

## **Exhibit 2-E Project Completion Report**

MHPG recipients must complete the Project Completion Report to describe the accomplishments of the project as described in the contract signed between the MHPG grantee and the Department of Commerce. All certifications must be signed by the MHPG grantee's Chief Elected Official or Executive Officer.

The Project Completion Report consists of the following components:

**1. Project Impact Report**

- Proposed Accomplishments:** Describe the accomplishments in quantifiable terms if applicable (e.g. replacement of museum roof). In addition, describe the accomplishments, which are not easily quantifiable (e.g. achieved compliance with historic preservation standards.)
- Actual Accomplishments:** Provide an explanation for any differences between the original proposed accomplishments and the final accomplishments.
- Open-Ended Action Items:** Describe any liens from contractors or suppliers, open-ended action items pertaining to enforcement of applicable state requirements, or other third-party claims against the project which will require restitution, escrow of funds, or liquidated damages.
- Citizens Summary:** Provide a summary of any citizen comments or complaints regarding the MHPG project received by the MHPG grantee. The summary must include the recipient's assessment of the citizen comments or complaints and a description of any action taken in response to the comments or complaints.

**2. Statement of Cost – MHPG Funds**

**3. Statement of Costs: Non-MHPG Funds**

(Include a Statement of Costs for each non-MHPG funding source involved in the project.)

**4. Certification of Grantee**

**5. Attachments**

- Certificates:** A copy of the project engineer/architect's Certificate of Substantial Completion, building inspector report, or final inspection report, or letter documenting the completed project.
- Photos:** Provide photos of the completed project.

## I. Final Project Performance Report

MHPG Grantee: \_\_\_\_\_

MHPG Contract Number: \_\_\_\_\_

### **Accomplishments:**

Describe the accomplishments in quantifiable terms if applicable (e.g. roof replacement at museum that created x number of jobs). In addition, describe the accomplishments, which are not easily quantifiable (e.g. achieved compliance with historical preservation standards or improved quality of exhibit space.)

### **Open-Ended Action Items:**

Describe any liens from contractors or suppliers, open-ended action items pertaining to enforcement of applicable prevailing wage or other labor requirements, or other third-party claims against the project which will require restitution, escrow of funds or liquidated damages. If there are no open-ended action items state "Not Applicable".

### **Citizen Summary:**

Provide a summary of any citizen comments or complaints regarding the MHPG project received by the local governing body or the local MHPG project manager. The summary must include the recipient's assessment of the citizen comments and a description of any action taken in response to the comment or complaint. If applicable, attach a copy of the comment or complaint and response by the local governing body. If there were no citizen comments or complaints state "No comments or complaints received".

## 2. Statement of Cost – MHPG Funds

*Edit the budget below to reflect actual project budget.*

| Budget Line Item                   | Final MHPG Budget | MHPG Funds Expended to Date | Balance Remaining |
|------------------------------------|-------------------|-----------------------------|-------------------|
| <b>Administration</b>              |                   |                             |                   |
| Personnel Cost                     |                   |                             |                   |
| Office Cost                        |                   |                             |                   |
| Professional Services              |                   |                             |                   |
| Legal Costs                        |                   |                             |                   |
| Audit Fees                         |                   |                             |                   |
| Travel & Training                  |                   |                             |                   |
| Interim Interest                   |                   |                             |                   |
| Bond Costs                         |                   |                             |                   |
| <b>Total Administration Budget</b> |                   |                             |                   |
| <b>Activity Budget</b>             |                   |                             |                   |
| Land Acquisition                   |                   |                             |                   |
| Preliminary Arch. Design           |                   |                             |                   |
| Final Architectural Design         |                   |                             |                   |
| Construction Oversight             |                   |                             |                   |
| Construction                       |                   |                             |                   |
| Contingency                        |                   |                             |                   |
| <b>Total Activity Budget</b>       |                   |                             |                   |
| <b>Total MHPG Budget</b>           |                   |                             |                   |

### 3. Statement of Cost – MHPG Funds

*Edit the budget below to reflect actual project budget.*

*Include a separate Statement of Cost for each non-MHPG funding source involved in the project.*

| <b>Budget Line Item</b>            | <b>Final MHPG Budget</b> | <b>MHPG Funds Expended to Date</b> | <b>Balance Remaining</b> |
|------------------------------------|--------------------------|------------------------------------|--------------------------|
| <b>Administration</b>              |                          |                                    |                          |
| <b>Personnel Cost</b>              |                          |                                    |                          |
| <b>Office Cost</b>                 |                          |                                    |                          |
| <b>Professional Services</b>       |                          |                                    |                          |
| <b>Legal Costs</b>                 |                          |                                    |                          |
| <b>Audit Fees</b>                  |                          |                                    |                          |
| <b>Travel &amp; Training</b>       |                          |                                    |                          |
| <b>Interim Interest</b>            |                          |                                    |                          |
| <b>Bond Costs</b>                  |                          |                                    |                          |
| <b>Total Administration Budget</b> |                          |                                    |                          |
| <b>Activity Budget</b>             |                          |                                    |                          |
| <b>Land Acquisition</b>            |                          |                                    |                          |
| <b>Preliminary Arch. Design</b>    |                          |                                    |                          |
| <b>Final Architectural Design</b>  |                          |                                    |                          |
| <b>Construction Oversight</b>      |                          |                                    |                          |
| <b>Construction</b>                |                          |                                    |                          |
| <b>Contingency</b>                 |                          |                                    |                          |
| <b>Total Activity Budget</b>       |                          |                                    |                          |
| <b>Total MHPG Budget</b>           |                          |                                    |                          |

#### 4. Certification of Grantee

It is hereby certified that all activities undertaken by the MHPG grantee with funds provided under contract #MT-MHPG-CG-\_\_\_\_-\_\_\_\_ have been carried out in accordance with said contract and:

- A. There are no unpaid costs, liens, or third-party claims remaining against the MHPG project, all prevailing wage requirements applicable to this contract have been complied with, and there are, to the recipient's knowledge, no outstanding prevailing wage claims;
- B. Statements and information contained in the Project Completion Report are true and correct;
- C. All records related to grant activities are available on request and will be kept for five (5) years after the date of final closeout approval by Commerce;
- D. A final audit will be conducted in accordance with state requirements and all findings, if any, will be resolved;
- E. Any interim loans have been repaid; and
- F. It is hereby acknowledged that any remaining unexpended balance of MHPG funds for the MHPG project under this contract will be retained or recovered by Commerce.

---

(Printed Name and Title of Grantee's Chief  
Elected Official or Executive Director)

(Signature)

(Date)