

Instructions for Close-Out for Small Municipals (SMLPC), Rural Impact Fund (RIF), and Development Infrastructure (DIP) Programs

The close-out process encompasses a series of activities to verify that SMLPC, RIF, and DIP funds have been properly spent and that the city, town or county has completed the elements of its program in a timely and acceptable manner.

Within 90 days after the date of expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant.

The grantee must retain all records for a period of five years from the date the State executes the Certificate of Completion.

The tasks involved in closing out a grant include:

1. Resolution of all monitoring findings;
2. Submission of close-out report (one original copy);
3. Submission of Certificate of Completion (three originally signed copies);

The close-out process should begin when the following criteria have been met or will be met shortly.

1. All costs to be paid with program funds have been paid, including any unsettled third-party claims, with the exception of close-out costs, such as the final administration costs.
2. The recipient has fulfilled all of its responsibilities under the Funding Agreement. This includes injection of all local cash and in-kind services, other State and/or Federal funding, all private investment, and job creation/retention (where applicable). Delays in completing close-out can result in the denial of future requests with Community Services.

Types of Close-outs

There are two types of close-outs that can occur at project completion.

1. On grants that do not include other funding sources, when all conditions of the grant have been met and all tasks mentioned above are received and approved, the close-out can be finalized. This is the **regular** close-out procedure.
2. On grants that include other funding sources, when the conditions of the grant have been met and all documentation has been received and approved except

for the remaining audit, the grant can be **administratively** closed, being funds disbursed by MDA and other funding sources for this contract have not been audited. Administrative close-out is noted on the Certificate of Completion, and any disallowed costs by the audit shall be remitted to MDA-CSD.

Certificates of Completion

After all program costs have been paid, the grantee shall submit **three signed originals of the Certificate of Completion**, if applicable. The Certificate should reflect actual expenditures in each line item activity.

Besides final statement of costs, the Certificate provides for computation of any amount to be de-obligated and/or returned to MDA-CSD, actual local contribution compared to application pledged amount (any discrepancy between these two must be explained fully), and certification by grantee of responsibility for completion.

Grantee should forward to MDA-CSD a check in the amount of cash on hand remaining at project close-out, if applicable.

Close-out Monitoring Requirements

At project completion, the MDA-CSD representative for the area involved will contact the grant recipient to determine a date for the close-out monitoring visit (this applies to RIF, SMLPC, DIP). All monitoring findings must be resolved before the close-out can be finalized.

Administration Fees (Rural Impact Only)

As implemented in **CSD #05-010**, **\$2,500.00** of administrative funds **will be held** until an acceptable close-out package is submitted to MDA. Once the close-out package has been reviewed and it is concluded that all requirements for closeout have been met, then the final cash request will be processed.

**MISSISSIPPI DEVELOPMENT AUTHORITY BOND GRANT PROGRAM
CLOSE-OUT REPORT**

Grantee: Madison County Board of Supervisors Project Number: DIP-354

Program: Small Municipals Rural Impact Development Infrastructure

Grantee's Address: PO Box 608, Canton, MS 39046

Person Completing this Report: Shelton Vance

Document	Enclosed	Not Applicable
Job Creation/Matching Funds	X	
Certificate of Completion	X	
Pictures of final project	X	

The grantee's chief elected official (i.e., mayor, board president) certifies that the data in this report is true and correct as of the date noted below.

Trey Baxter

Typed Name of Chief Elected Official

Board President

Typed Title of Chief Elected Official

Signature of Chief Elected Official

Date

Certified by City Clerk/Chancery Clerk

Date

JOBS CREATION AND MATCHING FUNDS REPORT

Grantee: Madison County Board of Supervisors Project/Grant No.: DIP-354

Award Date: March 27, 2015 Grant/Loan Amount: \$200,000.00

A. Company(ies) Involved:

Name	Jobs Created/Retained	Existing Employees (as of start of project)
County Seat, LLC	21	0

