

## NRTC PROGRAM – GRANT CLOSE-OUT REQUIREMENTS

Upon completion (or termination) of an NRTC Grant, the Grantee shall submit for NRTC Program review and approval a Final Report which must include the following information:

1. A narrative description of the Project and the impact of its activities on implementing the approved NRTC neighborhood plan.
2. A final count of the Performance Measure(s) for each approved grant activity
  - a. Use the form provided by the NRTC Program to provide this information (titled “Final Count of Performance Measures for Approved Activities”). List: i) each approved grant activity (both the short description and the detailed description); ii) the original performance measures; and iii) the actual accomplishments (final counts). Use the “Comments” column to indicate any data issues if they exist. Section C of the grant agreement, which includes the approved activities and performance measures, can be viewed in SAGE (on the **Grant Menu** page, under **Grant Information**, click on **Grant Contract PDF**).
3. Photographs of completed Project activities.
4. For each activity that involves building construction, a final Certificate of Occupancy (or equivalent document) for each completed building, issued by the municipality where the building is located.
5. A count of the number of jobs created as a direct result of the Project, differentiating between construction-period jobs and permanent jobs. With respect to the permanent jobs created, provide the job title and initial salary/wage rate for each created position.
6. For housing construction/rehabilitation, information about the completed housing units
  - a. Use the form provided by the NRTC Program to provide this information (titled “Property Information”).
7. Other items which may be requested to document the completion of the Project. This may include:
  - a. For a development activity (such as new construction of housing units), an accounting of both development costs and development funding sources (including NRTC funds), preferably prepared by a certified public accountant.
  - b. Information regarding specific grant activities (the NRTC Program will provide instructions).

The Grantee shall also submit its final grant FSR (equal to 5% of the agreement amount), unless directed otherwise by the NRTC Program. This final grant FSR will **only** be approved after review and acceptance of the Final Report by the NRTC Program for the subject grant.