
 - All supporting documentation for the final request for payment, including invoices, records of payments and deposits, etc.

FINAL FINANCIAL DOCUMENTS & CERTIFICATION

The UGLG must disburse the funds from the final CDBG payment within three (3) business days of the receipt/deposit date. The “disbursement date” is dependent upon the invoice status and CDBG account status, as summarized below:

- If there was one or more unpaid invoices at the time of the final CDBG payment request submission that was/were to be paid with CDBG funds later upon receipt by the UGLG,

then the “disbursement date” is the date of the check or electronic funds transfer (EFT) transaction used to pay the invoice(s)/vendor(s).

- If the CDBG payment is a ‘reimbursement’ to the UGLG for invoices previously paid, then the “disbursement date” is the date that the CDBG funds are moved/transferred out of the CDBG account into the bank account from which the invoices were originally paid.
- If the CDBG payment is a reimbursement and the UGLG is using a separate account register rather than a separate account for the CDBG deposits, then the “disbursement date” is the deposit date.

The following documents must be submitted to DEHCR **within 60 days** of receipt of the final CDBG payment to allow for DEHCR to issue the Completion letter and certification for the project:

- Completed and signed *Financial Certification of Completion* (Attachment 10-B).
- Final *Cash Control Register* (Attachment 8-G), showing the date of deposit and date(s) and amount(s) of disbursement(s) of the final CDBG payment;
- Final *CDBG Disbursements Journal* (Attachment 8-H), showing the date(s), check number(s) or electronic funds transfer (EFT) information, and payment amount(s) for payments made using CDBG funds (i.e., for CDBG disbursements) after the final CDBG payment is received, if applicable;
- Final *Matching Funds Journal* (Attachment 8-I), showing the dates(s), check number(s) or electronic funds transfer (EFT) information, and payment amount(s) for any payment made with matching funds after the final CDBG payment request was submitted to DEHCR (for the invoice(s) that had a ‘payment pending’ status as of the final CDBG payment request submission date), if applicable; and if the UGLG contributed matching funds to the project; and
- Check/payment records for any invoice that was paid with CDBG funds or matching funds after the final CDBG payment request was submitted to DEHCR (i.e., had a ‘payment pending’ status as of the final CDBG payment request submission date and was paid later), if applicable.
- Final bank statement(s)/check register document(s) showing the deposit and disbursement of the final CDBG payment.
- Record(s) of the payment to DEHCR for any return of grant funds, if applicable.

ADDITIONAL DOCUMENTATION

After the UGLG has received the final CDBG payment from DEHCR, and submits the final *Financial Certification of Completion* documentation, additional documentation may also be required for the year in which the project is completed:

- *Single Audit Statement* (if Audit is required: Attachment 9-G; if Audit is not required: Attachment 9-H) (due by January 15th in the calendar year following the year in which the project was completed);
- *Single Audit Report* (refer to instructions in the executed *Grant Agreement* and/or Project Completion letter (once issued)); and

- Additional documents as requested.

The UGLG may receive the official Project Completion letter, *Project Completion Certification*, and *Financial Certification of Completion* from DEHCR before the Single Audit documents listed above are due or submitted. The UGLG will be responsible for compliance after the completion of the project, per the terms of the *Grant Agreement*, regardless of when the Project Completion letter and *Certification* are issued.

ATTACHMENTS

Attachments for this chapter are listed below.

ATTACHMENT 10-A:	PROJECT COMPLETION REPORT & CERTIFICATION (TEMPLATE)
ATTACHMENT 10-A1:	PROJECT COMPLETION REPORT & CERTIFICATION (SAMPLE)
ATTACHMENT 10-A2:	PROJECT COMPLETION REPORT & CERTIFICATION (INSTRUCTIONS)
ATTACHMENT 10-B:	FINANCIAL CERTIFICATION OF COMPLETION (TEMPLATE)
ATTACHMENT 10-B1:	FINANCIAL CERTIFICATION OF COMPLETION (SAMPLE)
ATTACHMENT 10-B2:	FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

ATTACHMENT 10-A: PROJECT COMPLETION REPORT CERTIFICATION (TEMPLATE)

A 'fillable' current version of this form (with instructions included) is available on the [CDBG Implementation Handbook](#) website (under the "Chapter Attachments/Fillable Forms" section).

Division of Energy, Housing and Community Resources
Project Completion Report & Certification

PROJECT COMPLETION REPORT & CERTIFICATION (10-A)
 Wisconsin Community Development Block Grant (CDBG) Program

PART 1: GRANTEE INFORMATION

A.	NAME OF UGLG / GRANTEE:	
B.	DEHCR GRANT AGREEMENT #:	
C.	BUSINESS OR SUBRECIPIENT NAME(S):	
D.	REPORTING PERIOD: <i>(select one)</i>	
	<input type="checkbox"/> October 1, 20__ to March 31, 20__	
	<input type="checkbox"/> April 1, 20__ to September 30, 20__	