B. Investment from Company(ies) Involved:

1. Amount of Company Investment: \$ 119,958.69
2. Grantee Cash match: \$ _____
3. Grantee in-kind match: \$ _____
4. Other Funding Sources (i.e., USDA, MDA, DRA, etc.)
 - a. _____ \$ _____
 - b. _____ \$ _____
 - c. _____ \$ _____
 - d. _____ \$ _____
5. Amount of private investment documented: \$ _____
6. Amount of grantee cash match documented: \$ _____
7. Amount of grantee in-kind match documented: \$ _____
8. Other Funding Sources documented (i.e., USDA, MDA, DRA, etc.)
 - a. _____ \$ _____
 - b. _____ \$ _____
 - c. _____ \$ _____
 - d. _____ \$ _____

Status of Project to date:

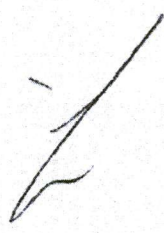
1. Number of jobs actually created: 21
2. If job creation goals have not been reached, explain why not.

C. **Breakdown of jobs, job titles, dates of hire and employee name** *(you may use table below or provide on a separate sheet of paper).*

Name	Date of Hire	Job Title
See Attached Listing		

Check Number	Check Date	Payee	Amount
Checks			
2127	09/21/16	Michael A. Abney	290.51
2128	09/21/16	Chase N. Blossman	270.83
2129	09/21/16	Ashlynd T. Briggs	362.84
2130	09/21/16	Abigail L. Enfinger	853.67
2131	09/21/16	Nathan F. Evans	664.75
2132	09/21/16	India R. Giles	313.51
2133	09/21/16	ANTHONY GREEN	159.15
2134	09/21/16	Donovan L. Hayden	253.53
2135	09/21/16	Christopher F. Holcomb	486.50
2136	09/21/16	Jarrot J. Langston	213.36
2137	09/21/16	Royce R. Lott Jr.	497.28
2138	09/21/16	Jessica L. Malone	417.83
2139	09/21/16	Jessica E. Massingill	195.75
2140	09/21/16	Matthew C. McCartney	187.56
2141	09/21/16	Dalesia C. Sanders	373.64
2142	09/21/16	Artis Smith	249.22
2143	09/21/16	Laura D. Smith	124.95
2144	09/21/16	Terricia R. Smith	715.24
2145	09/21/16	Christopher L. Spells	646.83
2146	09/21/16	Cordarius Spells	194.94
2147	09/21/16	Erica S. Stupka	573.58
2148	09/21/16	Emily Parker	848.88
2149	09/21/16	EMMS	87.50
2150	09/21/16	Miss Dept of Human Services	87.50
Total checks	24	Total	8,565.19

I, Jeremy Enfinger, hereby certify that County Seat has hired fifteen (15) employees since March 1, 2015.

 9/26/16

COUNTY SEAT - EMPLOYEE'S

EMPLOYEE	HIRE DATE	JOB POSITION
Michael A. Abney	10/1/15	bartender
Chase N. Blossman	8/2/16	lead server
Ashlynd T. Briggs	7/12/16	server
Abigail L. Enfinger	4/20/15	Catering Sales/Banquet Manager
Nathan F. Evans	10/24/15	porter
India R. Giles	7/1/15	prep cook
Anthony Green	4/7/15	prep cook
Donovan L. Hayden	1/6/16	runner / cook
Christopher F. Holcomb	5/17/15	bartender
Jarrot J. Langston	4/20/15	line cook
Royce R. Lott Jr.	9/6/16	FOH manager
Jessica L. Malone	2/3/16	server
Jessica E. Massingill	9/1/16	server
Matthew C. McCartney	6/7/16	server
Dalesia C. Sanders	4/13/16	server
Artis Smith	9/8/16	runner / busser
Laura D. Smith	9/2/16	host
Terricia R. Smith	4/20/15	Sous Chef
Christopher L. Spells	6/18/15	Sous Chef
Cordarius Spells	4/20/15	line cook
Erica S. Stupka	2/19/16	bartender

I, Jeremy Enfinger, hereby certify that County Seat has hired fifteen (15) employees since March 1, 20

Certified by: 

Date: 10/30/16

Shelton Vance

From: Patricia Turner <PTURNER@mississippi.org>
Sent: Monday, December 19, 2016 10:27 AM
To: Shelton Vance
Subject: RE: Jobs Report - Livingston

Shelton, the jobs report is fine. All we need is the approved closeout package. January will be fine if you cannot get it to us before then. Thanks for your help with this project.

