

INSTRUCTIONS FOR COMPLETING THE CLOSEOUT PACKAGE

Recipient's Close-out Checklist

The purpose of this checklist is to select the appropriate boxes concerning each of the close-out documents. Incomplete packages will be returned to the grant recipient.

Certificate of Completion

The purpose of this document is for grant recipients to list all activities undertaken, certifying that they have been carried out in accordance with the grant agreement. It also ensures that the provisions have been made for the payment of all unpaid claims, and that neither the State nor the Federal government is under any obligation to make any further payments under the agreement in excess of the amount stated in the document. This document requires the grant recipient to report all budgeted grant funds and other funds. Grant recipients are also required to list the actual payment of all MHC grant funds and other funds that were used for a specific sub-activity.

Recipient Performance Certification Report

This document requires that the National Policy Objectives be addressed. List the planned and actual beneficiaries and the planned and actual low/moderate income beneficiaries by sub-activity. Complete the table (appended to this section) regarding the number of persons in your locality and the number of persons who will directly benefit from the project.

Certification of Recipient Compliance

A.

Release - This document releases the unexpended or unobligated balance of the award back to the MHC. The total amount paid to the grant recipient by MHC must be entered. This amount must reflect the actual expenditure. Do not round off expenditures.

B. Assignment of Refunds, Rebates and Credits - This execution guarantees that the recipient/subcontractor will immediately remit any refunds or credits applicable to the recipient/subcontractor. Example: telephone refunds and insurance refunds.

C. Inventory Certification - This section is used to account for all items or materials and equipment purchased, furnished or acquired.

Outstanding Claimants List

When unclaimed funds are returned to MHC, a list of all possible claimants of these funds shall be prepared and attached to the Recipient's Release. The purpose is to reserve these funds and make future payments if necessary. The list shall include the following pertinent data:

1. Claimant's name, last known address, amount of money due, and social security number (if claimant is a training program enrollee) for each individual to whom checks for wages (or other outstanding checks) were due.
2. For employee checks, the pay period during which the money was earned, the number of hours, hourly rate of pay, and dates worked.
3. Check number, date of issuance, and amount of each uncashed check.
4. Name, address, and telephone number of any person who may be contacted in connection with any claim which may arise. Normally, this would be the individual who has control of the subcontractor.

Inventory and Program Income

This section consists of the following three (3) main headings: Real Estate, Equipment and Program Income. The property and equipment that have been purchased with MHC grant funds should be listed with the purchase price, use of the property and/or equipment date to be used. All program income collected to date should be listed, including the activity, additional payments and the use of the program income.

Final Request for Cash Consolidated Support Sheet

A Final Request for Cash Consolidated Support Sheet with the actual final cost of the project including match must be completed and submitted with the close-out package. It must be marked final.

Agreement Relative to Close-out of the Mississippi Home Corporation HOME Program

MHC has condensed the requirements for signature of the Grant Recipient and MHC by including each of the individual sections in the Agreement Relative to Closeout. By signing the Agreement Relative to Close-out of the HOME Grant, the Grant Recipient is certifying that the entire close-out document meets the individual requirements included in the close-out package. Further, this document is an agreement between the Grant Recipient and MHC that permits the close-out of the project activities contingent on the promise that the Grant Recipient will submit to the Corporation its required audits or subsequent audit which it shall comply with federal and state requirements and which shall cover all periods in which any grant costs have been incurred.

Questions concerning the close-out of a project should be directed to the Jackie Cobbins at (601) 718-4635.

