

ATTACHMENT 3

COMMUNITY AND SUPPORTIVE SERVICES CLOSEOUT REPORT

To complete the overall procedures for closing out a HOPE VI Revitalization Grant, a Grantee must respond to the below items regarding the Community and Supportive Services (CSS) portion of the grant. The below responses must be included in the Preliminary Close-Out Materials submitted to OPHI (referenced in the HOPE VI Revitalization Grant Close-Out Procedures, Step 1, Part B, 4), along with a copy to the appropriate CSS Grant Manager for review.

A. Final CSS Financial Report/Budget

The Grantee must complete a Final CSS Financial Report/Budget. The Grantee should use the “HOPE VI CSS Close-Out Budget” form available on the www.hud.gov website to summarize the following financial activities (a hard copy is attached to this document):

1. all CSS budget categories (i.e. Administrative Costs; Job Training; Education; Transportation; Childcare; Elderly; Youth; Substance Abuse; Section 3; Homeownership; etc.);
2. the line items associated with the budget category (i.e. for Administrative Costs – staff salaries, office supplies; Job Training – Nursing Certification Training Program, Walgreens Retail Training; etc.);
3. HOPE VI funds budgeted for each line item;
4. HOPE VI funds expended for each line item;
5. remaining balance of each line item (if any);
6. leverage budgeted for each line item;
7. leverage expended for each line item;
8. and the total cost for each line item (includes total of HOPE VI funds and leverage).

B. Narrative description/reasoning of any financial matters at the time of closeout (if applicable)

If there are any outstanding financial matters pertaining to the use of HOPE VI CSS funds at the time of closeout, the grantee must explain them in this section. Examples of financial matters could include: unspent and/or un-obligated HOPE VI CSS funds; HUD financial audit findings; and corrective action measures.

C. Overall CSS Goals/Outcomes

The Grantee must provide a brief narrative on each CSS Goal related to the HOPE VI quarterly reports, as well as other goals related to the elderly/youth categories.

The narrative should include:

1. the CSS goal and the final outcome at CSS closeout;
2. the challenges related to achieving CSS goals, and resolutions put in place to address them;
3. the goals that were not met, and overall impact on residents;
4. a description of any recognized best practices or innovative programs developed during the course of the grant (include program, partnerships, outcomes, and number of residents served);
5. A description of the overall case management process used to achieve goals. Include staffing, tracking system, resident referral process, and relationships with local service providers.

D. Narrative of Population in Need

1. The Grantee must provide a brief description of the characteristics of the HOPE VI population **at the time of the grant award, and at the time of closeout**. For each description, please use the following indicators:

- a. the caseload number reported in the quarterly reports;
- b. age breakdown for children, family adults, and elderly;
- c. the number of residents employed;
- d. primary sources of income;
- e. median household income;
- f. number of individuals on Temporary Assistance for Needy Families (TANF), Social Security Insurance, Disability, or other public assistance;

- g. number of residents without: high school diploma, GED, and college education;
- h. number of residents that have completed a homeownership program;
- i. number of resident homeownership purchases;

E. Sustainability Strategy

For those HOPE VI grantees that have completed a Sustainability Plan, please attach a copy of your plan.

For those HOPE VI grantees planning to develop a Sustainability Plan, please address the below questions, **where applicable**.

1. Is there a Sustainability Plan in place? If not, does the PHA envision implementing one?
2. Who is responsible for coordinating and managing the Sustainability period beyond the formal CSS Closeout, and when will this period begin?
3. Is the housing authority including funding organizations, local service providers, local government, universities and faith-based organizations in defining the HOPE VI CSS Sustainability Plan? Please describe each of their contributions and the roles that they will play in the sustainability process.
4. If the revitalized site has a program manager and/or property manager, what will be their role in developing and implementing the CSS Sustainability Plan with the housing authority? What will be their role in providing CSS services to residents?
5. Is there an active or anticipated Tenant Council that includes public housing residents, and/or Homeowners' Association that includes HOPE VI residents? Please describe.
6. What are the housing authority's plans for deploying services to mediate and mitigate potential conflicts across income groups, and to build economic integration at the new development?
7. Are there re-occupancy criteria in place for public housing residents to promote economic self-sufficiency (i.e. lease term agreements; employment requirements)?

8. What services are currently available to residents either in a community facility on site or off site?

F. HOPE VI Evaluation

All HOPE VI grantees funded from FY1999 to the present are required to conduct a HOPE VI Evaluation. If you have conducted an evaluation of your HOPE VI program, including those grantees prior to FY1999, please attach a copy of your report.