PART 2: CERTIFICATION OF PROJECT COMPLETION REPORT

A. DOCUMENTS SUBMISSION:

DOCUMENTS:	ATTACHED:	N/A:	SEPARATE SUBMISSION:	DATE(S) OF SEPARATE SUBMISSION:
Project Completion Report	<input type="checkbox"/>			
Final Summary Narrative Supporting Documents <i>(as listed in in the Final Summary Narrative (Part 3-A.) within this Report)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Semi-Annual CDBG Project Data Report & Supporting Documents	<input type="checkbox"/>		<input type="checkbox"/>	
Final Labor Standards Compliance Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 5.7 Labor Standards Enforcement Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility Self-Evaluation Checklist or DSPS Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lobbying Cert. Form(s) <i>(For ALL Contractors and Subrecipient(s))</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final CDBG Jobs Project Employee Self-Cert. Report & Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Client Income Cert. Report & Forms (non-CV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final CDBG-CV Client Income Cert. Report & Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final CDBG-CV Microenterprise Cert. Report & Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Single Audit Statement <i>(most recent year-end)</i>	<input type="checkbox"/>		<input type="checkbox"/>	
Final CDBG Payment Request & Supporting Documents	<input type="checkbox"/>		<input type="checkbox"/>	
Cash Control Register for Final Payment Request	<input type="checkbox"/>		<input type="checkbox"/>	
CDBG Disbursements Journal for Final Payment Request	<input type="checkbox"/>		<input type="checkbox"/>	
Matching Funds Journal for Final Payment Request	<input type="checkbox"/>		<input type="checkbox"/>	

B. PROJECT COMPLETION REPORT CERTIFICATION BY UGLG / GRANTEE:

Preparer Full Name and Title	Preparer Company/Organization	Preparer Email Address:
<p><i>As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Project Completion Report to DEHCR and certify that, to the best of my knowledge, the activities undertaken for the project have been carried out and completed in accordance with the Grant Agreement, and the information provided in Parts 1-8 of this Project Completion Report is accurate:</i></p>		
Date Certified/Signed	Typed/Printed Name and Title of Chief Elected Official (CEO) CEO Name: CEO Title:	Signature of UGLG CEO

C. PROJECT COMPLETION REPORT CERTIFICATION BY DEHCR:

Date Certified/Signed	Name and Title of Authorized DEHCR Representative	Signature of Authorized DEHCR Representative
	Division of Energy, Housing and Community Resources	

Project Completion Report & Certification Page 1 Attach10-A Form v.2023-09-15

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources
 Project Completion Report & Certification

UGLG:
 Grant Agreement #:

PART 3. FINAL SUMMARY NARRATIVE

A. ATTACHMENTS INCLUDED WITH THIS PROJECT COMPLETION REPORT:

Check the box(es) on the left for each documentation item that is included with this Report:

Fair Housing Actions Progress Update and/or Documentation *(list document(s) below if included)*

2nd Citizen Participation Public Hearing Progress Update and/or Documentation *(list document(s) below if included)*

Other Supporting Documents excluding those already listed on page 1 of this Report *(list below if included)*

Documents Attached to/with this Report – If documents are attached to the same email transmitted with this Report, then check the box on the left and list each document attached to/with this Report below (or delete the numbering below and replace it with an entry of "None" if no documents are attached):

1)

2)

3)

4)

5)

TEMPLATE

B. REPORTING DOCUMENTS DUE FOR FINAL REPORTING PERIOD – ADDITIONAL INFORMATION:

(as listed in CDBG Grant Agreement/Contract Timetable for project and/or Handbook)

This section is to provide additional information for the reports due for the Final Reporting Period (as listed in Part 2 of this Report). For each Reporting item listed, check the appropriate box to indicate if it is not applicable, or provide the date(s) of submission to DEHCR if not attached with this Report, or provide information regarding the status of the Reporting item due (as applicable).

PROJECT COMPLETION FINAL REPORTING DOCUMENTS:	Submission Date(s) if Not Attached with this Report:	Not Applicable:	OTHER STATUS INFORMATION: <i>For Reporting documents due with the Project Completion Report, provide additional information, if applicable.</i>
OBJECTIVES	ACCOMPLISHMENTS		
1) Final CDBG Project Data Report & Supporting Documents			
2) Section 5.7 Labor Standards Enforcement Report(s) <i>(Provide Contractor Name(s) in "Other Status Information" column)</i>		<input type="checkbox"/>	
3) Final Labor Standard Compliance Report(s) <i>(Provide Contractor Name(s) in "Other Status Information" column)</i>		<input type="checkbox"/>	
4) Final Summary Narrative Supporting Documents <i>(as listed in in Part 3-A within this Report)</i>		<input type="checkbox"/>	
5) Accessibility Self-Evaluation Checklist or DSPS Approval Letter		<input type="checkbox"/>	
6) Lobbying Certifications <i>(Provide # attached in "Other Status Information" column)</i>		<input type="checkbox"/>	
7) CDBG Jobs Project Employee Self-Cert. Report & Forms		<input type="checkbox"/>	
8) Client Income Cert. Report & Forms (non-CV)		<input type="checkbox"/>	
9) CDBG-CV Client Income Cert. Report & Forms		<input type="checkbox"/>	
10) CDBG-CV Microenterprise Cert. Report & Forms		<input type="checkbox"/>	

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources

UGLG:

Project Completion Report & Certification

Grant Agreement #:

PROJECT COMPLETION FINAL REPORTING DOCUMENTS:	Submission Date(s) if Not Attached with this Report:	Not Applicable:	OTHER STATUS INFORMATION: <i>For Reporting documents due with the Project Completion Report, provide additional information, if applicable.</i>
11) Other (Specify):		<input type="checkbox"/>	

C. SINGLE AUDIT STATEMENT STATUS:

The Single Audit Statement is due for all Grantees/UGLGs on January 15th 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:	

TEMPLATE

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 30th 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*):	

PART 4: CONSTRUCTION COMPLETION CERTIFICATION

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.

