



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
 COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

1/28/2020

Zachary Turner  
 Selectboard Chair  
 17 State Street  
 Shelburne Falls, MA 01370

Dear Mr. Turner,

This is to inform you that the Massachusetts Community Development Block Grant (CDBG) has initiated procedures to formally close-out the grant of the Town of Buckland CDF I under the FY 2017. Our records indicate the Period of Performance (from Section 2.01 of the Grant Contract) has expired. Please note the Final Agreement(s) have been forwarded to the contact noted (if applicable).\*

Enclosed is a copy of the Close-Out Agreement. Please sign and date the enclosed agreement and return it to the following address within 15 days of receipt of this letter.

**Massachusetts Community Development Block Grant Program**  
**100 Cambridge Street, Suite 300**  
**Boston, Massachusetts**  
**02114**

**Attn.: Kristen Crowley, Fiscal Director, DHCD Division of Community Services**

In addition, please be advised that the Special Conditions (if applicable), as specified in Attachment A, shall remain as unresolved issues attached to your file. The Massachusetts CDBG Program will require the Town of Buckland to resolve these issues prior to any additional Massachusetts CDBG Program awards being made to your community.

If you have any questions, please call me at (617) 573 - 1352.

Sincerely,

Kristen Crowley  
 Fiscal Director, DHCD Division of Community Services

**Commonwealth of Massachusetts**  
**Massachusetts Community Development Block Grant Program**  
**CLOSE-OUT AGREEMENT**

1. This agreement between the Town of Buckland (hereinafter referred to as the "Recipient") and the Department of Housing and Community Development (hereinafter called "DHCD") is identified as Grant No.: CDF-G-2017-Buckland\*-00793; and
2. WHEREAS, all Recipient activities have been undertaken and completed; and,
3. WHEREAS, the parties hereto desire to enter final settlement and conclusion of the Grant; and in reliance on the final Quarterly Activity Report dated 09/30/2019.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

**SECTION A: AUDITS**

A final audit has not been made of all program costs. The Recipient's next scheduled audit, in accordance with the Single Audit Act of 1984, will include an audit of Grant costs. If any costs are disallowed by such an audit and the disallowance sustained by DHCD, the Recipient will remit the amount of such sustained disallowed costs to DHCD.

A final audit has been made of all program costs. The audit was submitted to DHCD and accepted.

**SECTION B:** This agreement shall be executed in three counterparts, each of which shall be determined to be an original, and such counterparts shall constitute one and the same instrument.

**SECTION C:** If a default occurs under this agreement or if Recipient fails to comply with any provision in 24 CFR Part 570, Subparts J and K, DHCD may at any time or from time to time proceed to protect all rights available to DHCD under this agreement and 24 CFR Part 570.

This Close-Out Agreement with any applicable Special Conditions (Attachment A) is hereby executed and delivered by the parties hereto on the dates set forth below. All parties agree to abide by all governing regulations.

Department of Housing and Community Development (DHCD)

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Louis Martin

Title: \_\_\_\_\_

Title: Associate Director, DCS

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment A

**Massachusetts Community Development Block Grant Program  
Close-out Agreement**

**Town of Buckland**

**CDF-G-2017-Buckland\*-00793**

Special Conditions

The following remain as unresolved issues with the understanding that, effective as of the date of execution of this Close-out Agreement, the Recipient will be required by DHCD to resolve these issues prior to receiving any additional award of CDBG funds.

1.  CDBG Monitoring Findings

Comments:

2.  Audit Findings/Questioned Costs

Comments:

3.  Certification of Completion (Financial)

Comments: The Town is responsible for resolving any findings resulting from this audit.

4.  Final Quarterly Activity Report/Final Programmatic Report

Comments: Prior to closing the grant in CGMM, update and correct the beneficiaries, milestones and unit of measure statistics where applicable.