

Certified Local Conservation Corps Grant Programs

Grant Completion Report – Instructions & Templates



Unless otherwise specified in the applicable grant program guidelines, all grantees awarded funds by the CCC must submit a grant completion report to receive the final grant payment of retained funds. The purpose of the completion report is to verify the project has been completed as specified in the executed Grant Agreement, account for all eligible grant expenditures and total cost, and confirm the project complies with all policies. The completion report may be shared and distributed to oversight agencies and the general public.

GRANT COMPLETION REPORT CHECKLIST

Please read the checklist items and descriptions carefully and submit all applicable items as one PDF document, organized in the order listed.

REQUIRED FOR ALL GRANTS:

<p>Report Cover Page – Title/cover page that minimally includes:</p> <ol style="list-style-type: none"> 1. Grantee’s Name 2. Grant Program Name 3. Project Name & Grant Agreement # 4. Project start date and project completion date 5. Final Grant Amount 6. Signature of Authorized Representative certifying that all awarded grant funds were expended appropriately on the project, the project is complete, and the grantee has made final payment for all work done; and certifying under penalty of perjury that all information provided in the report is true and correct. <p><i>*Template is provided on page 3 of this document.</i></p>	
<p>Project Summary & Final Deliverables – Must be a <u>customized</u> document/narrative that summarizes the project, including final accomplishments and outcomes. This section should capture:</p> <ol style="list-style-type: none"> 1. The objective and purpose of the project 2. Project Location(s) 3. Summation/narrative of all approved grant change requests 4. All project activities performed 5. Final project deliverables and accomplishments. This section must list all final accomplishments, include specific units of measurements for all activities, and must note if final deliverables differ from the approved scope of work. It must also include the estimated reduction of greenhouse gas (GHG) emissions and/or amount of carbon sequestration and the methodology used to calculate GHG emission reduction. If the project’s objective did not include GHG reduction or carbon sequestration, note this explicitly. <p><i>*Template is provided on pages 4-5 of this document.</i></p>	
<p>Before and After Project Photos - Provide six (three before and three after) high-resolution photos of the project. In the report, before and after photos should be pasted side by side, with a description of the photos, including location, directional view, street names (if applicable), and nature of the work. After photos must be taken in the same location/area at the same angle as the before pictures. Accompanied with the report, please email the high-resolution photos as a separate attachment to retain quality, as the photos may be shared in various formats with control and oversight agencies and/or the public. <i>*Please see examples on page 6 of this document.</i></p>	
<p>List of Final Grant Expenditures - Submit a final expenditure record of actual grant expenditures, in the same format and categories as the approved budget on file.</p>	
<p>List of Matching, Leveraged, or Additional Funds – IF APPLICABLE Submit a list of all additional funding sources for this project. For each source, include name of organization, type and description, date(s) of incurred expense(s), and amount.</p>	

****CHECKLIST CONTINUES ON NEXT PAGE****

***ADDITIONAL ITEMS REQUIRED FOR NATURAL RESOURCE PROJECTS:**

<p>CCC Form 514 - Corpsmember Development (CMD) Accomplishments Report - The form can be downloaded here.</p>	
<p>Sponsor Verification of Completion – The implementing entity or project partner (“Sponsor”) must confirm that they consider the project complete. The verification must be on the Sponsor’s organizational letterhead and include:</p> <ol style="list-style-type: none"> 1. Grant Program/Source of Funds 2. Project Name 3. Project Location 4. Grant # 5. Verification that the Sponsor considers the project complete. <p><i>*Template is provided on page 7 of this document. It can also be downloaded here.</i></p>	

***Note: Additional documents may be required depending on the grant program’s unique reporting requirements. Consult the applicable Guidelines and your Grant Coordinator to ensure you have included all required documentation.**

