



# Homes and Community Renewal

ANDREW M. CUOMO  
Governor

RUTHANN VISNAUSKAS  
Commissioner/CEO

June 16, 2020

Honorable Jason Leifer  
Town of Dryden  
93 East Main Street  
Dryden, NY 13053

Dear Supervisor Leifer:

Re: Grant Closeout  
NYS CDBG Project #336CP82-17

The Office of Community Renewal (OCR) has determined that the Town of Dryden has satisfactorily completed CDBG Project #336CP82-17 and can now begin the formal closeout process.

The Town of Dryden is requested to review the attached NYS CDBG Grant Closeout Transmittal Form and instructions for completing the form. A scanned email copy of this form must be returned to the OCR within 30 days of the date of this letter.

If you have any questions or need any additional information, please contact me at (518) 474-2057 or by e-mail at [savitry.kola@nyshcr.org](mailto:savitry.kola@nyshcr.org).

Sincerely,

Savitry Kola  
Community Developer  
Office of Community Renewal

cc: Ray Burger, Director of Planning

## **NYS CDBG GRANT CLOSEOUT TRANSMITTAL FORM**

By signing this Grant Closeout Transmittal Form, the **Town of Dryden** acknowledges that any remaining balance of funds for CDBG Project Number **336CP82-17** identified on Schedule B Final Budget and Accomplishments will be deobligated and no further disbursements related to this grant will be processed after the submission of these forms.

Further, by signing this Grant Closeout Transmittal Form, **Jason Leifer** as **Supervisor** of the **Town of Dryden** acknowledges that the following conditions have been met;

1. The **Town of Dryden** has completed CDBG Project Number **336CP82-17** according to the terms and conditions of the Grant Agreement dated between the **Town of Dryden** and the Housing Trust Fund Corporation (HTFC).
2. The **Town of Dryden**, for and in consideration of the CDBG funds distributed to it by the Office of Community Renewal (OCR) on behalf of the HTFC, does hereby remise, release and discharge the HTFC, its officers, employees and agents, of and from all liabilities, obligations, claims, and demands whatsoever arising out of the Grant Agreement for CDBG Project Number **336CP82-17** entered into on between the Recipient and the HTFC.
3. It is hereby certified that all activities undertaken by the Recipient with funds provided under the Grant Agreement, to the best of my knowledge, have been carried out in accordance with the Grant Agreement between the **Town of Dryden** CDBG Project Number **336CP82-17** and the HTFC, and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.
5. Any property acquired by the Recipient or Subrecipient, in whole or in part with NYS CDBG funds has been identified on *Real Property Register*.
6. All costs incurred subsequent to the most recent annual audit period will be audited at the time the Recipient's next annual audit is conducted in accordance with OMB Circular A-133. The Recipient will resolve any audit findings related to both the program and financial aspects of the grant. In the event there are any costs which are disallowed by this audit or any subsequent audits which cover NYS CDBG expenditures, and which are sustained by the OCR, the amount of such costs shall be returned to the OCR via the HTFC. If the Recipient is deemed to be subject to Single Audit in accordance with OMB Circular A-133, a Conditional Certificate of Completion will be issued pending the receipt and approval of the Single Audit.

7. No costs have been incurred after the completion date of **April 30, 2019** for the above contract. All necessary documents and procedures have been followed, thereby finalizing the above referenced contract.

The Recipient further acknowledges that the Final Budget and Accomplishments identified on Schedule B of this closeout transmittal are true and correct.

Chief Elected Official

Signature of Chief Elected Official

Name of Chief Elected Official

Date

Title

Witness

Signature of Witness

Name of Witness

Date

Title

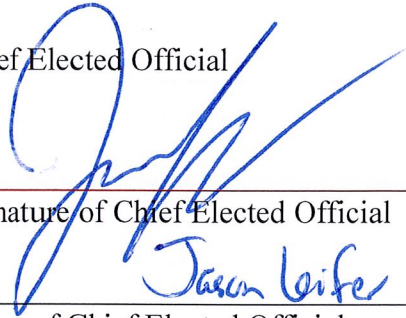
Office of Community Renewal

Signature of Developer

Name of Developer

Date

Title



Jason Leifer

7/6/2020

Town Supervisor



Ray Burger

7-6-20

Planning Director

# Schedule B Final Budget and Accomplishments

336CP82-17	Town of Dryden	Final Award Amount	Expended Amount	Balance Remaining
336CP8217-01	T. of Dryden Community Planning	\$24,900.00	\$24,900.00	\$0.00
<b>Grand Total:</b>		<u>\$24,900.00</u>	<u>\$24,900.00</u>	<u>\$0.00</u>

Any balance of funds identified on this page has been or will be deobligated.