CHECK ONE:

This Project **does** have construction activities in the Scope of Work and the progress update is provided below.

This project **does not** have any construction activities in the Scope of Work.

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources

UGLG:

Project Completion Report & Certification

Grant Agreement #:

PART 4: CONSTRUCTION COMPLETION CERTIFICATION

CONSTRUCTION START DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):

CONSTRUCTION COMPLETION DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):

CONSTRUCTION COMPLETION DATE:

ADDITIONAL COMMENTS (IF APPLICABLE):

TEMPLATE

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>

PART 6. ENVIRONMENTAL REPORT COMPLETION CERTIFICATION

Enter the Environmental Report completion information (as reported during the project performance period).

OBJECTIVES	ACCOMPLISHMENTS
Complete Environmental Review (ER) and receive Environmental Certification from DEHCR Environmental Desk prior to: <i>(Check all activities listed below that apply to the CDBG Project – Click on the checkbox to check/uncheck an item):</i> <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):	Environmental Review Completion: Date(s) of Submission(s) to DEHCR: Date of Certification from DEHCR:

PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION

Provide information on the completion of the Fair Housing Actions required for the CDBG project.

REMINDER: The UGLG's Fair Housing Actions (FHAs) must 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.]

Refer to Chapter 6 of the CDBG Implementation Handbook for guidance on the Fair Housing Actions documentation.

OBJECTIVES	ACCOMPLISHMENTS
Fair Housing Actions (FHA) Completion Due Date:	[Enter FHA Completion Due Date]

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources
Project Completion Report & Certification

UGLG:
 Grant Agreement #:

PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION	
Fair Housing Actions (FHA) Documents Submission Due Date:	[Enter FHA Documents Due Date]
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:
Describe Issues and/or Delays in completing the Fair Housing Actions and Resolution, if applicable:	ISSUES/DELAYS & RESOLUTION:

PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION CERTIFICATION	
<p><i>Provide information on the completion of the 2nd Citizen Participation Public Hearing required for the project.</i></p> <p>REMINDER: <i>The UGLG's 2nd Citizen Participation Public Hearing <u>must</u> 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.</i></p> <p><i>[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.]</i></p> <p><i>Refer to Chapter 6 of the CDBG Implementation Handbook for guidance on the 2nd Public Hearing.</i></p>	
OBJECTIVES	ACCOMPLISHMENTS
2 nd Public Hearing Completion Due Date:	[Enter Hearing Completion Due Date]

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources

UGLG:

Project Completion Report & Certification

Grant Agreement #:

PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION CERTIFICATION	
2 nd Public Hearing Documents Submission Due Date:	[Enter Hearing Documents Due Date]
2 nd Public Hearing Notice Date(s):	
Method(s) of Giving/Advertising Hearing Notice(s):	
2 nd Public Hearing Date:	[Select Date of 2nd Hearing]
2 nd Public Hearing Documents Attached to this Report (or enter Date(s) they were submitted to DEHCR, if previously submitted): <i>[Refer to UGLG's Citizen Participation Plan and Chapter 6 of the CDBG Implementation Handbook for guidance on notices required.]</i>	<u>Hearing Documents Attached:</u> <input type="checkbox"/> No documents attached. <input type="checkbox"/> Copy(ies) of Notice(s) of Hearing <input type="checkbox"/> Publisher's Affidavit of Publication of Notice <input type="checkbox"/> Clerk's Certification of Posting <i>(if required)</i> <input type="checkbox"/> Hearing Minutes <input type="checkbox"/> 2nd Public Hearing Certification Form <i>(Attachment 6-F of the CDBG Implementation Handbook)</i> <input type="checkbox"/> Hearing Sign-In/Attendance List <i>(if not in Minutes)</i> <input type="checkbox"/> Other (Specify): <u>Dates of Hearing Documents Submission(s) (if submitted previously):</u>
Describe Issues and/or Delays in completing the 2 nd Public Hearing and the Resolution, if applicable:	ISSUES AND/OR DELAYS AND RESOLUTION:

TEMPLATE

ATTACHMENT 10-A1: PROJECT COMPLETION REPORT & CERTIFICATION (SAMPLE)

A 'fillable' current version of this form (with instructions included) is available on the [CDBG Implementation Handbook](#) website (under the "Chapter Attachments/Fillable Forms" section).

Division of Energy, Housing and Community Resources
Project Completion Report & Certification

PROJECT COMPLETION REPORT & CERTIFICATION (10-A)
Wisconsin Community Development Block Grant (CDBG) Program

PART 1: GRANTEE INFORMATION	
A. NAME OF UGLG / GRANTEE:	Village of Yourtown
B. DEHCR GRANT AGREEMENT #:	CDBG-PF 23-99
C. BUSINESS OR SUBRECIPIENT NAME(S):	Yourville Recreation Association
D. REPORTING PERIOD: <i>(select one)</i>	
<input checked="" type="checkbox"/> October 1, 20 <u>25</u> to March 31, 20 <u>26</u>	
<input type="checkbox"/> April 1, 20__ to September 30, 20__	

