

**Kansas Department of Commerce (CDBG Program)**

**LOCAL REVOLVING LOAN PROGRAM CLOSE-OUT CERTIFICATE**

City or County Name: \_\_\_\_\_

Original Grant Number: \_\_\_\_\_

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

DUNS Number: \_\_\_\_\_

**Description of Project:**

Loan Amount \$ \_\_\_\_\_ Match Amount \$ \_\_\_\_\_  
 Term \_\_\_\_\_  
 Interest Rate \_\_\_\_\_  
 Collateral Position \_\_\_\_\_

| Applicable HUD requirements:              | Completed                | N/A                      |
|---|--------------------------|--------------------------|
| Governing Body Approval                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Loan Committee Approval                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Environmental Review (submit to Commerce) | <input type="checkbox"/> | <input type="checkbox"/> |
| Signed Loan Agreements                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Security Agreements                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Job Certifications                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Filed UCC's or Mortgage                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Davis Bacon Wage Rates paid if applicable | <input type="checkbox"/> | <input type="checkbox"/> |

**A. Jobs**

Job Creation/Retention

|                   | Total Job Count |                      | Total Weekly Hours |                      | Percent         | Race  | Hispanic |
|-------------------|-----------------|----------------------|--------------------|----------------------|-----------------|-------|----------|
|                   | Full Time       | Full Time<br>Low/Mod | Part Time          | Part Time<br>Low/Mod | Low/Mod<br>Jobs |       |          |
| Actually Created  | _____           | _____                | _____              | _____                | _____           | _____ | _____    |
| Actually Retained | _____           | _____                | _____              | _____                | _____           | _____ | _____    |
| Actual FTE Jobs   | _____           | _____                | _____              | _____                | _____           | _____ | _____    |

**B. Created**

Of Jobs Created, number of jobs with employer sponsored health care benefits \_\_\_\_\_

Of Jobs Created, number of persons unemployed prior to taking Jobs Created under this activity \_\_\_\_\_

**Retained**

Of Jobs Retained, number of jobs with employer sponsored health care benefits \_\_\_\_\_

**C. Types of Jobs Created/Retained**

| <u>Jobs Category</u>    | <u>Jobs Created</u> | <u>Jobs Retained</u> |
|-------------------------|---------------------|----------------------|
| Officials and Managers  | _____               | _____                |
| Sales                   | _____               | _____                |
| Office and Clerical     | _____               | _____                |
| Craft Workers (Skilled) | _____               | _____                |
| Laborers (Unskilled)    | _____               | _____                |
| Service Workers         | _____               | _____                |

**40 Hour Week**

|               |                    |       |
|---------------|--------------------|-------|
| 0 - 5 hours   | 0 Person           | _____ |
| 6 - 15 hours  | 1/4 Time Person    | _____ |
| 16 - 25 hours | 1/2 Time Person    | _____ |
| 26 - 35 hours | 3/4 Time Person    | _____ |
| 36 - 40 hours | Full-Time Employee | _____ |

We hereby certify that all applicable requirements have been met.

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

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