

## INSTRUCTIONS FOR COMPLETING CLOSEOUT DOCUMENTS

All original signed documents, including the transmittal, must be submitted within 60 days of the contract ending date, or when all funds have been expended. Incomplete or incorrect documents will be returned. Please mail to:

OKLAHOMA HOUSING FINANCE AGENCY  
HOME DEPARTMENT  
P. O. BOX 26720  
OKLAHOMA CITY, OK 73126-0720

The Contractor is required to complete the following:

### TRANSMITTAL OF CLOSEOUT DOCUMENTS

#### Section I

### FINAL EXPENDITURE REPORT - #1

Awardee/Contract Information

Expenditures/Line Item

Match Information

### CONTRACT CLOSEOUT CERTIFICATION - #2

Awardee Name/Contract Number

Final Cash Reconciliation

Notary

Signature of Authorized Official

Typed Name and Title

Date

### PROPERTY INVENTORY CONTROL FORM - #3

Instructions provided

### MATCH LOG - #4

Instructions provided

**OKLAHOMA HOUSING FINANCE AGENCY  
HOME DEPARTMENT  
TRANSMITTAL OF HOME CLOSEOUT DOCUMENTS**

**SECTION I**

<b>Awardee Name and Address:</b>	<b>Contract Number:</b>
	<b>Program/Year:</b>
	<b>Contract Period:</b> <b>From:</b> _____ <b>To:</b> _____
<b>Preparer/Contact Person:</b>	<b>Telephone:</b> _____
<input type="checkbox"/> 1. Final Expenditure Report <input type="checkbox"/> 2. Contract Closeout Certification <input type="checkbox"/> 3. Property Inventory Control Form <input type="checkbox"/> 4. Match Log Report	I, as an authorized representative of the contractor listed above, hereby submit the documents listed as required by the terms of the contract.  _____ Authorized Representative <span style="float: right;">Date</span>

**SECTION II**

<b>FOR OHFA USE ONLY:</b>	<b>Comments</b>
<b>Reviewer</b>	
<b>Property Officer</b>	
<b>Initials</b> _____ <b>Date</b> _____	
<b>Batch #</b>	<b>Federal</b> <b>Match</b> <b>Total</b>
<b>Total Contract</b>	
<b>Admin./Operating</b>	
<b>Projects</b>	
<b>Total Accrued Expenditures</b>	
<b>Bal. Deobligated</b>	





**#2**  
**OKLAHOMA HOUSING FINANCE AGENCY**  
**CONTRACT CLOSEOUT CERTIFICATION**

<b>Awardee Name:</b> _____	<b>Contract Number:</b> _____
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**I. FINAL CASH RECONCILIATION**

- |  |          |
|--|----------|
| A. Total Cash Received (include Cash in Transit)       | \$ _____ |
| B. Less: Total Accrued Expenditures                    | \$ _____ |
| C. Excess Cash on Hand (TO BE REFUNDED TO OHFA)        | \$ _____ |
| D. Total Match recorded and expended for this contract | \$ _____ |

- E. I certify that the expenditures reported are taken from the original books of account and that such expenditures are valid and consistent with the terms of the contract.
- F. I further certify that the attached check in the amount of \$ \_\_\_\_\_ fully represents all money received for but not expended in performance of this contract. (Same as Line C above.)
- G. This amount is refunded to the Oklahoma Housing Finance Agency in accordance with the terms of the contract.

**II. RELEASE**

- A. Pursuant to the terms of this contract and in consideration of the TOTAL ACCRUED EXPENDITURES referred to in Line B above which have been paid or will be paid to the Contractor under this contract, Contractor, upon payment of any remaining balance by the Oklahoma Housing Finance Agency does remise, release, and discharge the State of Oklahoma, OHFA, and their officers, agents and employees of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the performance of this contract.
- B. I understand the TOTAL ACCRUED EXPENDITURES certified in Section I, Line B above will become the final total obligated amount of this contract.