PART 2: CERTIFICATION OF PROJECT COMPLETION REPORT				
A. DOCUMENTS SUBMISSION:				
DOCUMENTS:	ATTACHED:	N/A:	SEPARATE SUBMISSION:	DATE(S) OF SEPARATE SUBMISSION:
Project Completion Report	<input checked="" type="checkbox"/>			
Final Summary Narrative Supporting Documents <i>(as listed in in the Final Summary Narrative (Part 3-A.) within this Report)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Semi-Annual CDBG Project Data Report & Supporting Documents	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Final Labor Standards Compliance Report(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 5.7 Labor Standards Enforcement Report(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility Self-Evaluation Checklist or DSPS Approval Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lobbying Cert. Form(s) <i>(For ALL Contractors and Subrecipient(s))</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final CDBG Jobs Project Employee Self-Cert. Report & Forms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Final Client Income Cert. Report & Forms (non-CV)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Final CDBG-CV Client Income Cert. Report & Forms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Final CDBG-CV Microenterprise Cert. Report & Forms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Single Audit Statement <i>(most recent year-end)</i>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1/15/2024
Final CDBG Payment Request & Supporting Documents	<input type="checkbox"/>		<input checked="" type="checkbox"/>	12/20/2025
Cash Control Register for Final Payment Request	<input type="checkbox"/>		<input checked="" type="checkbox"/>	12/20/2025
CDBG Disbursements Journal for Final Payment Request	<input type="checkbox"/>		<input checked="" type="checkbox"/>	12/20/2025
Matching Funds Journal for Final Payment Request	<input type="checkbox"/>		<input type="checkbox"/>	12/20/2025

B. PROJECT COMPLETION REPORT CERTIFICATION BY UGLG / GRANTEE:		
Preparer Full Name and Title John Smith, Community Planner	Preparer Company/Organization ZZZ Consulting, Inc.	Preparer Email Address: jsmith@zzzconsulting.com
<i>As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Project Completion Report to DEHCR and certify that, to the best of my knowledge, the activities undertaken for the project have been carried out and completed in accordance with the Grant Agreement, and the information provided in Parts 1-8 of this Project Completion Report is accurate.</i>		
Date Certified/Signed 12/20/2025	Typed/Printed Name and Title of Chief Elected Official (CEO) CEO Name: Jane Doe CEO Title: Village President	Signature of UGLG CEO <i>Jane Doe</i>

C. PROJECT COMPLETION REPORT CERTIFICATION BY DEHCR:		
Date Certified/Signed	Name and Title of Authorized DEHCR Representative Division of Energy, Housing and Community Resources	Signature of Authorized DEHCR Representative

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources
Project Completion Report & Certification

UGLG: Village of Yourtown
Grant Agreement #: CDBG-PF 23-99

PART 3. FINAL SUMMARY NARRATIVE

A. ATTACHMENTS INCLUDED WITH THIS PROJECT COMPLETION REPORT:

Check the box(es) on the left for each documentation item that is included with this Report:

- Fair Housing Actions Progress Update and/or Documentation *(list document(s) below if included)*
- 2nd Citizen Participation Public Hearing Progress Update and/or Documentation *(list document(s) below if included)*
- Other Supporting Documents excluding those already listed on page 1 of this Report *(list below if included)*

- Documents Attached to/with this Report – If documents are attached to the same email transmitted with this Report, then check the box on the left and list each document attached to/with this Report below (or delete the numbering below and replace it with an entry of "None" if no documents are attached):*

NONE.

SAMPLE

B. REPORTING DOCUMENTS DUE FOR FINAL REPORTING PERIOD – ADDITIONAL INFORMATION:

(as listed in CDBG Grant Agreement/Contract Timetable for project and/or Handbook)

This section is to provide additional information for the reports due for the Final Reporting Period (as listed in Part 2 of this Report). For each Reporting item listed, check the appropriate box to indicate if it is not applicable, or provide the date(s) of submission to DEHCR if not attached with this Report, or provide information regarding the status of the Reporting item due (as applicable).

PROJECT COMPLETION FINAL REPORTING DOCUMENTS:	Submission Date(s) if Not Attached with this Report:	Not Applicable:	OTHER STATUS INFORMATION: <small>For Reporting documents due with the Project Completion Report, provide additional information, if applicable.</small>
OBJECTIVES	ACCOMPLISHMENTS		
1) Final CDBG Project Data Report & Supporting Documents			
2) Section 5.7 Labor Standards Enforcement Report(s) <i>(Provide Contractor Name(s) in "Other Status Information" column)</i>		<input type="checkbox"/>	WXY Contractors, Inc. Section 5.7 Report attached.
3) Final Labor Standard Compliance Report(s) <i>(Provide Contractor Name(s) in "Other Status Information" column)</i>		<input type="checkbox"/>	WXY Contractors, Inc. Final LSCR attached.
4) Final Summary Narrative Supporting Documents <i>(as listed in in Part 3-A within this Report)</i>		<input checked="" type="checkbox"/>	
5) Accessibility Self-Evaluation Checklist or DSPS Approval Letter		<input type="checkbox"/>	Accessibility Self-Evaluation Checklist attached.
6) Lobbying Certifications <i>(Provide # attached in "Other Status Information" column)</i>		<input type="checkbox"/>	8 Lobbying Certifications attached.
7) CDBG Jobs Project Employee Self-Cert. Report & Forms		<input checked="" type="checkbox"/>	
8) Client Income Cert. Report & Forms (non-CV)		<input checked="" type="checkbox"/>	
9) CDBG-CV Client Income Cert. Report & Forms		<input checked="" type="checkbox"/>	
10) CDBG-CV Microenterprise Cert. Report & Forms		<input checked="" type="checkbox"/>	

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources
Project Completion Report & Certification

UGLG: Village of Yourtown
 Grant Agreement #: CDBG-PF 23-99

PROJECT COMPLETION FINAL REPORTING DOCUMENTS:	Submission Date(s) If Not Attached with this Report:	Not Applicable:	OTHER STATUS INFORMATION: <i>For Reporting documents due with the Project Completion Report, provide additional information, if applicable.</i>
11) Other (Specify): NONE.		<input checked="" type="checkbox"/>	

C. SINGLE AUDIT STATEMENT STATUS:

The Single Audit Statement is due for all Grantees/UGLGs on January 15th 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:	Submitted 1/14/2024.
2) Statement CY2024 due January 15, 2025:	Submitted 1/15/2025.
3) Statement CY2025 due January 15, 2026:	Not Yet Due.
4) Statement CY2026 due January 15, 2027:	N/A.
5) Statement CY2027 due January 15, 2028:	N/A.