**Actual Accomplishments**

**Last Drawdown by Activity**

336CP8217-01	06/11/2019	\$24,900.00
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# REAL PROPERTY REGISTER

~~CONFIDENTIAL~~

Property Description:		Parcel ID/ Code	
Source of Property			
Title Holder			
PO/Check #	Source of Funds	Acquisition Date	
Total Cost	Total CDBG funds	Total # of Units	% of CDBG funds
Location:		NY	ZIP + 4
Use:	Condition		
Disposition Date:	Sale Price		
Description			

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Source of Property			
Title Holder			
PO/Check #	Source of Funds	Acquisition Date	
Total Cost	Total CDBG funds	Total # of Units	% of CDBG funds
Location:		NY	ZIP + 4
Use:	Condition		
Disposition Date:	Sale Price		
Description			

Additional pages attached

# **INSTRUCTIONS FOR NYS CDBG GRANT CLOSEOUT TRANSMITTAL FORM**

## **1. Review of the Grant Closeout Transmittal**

The Grant Closeout Transmittal Form will be issued by the Office of Community Renewal when all of the following have occurred:

- i. The project has been monitored and any outstanding monitoring findings or concerns have been resolved.
- ii. A FINAL Request for Funds has been submitted.
- iii. A FINAL Annual Performance Report has been submitted and approved and all accomplishments have been reported.
- iv. Any outstanding single audit findings or concerns have been resolved.

The Grant Closeout Transmittal Form will be transmitted to the CEO and Local Grant Contact electronically, the entire form with signatures must be returned to OCR **By Email** to the contact that sent the Grant Closeout Packet. Original signature is NOT required.

### **A. Confirm Recipient Name**

- i. This is the name of the municipality identified on the grant agreement at the time of award.

### **B. Confirm the CDBG Project Number**

- i. This is the project number assigned by the Office of Community Renewal at the time of award.
- ii. A copy of the fully executed Grant Closeout Transmittal will be submitted to the Recipient following approval by the OCR.

### **C. Review Items 1-7**

### **D. Sign the Grant Closeout Transmittal Form**

- i. Recipients are releasing all liabilities for the Office of Community Renewal (OCR) and confirming that no costs will be incurred after the completion date of project, that no further requests for funds will be submitted and that the balance of funds will be deobligated.
- ii. The Chief Elected Official must sign and date the form in front of a witness who must also sign the form.
- iii. The assigned Community/Economic Developer will sign the closeout packet when returned to OCR

## **2. Schedule B and Final Budget and Accomplishment**

A. This is a summary of all NYS CDBG expenditures, please review this carefully, it must match local financial statements.

- i. All funds identified under Balance Remaining will be deobligated following the submission of this closeout.

B. This is a summary by activity of all reported accomplishments, i.e., jobs created, housing units completed or persons benefitting from public facility improvements.

C. The date of the last drawdown is the last date that the OCR has for the expenditure of funds and is the date that the request was received by the OCR, not necessarily the date that the funds were received by the Recipient.

D. If there is any discrepancy between the Final Schedule B issued by OCR and the Recipient records, please contact the assigned Community Developer before submitting to OCR.

## **INSTRUCTIONS FOR NYS CDBG GRANT CLOSEOUT TRANSMITTAL FORM**

### **3. Real Property Register Form**

This form is only completed for real property directly purchased by the Recipient using CDBG funds and is not to be used for real property that is purchased through a homeownership assistance program or by a Subrecipient.

This page must be included in the closeout packet even if N/A is selected.

- A. Property Description: Describe the property conditions
  - i. Commercial, industrial, residential (single or multi-family), etc
- B. Serial/ID # - Provide the local identification number for the property.
- C. Source of Property - Provide the name of the person or company from whom the property was acquired.
- D. Who Holds the Title: The name of the person (s) or organization the title is under.
- E. Acquisition Date: Date the property was purchased.
- F. Purchase Order/check #: Complete the following:
  - Cost per Unit
  - Total Cost
  - % of CDBG Participation
- G. Source(s) of funds: Enter all sources of funding for the purchase.
- H. Location: Enter the Address of Property.
- I. Use: Identify what the property will be used for.
- J. Condition: Describe the condition of the property at the time of purchase.
- K. Disposition Date: Enter the date the property was sold.
- L. Sale Price: Enter the sale price of the property.
- M. Description: Describe the condition of the property at the time of sale.