



**CLOSE-OUT CERTIFICATION and  
DOCUMENTATION**

Community Development Finance Authority  
Community Development Block Grant Program

Grantee Name:	Grant Number:
Grantee Address:	Contact Person:
	Telephone No.:
	Project Location:

WHEREAS, we the undersigned of the County/Municipality of \_\_\_\_\_ (referred to in this document as Grantee,) after examination of the project goals and contract requirements of the subject grant, and comparing them to the actual accomplishments and methods of reaching those accomplishments, judge this project to be complete and correct; then

By signature of this document, the Grantee certifies to the following Sections and terms therein:

**Section 1 - Final Status Summary:**

1. No costs have been incurred after the expiration date (\_\_\_\_\_) of the above contract;
2. All necessary documents and procedures have been followed, thereby finalizing the above-mentioned contract;
3. All costs have been paid which were incurred in connection with project operations and there are no undischarged liabilities or claims which remain, except as noted below;
4. All laws have been complied with as required in the contract with the State of New Hampshire.

**Section 2 - Release from Liabilities:**

Pursuant to the terms of the contract referred to herein, and in consideration of the sum of (\$\_\_\_\_\_) which has been or is to be paid under the said contract to the Grantee or its assignees, Grantee does remise, release and discharge the State of New Hampshire and its officers, agents and employees from all liabilities, obligations, claims, causes of action, and demands whatsoever under, or arising from, said contract or any of the transactions contemplated thereby.

**Section 3 - Compliance with State, Federal and Local Tax Laws**

In the performance of the contract referred to herein, the Grantee has complied with requirements of the law regarding the obtaining of employer identification/account numbers; collection, payment, deposit, and reporting of Federal, State and local taxes; and the provision of W-2 forms to employees who are not now my employees. For present employees (formerly employed under the contract) W-2 forms will be furnished as specified in Circular E, Employer's Tax Guide.

**Section 4 - Refunds:**

Pursuant to the terms of the contract referred to herein, and in consideration of the reimbursement of costs as provided in said contract, the Grantee does hereby:

1. Assign, transfer, set over and release to the CDFA all right, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said contract, together with all rights of action accrued or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts due (including any interest thereon) or which may become due, and to forward promptly to the CDFA checks (made payable to the CDFA) for any proceeds so collected.
3. Agree to cooperate fully with the CDFA as to any claim or suit in connection with such refunds, rebates, credits, or other amounts due (including any interest thereon): To execute any protests, pleading, application, power of attorney or other papers in connection therewith; and to permit the CDFA to represent it at any hearing, trial or other proceeding arising out of such claim or suit, but without any obligation on the part of the CDFA to do so.

**Section 5 - Inventory and Disposition:**

The attached inventory schedules if applicable are complete, and correctly list and describe all items of materials and equipment furnished to the Grantee or for which the Grantee has been or will be reimbursed by the CDFA for use in the performance of the contract mentioned herein, with the CDFA, which as of this date have not been consumed in performance of this contract; and that the Grantee will immediately notify the CDFA of any change affecting these inventory schedules at any time prior to final disposition of inventory.

**Section 6 - Compliance with the Federal Housing and Community Development Act:**

The activities undertaken by the Grantee with funds provided under the contract mentioned herein with the CDFA, have met one or more of the National Objectives (a. Benefit to Low and Moderate income individuals; b. Elimination of slums and blighting condition; and/or, c. Addressing an urgent need):

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IN WITNESS OF THE INFORMATION IN THIS CLOSE-OUT CERTIFICATION, this assignment has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

AUTHORIZED OFFICIAL(S)

*The foregoing instrument was acknowledged before me this \_\_\_\_\_ by \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title