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 30th 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*):	N/A.
2) Single Audit Report CY2023 (due no later than 9/30/24*):	Submitted Report to FAC 8/22/2024. Submitted FAC receipt confirmation email to DEHCR 8/25/2024.
3) Single Audit Report CY2024 (due no later than 9/30/25*):	Submitted Report to FAC 8/29/2025. Submitted FAC receipt confirmation to DEHCR 9/3/2025.
4) Single Audit Report CY2025 (due no later than 9/30/26*):	Not Yet Due.
5) Single Audit Report CY2026 (due no later than 9/30/27*):	N/A
6) Single Audit Report CY2027 (due no later than 9/30/28*):	N/A

PART 4: CONSTRUCTION COMPLETION CERTIFICATION

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.

Division of Energy, Housing and Community Resources
 Project Completion Report & Certification

UGLG: Village of Yourtown
 Grant Agreement #: CDBG-PF 23-99

PART 4: CONSTRUCTION COMPLETION CERTIFICATION

CHECK ONE:

- This Project **does** have construction activities in the Scope of Work and the progress update is provided below.
 This project **does not** have any construction activities in the Scope of Work.

CONSTRUCTION START DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):
7/1/2024

CONSTRUCTION COMPLETION DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):
10/31/2025

CONSTRUCTION COMPLETION DATE: **10/29/2025**

ADDITIONAL COMMENTS (IF APPLICABLE):
 NONE.

SAMPLE

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>
None.	None.

PART 6. ENVIRONMENTAL REPORT COMPLETION CERTIFICATION

Enter the Environmental Report completion information (as reported during the project performance period).

OBJECTIVES	ACCOMPLISHMENTS
Complete Environmental Review (ER) and receive Environmental Certification from DEHCR Environmental Desk prior to: <i>(Check all activities listed below that apply to the CDBG Project – Click on the checkbox to check/uncheck an item):</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Acquisition <input checked="" 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): 	Environmental Review Completion: Date(s) of Submission(s) to DEHCR: 3/21/2023 Date of Certification from DEHCR: 4/26/2023

PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION

Provide information on the completion of the Fair Housing Actions required for the CDBG project.

REMINDER: The UGLG's Fair Housing Actions (FHAs) must 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.

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources
 Project Completion Report & Certification

UGLG: Village of Yourtown
 Grant Agreement #: CDBG-PF 23-99

PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION

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.]

Refer to Chapter 6 of the [CDBG Implementation Handbook](#) for guidance on the Fair Housing Actions documentation.

OBJECTIVES	ACCOMPLISHMENTS
Fair Housing Actions (FHA) Completion Due Date:	9/30/2024
Fair Housing Actions (FHA) Documents Submission Due Date:	10/15/2024
Fair Housing Action #1: Enact, strengthen, or advertise a local fair housing law.	Date(s) Action was Completed: 5/13/2023 Describe Action Taken: Updated Fair Housing Ordinance and passed resolution to adopt updated ordinance during CDBG Application preparation process – Approved at Village Board meeting 3/21/2023 Document(s) and Date(s) of Submission to DEHCR: Submitted updated Code of Ordinances copy and Resolution to Adopt Fair Housing Ordinance with CDBG Application on 5/13/2023.
Fair Housing Action #2: Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law.	Date(s) Action was Completed: 4/15/2024 Describe Action Taken: Emailed letters and Fair Housing brochures to realtors and bank loan managers and loan officers in Village of Yourville on 3/2/2024. Document(s) and Date(s) of Submission to DEHCR: Submitted letters and recipient list (with names and email addresses) to DEHCR on 4/15/2024.
Fair Housing Action #3: Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance.	Date(s) Action was Completed: 3/15/2024 Describe Action Taken: Village President and Board made Proclamation endorsing Fair Housing at Board meeting 3/10/2024. Published meeting minutes and Proclamation on Village website. Document(s) and Date(s) of Submission to DEHCR: Submitted Proclamation, copy of webpages where the Proclamation and meeting minutes are posted to DEHCR on 4/15/2023.

SAMPLE

BCD CDBG Implementation Handbook

Division of Energy, Housing and Community Resources
 Project Completion Report & Certification

UGLG: Village of Yourtown
 Grant Agreement #: CDBG-PF 23-99

PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION

Additional Fair Housing Action(s) (if applicable): None.	Date(s) Action was Completed: Describe Action Taken: Document(s) and Date(s) of Submission to DEHCR:
Describe Issues and/or Delays in completing the Fair Housing Actions and Resolution, if applicable:	ISSUES/DELAYS & RESOLUTION: None.

