



# THREESTAR

PERFORMANCE \* ACCOUNTABILITY \* EFFICIENCY

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

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ThreeStar 2015-FY16 -

**GRANT CLOSE-OUT REPORT**

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**This close-out report should be submitted to the Department of Economic and Community Development (ECD) after the final pay request is submitted. While many of the ECD grants have common requirements, other requirements are based on the terms specific to each grant contract. Each grantee is responsible for adding any necessary program-specific documentation to their close-out report to meet their contract requirements. Please do not leave sections blank; please enter "N/A" into the sections below that do not apply to your grant or contract.**

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I. GRANTEE/VENDOR INFORMATION

GRANTEE/COMPANY:

ADDRESS:

CITY/COUNTY:

CONTACT PERSON:

TELEPHONE NUMBER:

EDISON ID NUMBER:

CONTRACT DATES: BEGIN:  /  /  END:  /  /

PROGRAM NAME:

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A. PERFORMANCE---DESCRIBE THE PROJECT THAT WAS COMPLETED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT**

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B. TOTAL NUMBER OF JOBS CREATED/RETAINED TO DATE:	<input type="text"/>
C. AVERAGE WAGES OF NEW HIRES/RETAINED:	\$ <input type="text"/>
D. TOTAL AMOUNT INVESTED BY THE COMPANY/PROJECT:	\$ <input type="text"/>
E. TOTAL AMOUNT OF ECD FUNDS USED FOR THIS PROJECT:	\$ <input type="text"/>
F: OTHER SOURCES OF FUNDING USED FOR THIS PROJECT:	
LOCAL COMMUNITY FUNDS:	\$ <input type="text"/>
STATE GRANTS/LOANS:	\$ <input type="text"/>
FEDERAL GRANTS/LOANS:	\$ <input type="text"/>
COMPANY FUNDS:	\$ <input type="text"/>
OTHER FUNDS:	\$ <input type="text"/>

G: HAVE THE PROJECT OBJECTIVES, AS ESTABLISHED BY THE GRANTEE, COMPANY, AND/OR COMMUNITY, BEEN ACHIEVED?

YES  NO

H. HAVE ALL OF THE ECD GRANT FUNDS BEEN PAID OUT TO THE APPROPRIATE CONTRACTORS AND VENDORS?

YES  NO

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**II. DOCUMENTATION**

**A. REVIEW YOUR CONTRACT FOR ANY DOCUMENTATION REQUIRED BY CONTRACT/PROGRAM. TAKE SPECIAL NOTE OF DOCUMENTS THAT HAVE TIME LIMITATIONS SPECIFIED IN THE CONTRACT. REQUIRED CLOSE-OUT DOCUMENTS MAY INCLUDE ANY OR ALL OF THE FOLLOWING. CHECK BELOW IF THE LISTED DOCUMENT IS INCLUDED IN YOUR CLOSE-OUT PACKAGE.**

- |  |                          |
|--|--------------------------|
| -1) Final Grant Disbursement Reconciliation Report   | <input type="checkbox"/> |
| -2) Performance Measures Form  | <input type="checkbox"/> |
| -3) Project Benefit Form(s)  | <input type="checkbox"/> |
| -4) Housing Project Close-Out Report   | <input type="checkbox"/> |
| -5) HUD Final Disclosure/Update Report   | <input type="checkbox"/> |
| -6) Proof of publication of notices, sign-in sheets, and minutes of any required public hearings | <input type="checkbox"/> |
| -7) Final Annual Report & Audit Report   | <input type="checkbox"/> |

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**I, the undersigned, hereby commit that the above-described project is now complete. The company has complied with all laws and regulations in the performance of this project. The company has met or exceeded the stated target in the hiring for the number of new jobs as committed and made the required investments, if any, to complete this grant project in accordance with contract terms. All funds have been appropriately disbursed by the grantee.**

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SIGNATURE

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TITLE

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PRINTED NAME

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DATE