

**Workforce Housing Reward Grant Program**

**Final Grant Report and Closeout Certification**

Contractor: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Dollar Amount: \$ \_\_\_\_\_

**A. Capital Asset Acquisitions and Project Descriptions**

1. For all capital assets acquired or rehabilitated in whole or in part with WFH funds, please include the project name as detailed in the Scope of Work (Exhibit A) of the Standard Agreement, a description of the capital asset acquired or rehabilitated and the total amount WFH funds used (attach additional sheets if necessary).

<b>Project Name</b>	<b>Capital Asset</b>	<b>Total Cost</b>	<b>WFH Funds Expended Relative to Total Cost</b>	<b>Category</b>

2. Please attach, on a separate sheet, a complete narrative for each project funded in whole or in part with WFH funds. The narrative must include, at a minimum, the following information for each project outlined in Section A1:
  - A description of the project
  - The community benefit provided by the project

**B. Certifications (Pursuant to Health & Safety Code Section 50544):**

Total number of residential units permitted during the calendar year (as provided in WFH application):		Total number of residential units permitted that have resulted in a Certificate of Occupancy or Notice of Completion:	
Very Low-Income	Low-Income	Very Low-Income	Low-Income

**C. Closeout Certification:**

I hereby certify that all activities undertaken by the \_\_\_\_\_ (name of Grantee) with funds provided under the WFH Program Standard Agreement have, to the best of my knowledge, been carried out in accordance with the agreement; that proper provision has been made by the Grantee for the payment of all costs and claims; that the State of California is under no obligation to make further payment to the Grantee under the grant agreement; and that every statement and amounts set forth in the Final Grant Cash Request and this Final Grant Closeout Report are, to the best of my knowledge, true and correct. In addition, City/County agrees to retain all records which disclose the activities funded by the Grant including adequate documentation of each transaction for a period of 3 years after the final payment under the Standard Agreement.

**Name of Authorized Representative** \_\_\_\_\_

**Title of Authorized Representative** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>For HCD Use Only</b>	
Program Representative _____	Approval Date _____
Program Manager _____	Approval Date _____

**Report Submittal**

Grantees may email the report directly to the Department by clicking the "Submit by Email" button above or by printing and mailing to the address below:

Department of Housing & Community Development  
 Attn: WFH Program Staff  
 1800 Third Street, Room 430  
 Sacramento, CA 95811

## WFH Final Grant Report and Closeout Certification Instructions

The Final Grant Report and Closeout Certification is due **within 60 days** from the date final grant funds are expended **and no later than 60 days after the termination of the Standard Agreement (i.e. no later than 8/31/2010 for contract years 2005 and 2007)**.

### A. Capital Asset Acquisitions and Project Costs

#### **Section 1. Capital Asset Acquisitions**

This section must include all capital assets purchased or rehabilitated with any amount of WFH funds, including any equipment or allowable soft costs, such as legal expenses or design work. This section should also include the project name (as indicated in Exhibit A of the Standard Agreement), a description of the capital asset, total amount of WFH funds expended and total cost of the project (see example below). The table must also indicate the best fit category of activity, as detailed on page 2 of the WFH Final Report. **SEE EXAMPLE BELOW**

<b>Project Name</b>	<b>Capital Asset</b>	<b>Total Cost</b>	<b>WFH Funds Expended Relative to Total Cost</b>	<b>Category</b>
River City Park Renovation	Re-roof Community Center	\$98,000	\$74,000	7
River City Park Renovation	New playground equipment	\$8,000	\$8,000	6
City Hall ADA Improvements	ADA Compliant elevator	\$250,000	\$122,000	1

Project Categories are as follow (please choose only one “best fit” category):

1) ADA Accessibility; 2) Affordable Housing; 3) Equipment (useful life of 5 or more years); 4) Historic Preservation; 5) Infrastructure; 6) Parks and Recreation; 7) Public Facilities; 8) Public Safety; 9) Revitalization or 10) Other

#### **Section 2. Project Narrative**

The Grantee must include a summary of each project funded in whole or in part with WFH funds. The summary must include a description of each project, such as the location, scope of the project, and the community benefit achieved from the project. If available, please submit diagrams or renderings, or before and after pictures of each project. Pictures may be submitted with the Final Report or emailed (if digital) to your WFH representative.

### B. Certifications

#### **Table 1: Certificates of Occupancy**

The total number of building permits issued for residential units affordable to very low and low income households should be the same as indicated in the WFH application as submitted to the Department, or, if applicable, as recalculated by HCD. The final closeout report letter, mailed to grantees once all available funds have been requested from the Department will include information on the total number of units used in calculating the award to be entered in this field. Grantees may also contact their WFH Program representative to verify the number on file with HCD.

This table must also include the total number of certificates of occupancy or notices of completion ultimately issued for the residential building permits issued during the calendar year covered by the application and used to calculate the final WFH award. Documentation for certificates of occupancy/notices of completion may include a summary report from the jurisdiction’s building inspector or other similar documentation. HCD does not need the certificate of occupancy for every unit issued a building permit.

### C. Closeout Certification

The Final Grant Report and Closeout Certification must be signed by the Authorized Representative as indicated in the contract resolution certified by the Grantee governing body.