**III. ASSIGNMENT OF REFUNDS, REBATES, AND CREDITS**

Pursuant to the terms of this contract and in consideration of payment of costs as provided in said contract, Contractor does hereby:

- A. Assign, transfer, set over and release to the Oklahoma Housing Finance Agency all rights, title and interest to all refunds, rebates, and credits or other amounts, including any interest thereon arising out of the performance of this contract, together with all rights of action accrued or which may accrue thereunder.
- B. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts, including any interest thereon, due or which may become due, and to forward promptly by check made payable to the Oklahoma Housing Finance Agency any proceeds so collected.
- C. Agree to cooperate fully with the Oklahoma Housing Finance Agency as to any claim or suit in connection with such refunds, rebates, credits or other amounts due, including any interest thereon, to execute any protest, pleading, application, power of attorney or documents in connection therewith; and to permit the Oklahoma Housing Finance Agency to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

Subscribed and Sworn Before Me

This date of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public (or Clerk or Judge)

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR COMPLETING INVENTORY CONTROL FORM

The Property Inventory Control Form should account for all non-expendable property acquired by or furnished to the contractor for administrative purposes within this contract period. The proper Request for Purchase of Property should have been submitted to OHFA for approval prior to purchase.

The Awardee is required to complete the following blocks:

- Awardee:** Organization name as shown on Part I of the contract.
- Contract Number:** Number of the contract as shown on Part I of the contract, from which funds were used to purchase the property.
- Item:** List item name; specify type, model; and provide other descriptive information (i.e., Typewriter, Electric, IBM Selectric III, Red, and Serial Number; Desk, Secretarial, Metal, Brown). Serial Number must be listed where applicable.
- Inventory Tag:** Upon receipt of the identification tag ("State of Oklahoma - Property of Oklahoma Housing Finance AgencyCommerce") from the Oklahoma Housing Finance Agency Property Officer, record the tag number in this block.
- Cost:** Cost of the item as listed on the invoice.
- Date:** Date item was purchased (Month/Year).
- Condition:** Using the following condition codes and your own judgment, list the condition of each item:
- N-2** New or Unused Property.
  - 01** Property which has been slightly or moderately used and is still in excellent condition. No repairs are required.
  - 02** Used property still in good condition, with considerable use left before any important repairs will be required.
  - 03** Used property in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portion) that should be replaced.
  - 04** Used property which is still usable without repairs, but in poor condition and undependable. (Some parts badly worn and deteriorated).
  - 09** Property in need of repair before using. (Estimated cost of repair ranges from 41 to 65 percent of acquisition cost).
  - XX** Salvage: Property in such poor condition that it would be impractical to repair (repairs or rehabilitation estimated to cost in excess of 65 percent of acquisition cost).

**Class, Location, and Owner will be completed by the Oklahoma Housing Finance Agency Property Officer.**



## HOME MATCH LOG INSTRUCTIONS

The purpose of this log is to:

- Track by contract all HOME project funds drawn
- Track by contract match liability by draw

*[A separate entry on the log should be made each time HOME project funds are drawn down from the PJ's HOME Treasury account or each time a match contribution is made to a HOME-assisted or HOME-eligible match project.]*

- 1) Enter the 5 digit IDIS activity number.
- 2) Enter the project address.
- 3) Enter the county of the project.
- 4) Enter the amount of HOME funds drawn for the project.
- 5) Enter the date the HOME funds were drawn down. (i.e. the date the match obligation was incurred)
- 6) Calculate the amount of match liability incurred for a project. [Column 4 multiplied by 25%]  
Exception: Project dollars that are drawn during a match reduction time period or match waiver issued by HUD for a particular county or counties.
- 7) Indicate the category of eligible match by listing the appropriate number from one of the categories listed below.
- 8) Enter the amount of match contribution being logged in Column 7.
- 9) Enter the date the match contribution was recognized under the HOME regulations at 24 CFR Part 92.221.
- 10) Note any descriptive or necessary information.

*Columns one through six determine the match liability incurred. Columns seven through nine determine the permanent match contributions made to the HOME program.*

**\*\*\*\*\* Categories of eligible match\*\*\*\*\***

1. Cash (Non Federal Sources)
2. Foregone Taxes, Fees, Charges
3. Appraised Land/Real Property
4. Required Infrastructure
5. Proceeds from the Sale of Mortgage Revenue Bonds
6. Donated Site Prep., Materials, and Labor
7. Donated Use-Construction Equipment
8. Donated Labor/Professional Services
9. Sweat Equity
10. Supportive Services
11. Homebuyer Counseling Services

**Page Sub-Total:** Enter the sums of each columns [(4), (6), & (8)] of this page.

**Previous Page Total:** Carry forward the total of entries made on previous sheets for columns (4), (6), & (8).

**Total:** Sum of Sub-Total and Previous Page Total

**BANKED MATCH:** List the amount of banked match on the bottom of the match log.  
If claiming banked match from a previous contract, complete the appropriate information in columns 7,8, and 9, and reference in comments "banked match" along with the contract number under which claimed match was originally banked.