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
2nd Public Hearing Completion Due Date:	3/31/2025
2nd Public Hearing Documents Submission Due Date:	4/15/2025
2nd Public Hearing Notice Date(s):	8/3/2024 & 8/12/2024
Method(s) of Giving/Advertising Hearing Notice(s):	Published in Yourville Gazette; posted at Yourville Village Hall and Post Office
2nd Public Hearing Date:	8/19/2024
2nd Public Hearing Documents Attached to this Report (or enter Date(s) they were submitted to DEHCR, if previously submitted): <i>[Refer to UGLG's Citizen Participation Plan and Chapter 6 of the CDBG Implementation Handbook for guidance on notices required.]</i>	<u>Hearing Documents Attached:</u> <input checked="" type="checkbox"/> No documents attached. <input type="checkbox"/> Copy(ies) of Notice(s) of Hearing <input type="checkbox"/> Publisher's Affidavit of Publication of Notice <input type="checkbox"/> Clerk's Certification of Posting (if required) <input type="checkbox"/> Hearing Minutes <input type="checkbox"/> 2nd Public Hearing Certification Form (Attachment G-F of the CDBG Implementation Handbook) <input type="checkbox"/> Hearing Sign-In/Attendance List (if not in Minutes) <input type="checkbox"/> Other (Specify): <u>Dates of Hearing Documents Submission(s) (if previously submitted):</u> <u>10/14/2024</u>
Describe Issues and/or Delays in completing the 2nd Public Hearing and the Resolution, if applicable:	ISSUES AND/OR DELAYS AND RESOLUTION: None.

ATTACHMENT 10-A2: PROJECT COMPLETION REPORT & CERTIFICATION (INSTRUCTIONS)

These Instructions are found within the current version of the Project Completion Report form (Attachment 10-A), which is available on the [CDBG Implementation Handbook](#) website (under the “Chapter Attachments/Fillable Forms” section).

Division of Energy, Housing and Community Resources UGLG:
Project Completion Report & Certification Grant Agreement #:

TEMPLATE

PROJECT COMPLETION REPORT (INSTRUCTIONS)

1. PART 1: GRANTEE INFORMATION:

A. NAME OF GRANTEE / UGLG:
Enter the name of the GRANTEE/UGLG (unit of general local government), e.g., Village of Yourtown.

B. DECHR GRANT AGREEMENT/CONTRACT #:
Enter the CDBG Grant Agreement/Contract number assigned by DEHCR, e.g., CDBG-PF 23-00.

C. BUSINESS OR SUBRECIPIENT(S) NAME:
Enter the Business or Subrecipient Name, if applicable, or enter “N/A.” – A Business is applicable for a PFED, ED or other LMI Job Creation or Job Retention project. Certain types of CV projects also may have a Business subrecipient. Certain other CDBG projects may have one or more Subrecipients, when the UGLG applies for and receives a CDBG award on behalf of one or more other local government(s) or non-profit organization(s).

D. REPORTING PERIOD:
The reporting period refers to the current semi-annual reporting period for which the Final Summary Narrative (and supporting documents) are being submitted, which is either April 1st – September 30th or October 1st – March 31st because these are the semi-annual reporting period dates set by the U.S. Housing and Urban Development (HUD). Enter the last two digits of the reporting period year dates in the fields provided. If the reporting is for a shorter time than the Reporting Period shown, such as when submitting the Final Summary Narrative for the project in the middle of a reporting period, select one of the two reporting periods shown that reflects the applicable reporting period end date.

2. PART 2: CERTIFICATION OF PROJECT COMPLETION REPORT

A. DOCUMENTS SUBMISSION:
Check the boxes in the appropriate columns to indicate which documents are attached with the Project Completion Report, submitted separately or not applicable. Enter the submission date if the document listed was or is being submitted separately. Refer to the UGLG’s CDBG Grant Agreement/Contract and guidance in the [CDBG Implementation Handbook](#) (Chapter 6, 7, 8, and 9) as needed to determine which reports are not applicable.

B. PROJECT COMPLETION CERTIFICATION BY UGLG / GRANTEE:
Enter the Preparer and Chief Elected Official (CEO) information and date of CEO approval/certification. The Certification must be signed by the CEO either through handwritten signature or using a formal electronic signature software such as DocuSign, the Adobe signature tool, or similar.

C. PROJECT COMPLETION CERTIFICATION BY DEHCR:
DEHCR will complete this section upon receiving and approving the *Project Completion Report* (Attachment 10-A) and supporting documents; and the *Final Financial Certification of Completion* (Attachment 10-B) and supporting documents that are due within 60 days of the UGLG receiving the final CDBG payment. This signed certification from DEHCR will be emailed to the UGLG with the Project Completion letter.

PAGE 2 HEADER:
Click on the header on the page and enter the UGLG name and Grant Agreement number in the spaces provided.

3. PART 3: FINAL SUMMARY NARRATIVE

A. ATTACHMENTS INCLUDED WITH THIS PROJECT COMPLETION REPORT:
Check the appropriate boxes and list the Attachments that are being submitted as supporting documentation for the *Project Completion Report*. Fair Housing and 2nd Citizen Participation Public Hearing documents previously submitted do not need to be resubmitted.

