

Program Close-Out Report

Subrecipient Name _____

Project/Activity Name _____

Grant Fund (Please Check One) _____ **CDBG** _____ **ESG**

Date: _____

The purpose of the Program Close-Out Report is to gather final figures on clients, beneficiaries (ESG), program challenges and successes, budgets and leveraging of funds. *Please attach this cover Page with the attached documents per instructions below by October 8, 2009.*

A. Client/Beneficiaries Data:

- *CDBG recipients should attach their final DBAR for month of September and their final quarterly report
- * ESG recipients should attach their final quarterly report

B. Final Program Budget:

Please attach a real budget for your program/activity that shows how your grant award fits in to your overall year's budget at the Program year's end.

C. Leveraging:

Please provide an attached itemized list of the following:

CDBG Funds received 2008-2009	_____
ESG Funds received 2008-2009	_____
Other Federal Funds	_____
State/Local Funds	_____
Private Funds:	_____
Fees	_____
Other (Donations, Fundraising etc.)	_____

D. ESG Match (for ESG recipients):

Please attach a balance sheet showing a break down of your required 100% matching funds. Note: Volunteer labor is calculated at \$5/hour and any donations will be valued using a method reasonably calculated to establish fair market value.

E. Annual Narrative:

Relate your challenges/successes for the entire program year. How would you assess your program in terms of outputs/outcomes (non-HUD) that you have set for your program? Identify primary obstacles to success in the future and how you expect to overcome them.