# Oklahoma Dept. of Commerce - CDBG Closeout Checklist

**Grant Recipient** _____

**CDBG Contract #** _____

| | Grantee Upload & Submit | ODOC Review of Items |
|---|---|---|
| 1. **FINAL EXPENDITURE REPORT**<br>➢ Be sure that the Report, marked as "FINAL", has been submitted. | ☐ | ☐ |
| 2. **CONTRACT CLOSEOUT CERTIFICATION –** Embedded form in the grant management system<br>➢ Check the box for not all grant funds expended, as applicable<br>➢ Enter the amount of grant funds received and spent<br>➢ Authorized Official Name<br>➢ Provide the beneficiary numbers from the application census or survey data | ☐ | ☐ |
| 3. **FINANCIAL LEDGER OR EXPENDITURE SPREADSHEET - upload**<br>➢ Include all project expenditures (grant and leverage), signed by the Finance Official | ☐ | ☐ |
| 4. **ACTIVITY LMI BENEFICIARY REPORT - Form 409.2 - upload**<br>➢ Beneficiary data provided with the application | ☐ | ☐ |
| 5. **FINAL WAGE COMPLIANCE REPORT - Form 409.3 - upload**<br>➢ Provide the total amount paid for construction.<br>➢ Signed by Authorized Official | ☐ | ☐ |
| 6. **GRANTEE CERTIFICATE OF PROJECT COMPLETION - Form 409.4 - upload with the following, as applicable:**<br>➢ Final Inspection Reports as provided by the Project Engineer or Inspector<br>➢ As-Built Drawings as provided by the Project Engineer or Architect<br>➢ In-Kind Labor and Equipment Documentation, as applicable – **Form 409.8** | ☐ | ☐ |
| 7. **SECTION 3 TOTAL WORKER HOURS Forms 409.5 & 409.6 – upload**<br>➢ Complete both forms, as applicable. | ☐ | ☐ |
| 8. **PROOF OF SECOND PUBLIC HEARING – upload the following items:**<br>➢ Notice of Second Public Hearing to include the CDBG contract number and a brief description of the project completed with signature/seal.<br>➢ If posted, it must be posted at three separate addresses and acknowledged on the notice.<br>➢ If published, provide the publication affidavit.<br>➢ Signed copy of hearing minutes. | ☐ | ☐ |
| 9. **BOARD MINUTES OR RESOLUTION - upload**<br>➢ Board minutes and/or Resolution to acknowledge that the project is accepted as completed and that all final costs have been made on all sub-contracts (Eng/construction, etc.) | ☐ | ☐ |
| 10. **PROOF OF INSURANCE FOR COMPLETED ACTIVITY - upload**<br>➢ For above-ground facilities built or renovated<br>➢ Fire Truck/Equipment (fire apparatus) purchased – see inventory **Form 409.7** | ☐ | ☐ |
| 11. **Buy America Preference (BAP) Certification - Form 409.9 – upload**<br>➢ Attach a list of all covered materials used on the project, as applicable. | ☐ | ☐ |
| 12. **PROJECT PHOTOS – upload**<br>➢ Before, during, and after construction, or fire apparatus/equipment, as applicable. | ☐ | ☐ |

| _____ | _____ | _____ |
|---|---|---|
| Signed by Authorized Official | Printed/Typed Name & Title | Date |
| _____ | _____ | _____ |
| Signed by ODOC Reviewer | Printed/Typed Name & Title | Date |