B. REPORTING DOCUMENTS DUE FOR FINAL REPORTING PERIOD – ADDITIONAL INFORMATION:

Project Completion Report & Certification Page 7 Attach10-A Form v.2023-09-15

Division of Energy, Housing and Community Resources

UGLG:

Project Completion Report & Certification

Grant Agreement #:

The reporting documents listed in Part 2-A. of the Project Completion Report are listed in the PROJECT COMPLETION FINAL REPORTING DOCUMENTS – OBJECTIVES column. If the reporting document(s) was/were submitted on a different date than the Project Completion Report, then enter the submission date(s) in the space provided. If the reporting document(s) is/are not applicable to the CDBG project, then check the "Not Applicable" box provided. In the OTHER STATUS INFORMATION – ACCOMPLISHMENTS column, add comments regarding the reporting items as needed/applicable (e.g., listing contractor(s) for the Section 5.7 Enforcement Report and Final Labor Standards Compliance Report; indicating whether an Accessibility Self-Evaluation Checklist or a DSPS Approval Letter is attached; providing the number of Lobbying Certifications attached; etc.) Add reporting documents in #11 in the OBJECTIVES column that are due for the reporting period (as listed in the UGLG's CDBG Grant Agreement/Contract Timetable) but not already listed in Part 3-C in the OBJECTIVES column. Report their submission date(s) to DEHCR, as applicable, in the ACCOMPLISHMENTS column.

C. SINGLE AUDIT STATEMENT:

A Single Audit Statement is due annually for all UGLGs/CDBG projects, due January 15th each year during the project performance period and the year following the UGLG's final expenditure of all CDBG funds for the project. In the ACCOMPLISHMENTS column, enter the Single Audit Statement submission date for the calendar year (CY) shown, if it has been submitted to DEHCR; or enter "Not Yet Due" if it is not yet due for the CY shown; or enter "N/A" if the Statement for the CY shown will not be applicable to the project based on the Project Completion Report submission date and when all CDBG funds will be expended. The final year in which CDBG funds are expended for the project is the final CY for which a Single Audit Statement will be due.

D. SINGLE AUDIT REPORT:

- If the UGLG was subject to a Single Audit for a calendar year (CY) shown and the Report due date was within the current reporting period or previous reporting period, then enter the date of submission of the Report(s) to the Federal Audit Clearinghouse (FAC) and date(s) of submission of the FAC receipt confirmation email to DEHCR; or provide information on the incomplete status, if applicable.
- If the UGLG is subject to a Single Audit for a CY shown but the Report has not yet been completed and submitted because it is not yet due (i.e., due date is in a later reporting period), then enter "Not Yet Due."
- If the UGLG is not subject to a Single Audit for the CY shown, then enter "N/A." The final year in which CDBG funds are expended for the project is the final CY for which a Single Audit Report could potentially be due (if the UGLG expends \$750,000 or more in federal funds in that year).

4. PART 4: CONSTRUCTION COMPLETION

Check the appropriate box provided 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 Construction Start Date Deadline, Construction Completion Date Deadline, and Construction Completion Date, and add comments regarding the construction completion, if applicable.

Any construction costs incurred after the construction completion deadline date are ineligible costs (for CDBG and Match) and non-completion of construction activities may result in the entire project being deemed ineligible and the CDBG award being rescinded. Contact the assigned DEHCR Project Representative *immediately* regarding any delays pertaining to the construction timeline.

5. PART 5: UPDATE ON PREVIOUS REPORTING PERIODS

In the DELAYED OBJECTIVE(S) column, list **only** those activities that were to be accomplished in a previous report, but had **not** been reported as completed, or had a status of being incomplete or pending in previous reporting, **and** that were not already updated in Parts 2-4 of the current Summary Narrative Report. In the ACCOMPLISHMENTS / STATUS UPDATE column, describe the progress made in detail for each delayed objective, any issues encountered, and their resolution. **If all activities scheduled for previous reporting periods have been completed and reported, enter "None" in both columns of this entry field.**

6. PART 6: ENVIRONMENTAL REPORT COMPLETION CERTIFICATION:

Provide an update on progress made toward completing the Environmental Report (ER) requirements of the CDBG project. The OBJECTIVES column has the main objective already entered. Check the boxes for the Activities applicable to the project, for which the ER must be completed, submitted to DEHCR, and certified by

Division of Energy, Housing and Community Resources Project Completion Report & Certification

UGLG:

Grant Agreement #:

DEHCR prior to the UGLG/Grantee proceeding with the activity. In the ACCOMPLISHMENTS/ STATUS UPDATE column, check the applicable box to indicate whether the Environmental Review is in progress, submitted to DEHCR and under review (not yet certified by DEHCR), or completed and certified by DEHCR (with the Certification or Concurrence letter issued by the DOA Environmental Desk to the UGLG). Enter the DEHCR certification/concurrence letter date, if applicable. Also enter any issues or delays encountered and the plan for resolution if not yet resolved, as applicable, or enter "None" if there are/were no issues. Copy and update information reported to DEHCR in previous Summary Narrative Reports.

7. PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION:

Provide a summary of actions taken to complete the Fair Housing Actions requirement of the CDBG project. In the "Objectives" section, enter the due dates for completing the Fair Housing Actions and for submitting the associated documents to DEHCR, as listed in the *Grant Agreement Timetable* (in Attachment A); and the Fair Housing Actions required, as listed in the *Grant Agreement* (in Attachment F). In the "Accomplishments" section, describe activities completed for each Action, listing the specific actions taken/activities completed, dates taken/completed, and the documents generated/completed. Describe any issues or delays and resolution, if applicable; or enter "None" for this entry field. List documents that are being submitted with the *Project Completion Report*, if applicable, or the date(s) of submission to DEHCR, if previously submitted. Copy and update information reported to DEHCR in previous *Summary Narrative Reports*. Submit the Fair Housing Actions supporting documentation with the *Project Completion Report* if not previously submitted to DEHCR.

8. PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION:

Provide the information regarding the completion of the Second (2nd) Citizen Participation Public Hearing requirement of the CDBG project. In the ACCOMPLISHMENTS column, enter the due date for the 2nd Public Hearing and the due date for the 2nd Public Hearing documents submission to DEHCR, as listed in the *Grant Agreement Timetable* (in Attachment A). Enter the Hearing Notice date(s), method(s) of giving/advertising the Notice, Hearing date, and check the appropriate boxes provided to indicate the associated documents being submitted with the *Project Completion Report*, if applicable. Enter the date(s) of previous submission(s) of 2nd Public Hearing document(s) to DEHCR, if applicable. Describe any issues or delays and resolution, if applicable; or enter "None" for this entry field. Copy and update information reported to DEHCR in previous *Summary Narrative Reports*. Submit supporting documentation with the *Project Completion Report* if not previously submitted to DEHCR.

The 2nd Public Hearing must be completed prior to the final CDBG payment being issued, so if the UGLG is finishing the project early, then they may need to complete the 2nd Public Hearing earlier than listed in the Timetable to be eligible for the final CDBG payment.

REPORT SUBMISSION

Submit the complete, signed *Project Completion Report* and supporting documents within 90 days of completing construction on the project or on or before the due date listed in the *Grant Agreement/Contract Timetable*, whichever date is earlier. Submission must be via email to the assigned DEHCR Project Representative or to DOACDBG@wisconsin.gov. The final *CDBG Payment Request* and supporting financial documentation are to be submitted separately to DOADEHCRFiscal@wisconsin.gov (copy/cc' the assigned DEHCR Project Representative on the email submission). Retain the documents in the UGLG's CDBG project files.

ATTACHMENT 10-B: FINANCIAL CERTIFICATION OF COMPLETION (TEMPLATE)

A 'fillable' current version of this form (with instructions included) is available on the [CDBG Implementation Handbook website](#) (under the "Chapter Attachments/Fillable Forms" section).

Division of Energy, Housing and Community Resources
Financial Certification of Completion

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.

A. NAME OF UGLG / GRANTEE:	TEMPLATE			
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:
Final Cash Control Register (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final CDBG Disbursements Journal (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Matching Funds Journal (if UGLG contributed Match for project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check/Payment Records for Disbursement of Final CDBG Payment (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Bank Statement(s)/Check Register Document(s) Showing the Deposit and Disbursement of the Final CDBG Payment (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Records Showing Return of Grant Funds to DEHCR (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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
TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00
<i>FOR DEHCR USE ONLY: Enter Totals Based on DEHCR Records.</i>	\$	\$	\$	\$

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)

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 Attach10-B Form v. 2023-09-15

ATTACHMENT 10-B1: FINANCIAL CERTIFICATION OF COMPLETION (SAMPLE)

A 'fillable' current version of this form (with instructions included) is available on the [CDBG Implementation Handbook](#) website (under the "Chapter Attachments/Fillable Forms" section).

Division of Energy, Housing and Community Resources
Financial Certification of Completion

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.

A. NAME OF UGLG / GRANTEE:	Village of Yourtown			
B. DEHCR GRANT AGREEMENT/CONTRACT #:	CDBG-PF 23-99			
C. BUSINESS OR SUBRECIPIENT NAME(S):	Yourville Recreation Association			

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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final CDBG Disbursements Journal (required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Matching Funds Journal (if UGLG contributed Match for project)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check/Payment Records for Disbursement of Final CDBG Payment (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Bank Statement(s)/Check Register Document(s) Showing the Deposit and Disbursement of the Final CDBG Payment (required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Records Showing Return of Grant Funds to DEHCR (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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)
Center Construction	\$985,000.00	\$985,000.00	\$985,000.00	\$0.00
Grant Administration	\$15,000.00	\$15,000.00	\$15,000.00	\$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
TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00
<small>FOR DEHCR USE ONLY: Enter Totals Based on DEHCR Records.</small>	\$	\$	\$	\$

F. FINANCIAL CERTIFICATION OF COMPLETION BY UGLG / GRANTEE		
<i>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.</i>		
Date Certified / Signed	Typed/Printed Name and Title of Chief Elected Official (CEO)	Signature of UGLG Chief Elected Official (CEO)
12/20/2025	CEO Name: Jane Doe CEO Title: Village President	<i>Jane Doe</i>

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

Financial Certification of Completion Attach10-B Form v.2023-00-15

ATTACHMENT 10-B2: FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

These Instructions are found within the current version of the Financial Certification of Completion form (Attachment 10-B), which is available on the [CDBG Implementation Handbook](#) website (under the “Chapter Attachments/Fillable Forms” section).

Division of Energy, Housing and Community Resources

Financial Certification of Completion

FINANCIAL CERTIFICATION OF COMPLETION (INSTRUCTIONS)

Refer to Chapter 10: Project Completion in the [CDBG Implementation Handbook](#) for guidance.

- A. Enter the name of the UGLG / Grantee name as it appears on the *Grant Agreement*.
- B. Enter the *Grant Agreement/contract* number.
- C. 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.
- D. 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.
- E. Final Financial Statement of Costs & CDBG Disbursement:
 1. 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.
 2. 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).
 3. 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.**
 4. 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.**
 5. 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

TEMPLATE

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.

- F. 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.

- G. 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.