



## Certified Local Conservation Corps Grant Programs

### Project Completion Report

Local Conservation Corps:		
Grant Program:		
Project Title:		
Grant Agreement #:	Completion Date:	Final Grant Amount:
Grantee's Project Manager/Representative:		

**Instructions:**

*The purpose of the final close-out report is to verify that the project has been completed as specified in the project scope and the Grant Agreement. This report must be completed prior to release of final retention payment and in addition, a final site visit may be required. Any inconsistencies and concerns discovered during the final site visit will delay final payment and completion of the final report until they are resolved. Final payments cannot be made until outstanding issues have been remedied.*

*Complete the Project Completion Report by completing this checklist and organizing your documents in the order of this checklist. Please submit the completed checklist with your Project Completion Report.*

*Certify completion of the project via signature on page two of this document. Final payment, including retention, will not be released until all documents in the Project Completion Report are submitted and it is signed by the Grantee's Authorized Representative.*

**Project Completion Report Checklist:**

<b>Project Scope of Work</b> - Attach the project scope of work as specified in the Grant Agreement and any approved Change Request Forms on file.	
<b>Final Project Accomplishments</b> - Attach a description of the final project accomplishments. List the physical accomplishments of the completed project to be compared to the project scope. Include the estimated reduction of greenhouse gas emissions and carbon sequestrations.	
<b>Corpsmember Development (CMD) Accomplishments Report</b>	
<b>Grant Expenditures</b> - Submit a breakdown of actual grant expenditures using the same format as the Budget Estimate in the Grant Agreement or the Budget Line Item Tracker.	
<b>Additional Funds</b> - Provide a breakdown of all additional funding sources for this project, if applicable. Include sources and amounts.	
<b>Sponsor Verification of Completion Letter</b> - See Guidelines for example.	
<b>Memorandum Of Unrecorded Grant Agreement (MOUGA)</b> – Include if applicable. See Guidelines for example.	
<b>Notice of Completion</b> – <i>Only applicable for facility development projects over \$250,000.</i>	
<b>Completed Project Photos</b> - Provide three photos of the completed project. <i>Photos must include location, directional view, and street names (if applicable) and be in the same location as before photos.</i>	

**Certification (To be signed by Grantee)**

I hereby certify that all grant funds were expended on the above named project, the project is complete, and the grantee has made final payment for all work done.

I have read California Penal Code §118 and understand that every person who testifies, declares, deposes, or certifies under penalty of perjury and willfully states as true any material matter which he or she knows to be false, is guilty of perjury, which is a felony punishable by imprisonment in state prison for two, three, or four years.

Furthermore, I have read California Penal Code §72 and understand that every person who, with the intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or District board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony-misdemeanor punishable either by imprisonment in county jail for a period of not more than one year, by a fine not exceeding one thousand dollars, or both, or by imprisonment in state prison, by a fine not exceeding ten thousand dollars, or both.

I represent and warrant that I have full authority to execute this Project Completion Certification on behalf of the grantee. I declare under penalty of perjury that the foregoing certification of project completion for the above-mentioned grant is true and correct.

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Print Name of Grantee's Authorized Representative                      Title

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Signature of Grantee's Authorized Representative                      Date