****ADDITIONAL ITEMS REQUIRED FOR FACILITY DEVELOPMENT PROJECTS OVER \$250,000:**

<p>Memorandum of Unrecorded Grant Agreement (MOUGA) - Contact your Local Corps Grant Coordinator to initiate the process.</p>	
<p>Notice of Completion – A Notice of Completion must be recorded with the County in which the project is located within 30 days of project completion, and must be included in the grant completion report. It is a written notice, signed and verified by the contractor (owner or agent), describing the kind of work done or materials furnished pursuant to the contract and confirming the date of completion. See the Notice of Completion appendix in the applicable Guidelines for additional information and requirements.</p>	

*****ADDITIONAL ITEMS REQUIRED FOR FACILITY ACQUISITION PROJECTS:**

<p>Copy of Buyer’s Final Closing Statement</p>	
<p>Copy of Grant Deed</p>	
<p>Copy of Title Insurance Policy</p>	

END OF CHECKLIST. SEE NEXT PAGE FOR TEMPLATES.

[Org Letterhead]
[Local Conservation Corps Name & Address]
[Grant Representative/Contact Information]

[Grant/Project Name]
[Grant Agreement #]

[CCC Grant Program Name]

Project Started: [Date]
Project Completed: [Date]

Final Grant Amount: [Amount]

I certify that all awarded grant funds were expended appropriately on the project; the project is complete; and the grantee has made final payment for all work done.

I further declare under penalty of perjury under the law of the State of California that all information provided in this report is true and correct.

Print Name of Grantee's Authorized Representative Title

Signature of Grantee's Authorized Representative Date

Project Summary – Final Approved Scope of Work & Project Activities

Please describe the purpose and objective of the project, the location, the nature of the work, detailed project activities, partners involved in the project, and a summary of any approved grant change requests. (Attach additional pages as necessary)

Final Project Deliverables

	<i>From GA or most recently approved Scope of Work</i>		<i>Actual/Final</i>		
Project Activity/Deliverable	Quantity	UOM	Quantity	UOM	Note/Comment

Estimated Reduction of GHG Emissions and/or Carbon Sequestration



Please describe how this project reduced GHG emissions, stored or sequestered carbon, or otherwise implemented climate change adaptation activities. Please provide quantification and units of measurement, and describe the methodology used to determine the quantifications. If the project did not include these components or the benefits were derived indirectly, please explain further. This question must be answered – a response of “Not Applicable” will be denied.

(Attach additional pages as necessary)



Additional Information

Please provide any additional information about the project not captured above. (Attach additional pages as necessary)

Before and After Project Photos: EXAMPLE ONLY

Address/Location: Forney Ridge Trail, between Clingmans Dome and Andrews Bald facing west	
Before	After
	
Photo description/caption: Installation of 100 linear feet of rock staircase	

(Photos from <https://www.nps.gov/grsm/playourvisit/forney-ridge-project-overview.htm>)

Address/Location: Rattlesnake Ledge, Mile 10, West Trail facing north	
Before	After
	
Photo description/caption: 75 linear feet of trail surface improvement and erosion control, and removal of one (1) tree stump.	

(Photos from <https://www.nps.gov/grsm/playourvisit/forney-ridge-project-overview.htm>)

Sponsor Verification Letter (Template):

<Use Sponsor's Letterhead>

(Date)

California Conservation Corps
Bonds and Grants Unit
ATT: Local Corps Grant Coordinator
1719 24th Street
Sacramento, CA 95816

To Whom It May Concern:

SPONSOR ORGANIZATION acknowledges that **GRANTEE ORGANIZATION** has finished work on the **PROJECT NAME** and considers the project complete. It is understood that funding, in part or in whole, for this project was provided through the **GRANT PROGRAM** fund under Grant Number: **GRANT NUMBER**.

The site is located at **PROJECT LOCATION. SPONSOR ORGANIZATION** considers this project completed.

Sincerely,

Signature of Sponsor Representative

Printed Name of Sponsor Representative

Title of Sponsor Representative