



U.S. Department of Housing and Urban Development  
Community Planning and Development

Attachment A

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**LETTERHEAD**

Date \_\_\_\_\_

Dear \_\_\_\_\_:

**SUBJECT:** Entitlement Grant Closeout and Recapture of Unspent Grant Funds  
Community Development Block Grant –  
**Grant Number:** xxxxxxxxx

[Insert name of jurisdiction] (hereinafter referred to as the “Grantee”) was awarded a Community Development Block Grant (CDBG) in the amount of [insert amount] on [date], also identified as grant number [insert grant number], under title I of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. 5301 et seq.

It appears that the activities are completed, all funds have been drawn down and the grant is ready for closeout. In accordance with the U.S. Department of Housing and Urban Development CDBG Closeout Procedures regulation at 24 CFR 570.509(b)(3), any unspent funds remaining in the account of an expired grant period are to be recaptured. Our records indicate that your CDBG grant has a remaining balance of \$ \_\_\_\_\_.

In order to proceed with this grant closeout and recapture of the remaining funds, the following documentation must be submitted by the grantee:

- A completed copy of the enclosed “CDBG Entitlement Program Grantee Closeout Certification” signed by the grantee’s authorized representative
- A completed copy of “CDBG Entitlement Program Closeout Checklist” signed by the grantee’s authorized representative

The Grantee Closeout Certification has been completed for your review, and your signature confirms the accuracy of the information. HUD retains the right to monitor and follow up on monitoring and audit findings. In addition, the Department may recover disallowed costs for ineligible activities or actions in 24 CFR part 570, Subpart O, or pursue other sanctions, if HUD determines that the information provided by the grantee was false, erroneous or did not meet statutory or regulatory requirements.

Please return the signed certification and the other listed documents to our office within 15 days of the date of this letter. If you have any questions, please contact the CPD Representative (NAME/ CONTACT INFO).

Sincerely,

CPD Director

**HUD Form 40182**