Patricia Turner

Program Manager
Mississippi Development Authority
Community Services Division
P.O. Box 849
Jackson, MS 39205-0849
601-359-9316 – Office
601-359-3108 - Fax

From: Shelton Vance [<mailto:Shelton.Vance@madison-co.com>]
Sent: Monday, December 19, 2016 9:13 AM
To: Patricia Turner <PTURNER@mississippi.org>
Subject: Jobs Report - Livingston

CERTIFICATE OF COMPLETION

Grantee's Name: Madison County Board of Supervisors

Project/Grant Number: DIP-354

Address (City, State, Zip): PO Box 608, Canton, MS 39046

FINAL STATEMENT OF PROGRAM COST:

TO BE COMPLETED BY GRANTEE

FOR STATE ONLY

Program Activities (taken from Funding Approval/Grant agreement) (A)	Program Cost Paid (B)	Program Cost Unpaid (C)	Total (column b+c) (D)	Approved Cost (E)
1. Administration			\$ 0.00	
2. Drainage Systems			\$ 0.00	
3. Utility Systems			\$ 0.00	
4. Sewer Systems			\$ 0.00	
5. Transportation Facility			\$ 0.00	
6. Building			\$ 0.00	
7. Land Purchase			\$ 0.00	
8. Land Improvements			\$ 0.00	
9. Engineering Design			\$ 0.00	
10. Engineering Const.			\$ 0.00	
11. Architectural Design			\$ 0.00	
12. Other <u>Road Improvements</u>	\$319,958.69		\$ 0.00	
13. Contingencies			\$ 0.00	
14. Marine Structure			\$ 0.00	
15. Airfield/Airport			\$ 0.00	
Total Program Cost (1-15)	\$319,958.69	\$ 0.00	\$ 0.00	

COMPUTATION OF GRANT BALANCE

Description	TO BE COMPLETED BY RECIPIENT	TO BE COMPLETED BY STATE
1. Grant Agreement Amount	\$200,000.00	
2. Amount for Unsettled 3 rd Party Claims		
3. Grant Amount Received	\$200,000.00	
4. Grant Amount De-obligated/Returned		
5. Amount Retained by State		

Certification of Grantee:

It is hereby certified that all activities undertaken by the Grantee with funds provided under the grant agreement in the heading above, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that the proper provision has been made by the Grantee for the payment of all unpaid costs and unsettled third-party claims identified above; that the State of Mississippi is under no obligation to make any further payment to the Grantee under the grant agreement in excess of the amount identified on line 3 hereof, and that every statement and amount set forth in this document is, to the best of my knowledge, true and correct as of this date.

Signature and Title of Chief Elected Official

Date

Local Contribution:

Per Funding Approval/Grant Agreement \$ \$119,958.69 Actual Total Match \$ \$119,958.69
(SMLPC Amount)

List any unpaid cost and unsettled third-party claims against the recipients grant, describe circumstances and amounts involved.

None

Person who can best answer questions about this report (preparer):

Name: Shelton Vance Telephone: 601-855-5502

Address (City, State, Zip) : _

PO Box 608, Canton, MS 39046 E-mail: shelton.vance@madison-co.com

Basis of Close-out (TO BE COMPLETED BY THE STATE)

- Regular Close-out: All conditions of the grant have been met.
- Administrative Close-out: All conditions have been met, except audit of funds disbursed by MDA and other funding sources.

(NOTE: Any disallowed cost by audit(s) of these funds shall be returned to the State).

State Execution (TO BE COMPLETED BY THE STATE)

This Certificate of completion is hereby approved on conditions stated above. Unused committed contract funds have been de-obligated in the amount of \$ _____ on _____.

Mississippi Development Authority
Community Services Division

By: _____

Date: _____