

# CLOSEOUT

## X. Closeout

### Policy

1. The Closeout and all associated tasks are the responsibility of the CIA who answers directly to the HCDM.
  - a. The HCDM, ACTII, and the CIA assist in completing Closeout;
2. Projects are closed out after construction is complete, inspections are complete, all invoices have been paid, and all compliance reviews are complete;
3. The purpose of closeout is to insure financial accuracy, permanent file integrity, and overall compliance with program requirements.
4. File Structure for Housing Rehabilitation (CDBG-DR)

<b>Overview of the File Structure Procedure</b>	
<b>Responsible Party</b>	<b>Task</b>
Housing and Community Development Manager (HCDM)	Compliance and VOB Checklists
Community Initiatives Administrator (CIA)	Assembles File; Applicant Checklist; DOB Certification; Sends files to permanent storage
Accountant II (ACTII)	Financial Checklist
Administrative Assistant Planning (AA)	Transparency Website Update