

Explanation of Form

What it is Used For: Part of the closeout package, the final submittal of this report certifies that the leverage requirements have been achieved.

When it is Used: Submitted as one of the reports forming the Annual Performance and Final Evaluation Reports to the Department of Housing and Urban Development.

Where it Goes: Return the original closeout reports to your Community Development Specialist.

- Instructions:*
- (a) 'Name of Source' - original sources of leverage and new sources must be filled in by the GRANTEE.
 - (b) & (c) - 'Source Key' and 'Amount Accepted as Leverage' – completed by DHCD.
 - (d) 'Amount Expended to Date' - completed by GRANTEE. Figures may be rounded off to the nearest dollar. DO NOT include as expended, purchase orders or contracts which have not actually been paid. Expenditures shown MUST have been made in DHCD accepted project activities pursuant to the approved budget. If there is any question about the validity of using a particular expenditure towards fulfilling leverage requirements, the grantee should contact their Community Development Specialist BEFORE claiming an expenditure to prevent future difficulties in closing out the grant.
 - (e) 'Balance' - completed by GRANTEE. [(c)-(d)] means to subtract the amount expended (d) from the amount accepted as leverage (c). Explain any deficiencies and any new sources under "GRANTEE COMMENTS" section. Attach additional sheets and documentation to this form, as necessary.
 - (f) 'Amount Remaining to be Reported' - completed by DHCD. Based on results in (e) 'Balance' and on 'Grantee Comments' and attached documentation.

**THIS FORM MUST BE SIGNED BY THE CHIEF
EXECUTIVE OFFICIAL USING BLUE INK.**

*******IMPORTANT*******

ALL private monies shown on this report **MUST** be documented by either an Independent Public Accountant's (IPA) statement of said expenditures, or by copies of invoices and cancelled checks. In addition, all local and 'other' fund expenditures not previously documented by the DHCD Community Development Specialist during compliance reviews must also be documented at this time. Final DHCD acceptance of this report can not be made until all reported expenditures have been verified.

To facilitate final acceptance of this report, please attach all non verified leverage documentation to this form. Contact your Community Development Specialist or DHCD Fiscal Analyst if you are unsure of the amount verified.