



**Certified Local Government Grant
Completion Report Format**

CLG Community: _____ Grant Administrator: _____

Project Title: _____

Project Coordinator: _____

Federal Funding Year: _____ Project Period: _____

A. Project Description

1. Provide a summary of project work. Explain any variances to the approved scope of work..
2. Briefly describe any programmatic or technical difficulties encountered in completing the project.
3. Describe how this project assisted in addressing historic preservation needs in your community.

B. Financial Statement

1. FINAL PROJECT EXPENSES

(1) Report final project expenses using the expenditure categories in the budget enumerated in the Grant Agreement. (2) Show expenses incurred from the project start date through September 30th of the same calendar year as reported on the federal fiscal year report. (3) Expenses from October 1 through the project end date; (4) total project expenditures; (5) and the difference between the actual project expenditures and the original budget. Explain significant changes (+/- 20%) between the approved and final budget amounts.

Example:

	(1)	(2)	(3)	(4)	(5)
Expenditure Category	Subgrant Agreement	1 st FFY Expenses	2 nd FFY Expenses	Total Project Expenses	Difference
Consultant	\$5,000	\$1,000	\$3,000	\$4,000	- \$1,000
Printing	4,000	0	4,200	4,200	+ 200
Volunteers	500	550	1,000	1,550	+ 1,050
TOTAL	\$9,500	\$1,550	\$8,200	\$9,750	+\$ 250

2. SOURCES OF MATCHING FUNDS

Indicate which costs will be covered by the CLG grant and which represent the matching share. Show all of these categories. Explain significant (+/- 10%) changes between the original budget and final budget amounts.

Example:

Expenditure Category	Total Project Expenses	CLG Share	Matching Share	Source of Matching Share
Consultant	\$4,000	\$3,000	\$1,000	General Revenue Funds
Printing	4,200	2,700	1,500	CDBG Funds
Volunteers	1,550	0	1,550	Local Historical Society
TOTAL	\$9,750	\$5,700 *	\$4,050	

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3. Enclose documentation supporting all project costs not submitted in Federal Fiscal Year Report.
4. Submit a CLG Grant Invoice requesting final payment of CLG funds.

C. Procurement Documentation

Enclose the following materials relevant to contractor procurement unless previously submitted.

- 1) Copy of the bid advertisement(s) or request for proposals issued
- 2) Distribution list for bid advertisement/request for proposals
- 3) Tabulation of all bids or proposals received
- 4) Written justification for the contractor(s) chosen
- 5) Copy of each contract entered into for project work

D. Products

Submit appropriate number of copies of any product produced as part of this grant with the grant completion report or indicate date of earlier transmission. [Please check with OHPO regarding the number of product copies and format of final product that must be submitted.]

E. Conformance Certification Statement

Include the following statements in the final report:

- 1) Work under this grant has been performed in accordance with applicable laws and regulations and in accordance with the terms and conditions of the Historic Preservation Fund grant and scope of work contained in the Grant Agreement [including amendments].
- 2) Work under this grant for which Historic Preservation Fund assistance has been paid or claimed as matching share complies with the applicable Secretary of the Interior's "Standards and Guidelines for Archaeology and Historic Preservation Projects" noted in the Grant Agreement.

F. Contractor Performance Report

Enclose a Contract Performance Report (See attached format) for each contractor with whom you worked during the project. This report provides an assessment of work performed by the contractor.

G. Signature

Name of Project Coordinator

Title

Signature

Date