

# Kentucky Community Development Block Grant

## Project Completion Report

### Instructions

#### Documents and Certification

Attach the documents listed (if applicable) to this report. After the report is completed, have the community's chief executive officer read the "Certification of Recipient" and sign the certification.

#### Financial Summary

On the top half of the form, list ALL activities on which Community Development Block Grant (CDBG) funds were expended. On the bottom half, list all activities undertaken and funded by non-CDBG funds. Provide the following information on each activity:

1. Activity Number                      This number should correspond to the activity number on the most current and approved (i.e. grant agreement or amendment) cost summary.
2. Activity Name                         This name should correspond to the activity name on the current cost summary.
3. Activity Accomplishments        Describe the actual accomplishments of the activity by measures that resulted from expenditure of funds. Such as number of houses rehabilitated, linear feet of sewer line, households served and connected, type of equipment purchased, site improvements made, etc.
4. Funding Source                        Enter the source of funds for this activity.
5. Current Budget                        Enter the current approved grant budget amount for each activity. Increases in other funding sources do not require a grant budget amendment. Any amounts below those designated in the Grant Agreement must be approved by the Department for Local Government (DLG).
6. Expenditures to Date                Enter the amount of funds actually expended as of the date of this report. Funds are considered expended when actual cash disbursements have been made.
7. Unpaid Obligations                    Enter the amount of funds obligated but unpaid as of the date of this report. Examples of this type of cost are unpaid retainage, unpaid escrow accounts, unpaid invoices, etc.
8. National Objective                    For activities using CDBG funds, list the national objective under which these funds were expended.

The "Unutilized CDBG Grant" amount is the amount of the CDBG Grant Agreement minus Expenditures to Date minus Unpaid Obligations. This is the amount of CDBG Grant funds that will not be used and the grantee is releasing back to DLG.

# Kentucky Community Development Block Grant

## Project Completion Report

### Instructions

#### Project Benefit Profile

You must identify persons benefiting from each activity undertaken.

1. List all proposed **activity** numbers and letters, if applicable, (exclude engineering, planning, administration and contingency activities).
2. List **total** number of beneficiaries for each activity.
3. List number of **White** persons benefiting. (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
4. List number of **Black/African-American** persons benefiting. (A person having origins in any of the black racial groups of Africa.)
5. List number of **Asian** persons benefiting. (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
6. List number **Native Hawaiian/Other Pacific Islander** persons benefiting. (A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.)
7. List number of **American Indian** and **Alaskan Native** persons benefiting. (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)
8. List number of persons benefiting that are members of any of the five new multi-race categories (American Indian/Alaskan Native & White, Asian & White, Black/African American & White, American Indian/Alaskan Native & Black/African American, and Other Multi-racial).
9. List number of persons identifying as **Hispanic or Latino** ethnicity. (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
10. List number of **disabled** persons benefiting. (A person who has physical or mental impairment that substantially limits one or more major life activities as defined under Section 504 or ADA.)
11. List number of **elderly** persons (62 and over) benefiting.
12. List the number of **female head of households** benefiting.
13. List number and percent of **low-moderate** income (51 – 80% of median) persons benefiting.
14. List number and percent of **very low** income (31 – 50% of median) persons benefiting.
15. List number and percent of **extremely low** income (0 – 30% of median) persons benefiting.
16. List the **total** number and percent of LMI persons benefiting. This is the total of #13, #14, and #15 above.
17. List the number and percent of **non-LMI** (81% of median and above).

# Kentucky Community Development Block Grant

## Project Completion Report

### Instructions

#### Project Household Benefit Profile

Same as Project Benefit Profile except it shows the households and not the number of persons.

#### Job Creation/Retention Requirements

If this is an Economic Development project in which job creation and/or retention is a requirement of the grant agreement, please show the date by which this must be achieved and the required and actual number of jobs and the number of LMI persons receiving those jobs.

#### Audit Information

List each of the fiscal years in which CDBG funds were expended on this project. Then breakdown the CDBG funds expended on this project by fiscal year. Include any unpaid obligations in the amount for the current fiscal year. For each fiscal year, answer the following questions:

1. Write the fiscal year.
2. Enter the total amount of CDBG funds expended in that fiscal year.
3. If more than \$750,000 in Federal funds from any Federal awards were expended in fiscal years prior to 2024 (or \$1,000,000 for fiscal year 2025 forward), please mark "Yes." A Single Audit in compliance with 2 CFR Chapters I and II, Parts 200, 215, 220, 225 and 230 will be required for that fiscal year. NOTE that the Federal awards could be from any Federal agency or source and are not limited to CDBG funds (refer to the regulations for more details). If "Yes" is checked, it is necessary to complete steps 4, 5, or 6 for that fiscal year.  
If Federal funds expended were less than \$750,000 (prior to FY 2024) or \$1,000,000 (FY 2025 forward), mark "No" and disregard steps 4, 5, and 6.
4. If the answer in column #3 is "Yes," then has a Single Audit been completed for the fiscal year? Mark your answer in column 4.
5. Was a copy of the audit for the fiscal year submitted to DLG, Office of Federal Grants? Answer "Yes" or "No" in column 5. Answer "No" if the audit is not yet complete or an audit was not done.
6. If you have not already submitted a copy of the audit and are attaching a copy of the audit, answer "Yes" in column 6. If this is not the case, answer "No".

#### Unpaid Obligations

List the amount of any unpaid costs and third party claims, to whom the money is due, and an explanation of why there are any unpaid costs or unsettled third party claims.