# **Project Completion Report**

The Project Completion Report is intended to provide a photographic record and capsule summary of the grant or loan project. The final 10% of project funds will be withheld until the Project Completion Report has been submitted in a form satisfactory to MHT.

The Project Completion Report should be submitted to your Project Monitor on the form on the next page, in MS Word document format, not as a PDF, to allow for revising and finalizing by your Project Monitor. This is typically provided at the time of the final payment request.

Along with your Project Completion Report, you should be certain the following have also been submitted to your Project Monitor, in order to close out the grant or loan project:

1. A copy of all test results, consultants’ reports, final drawings, etc. associated with the project. These may be provided in digital format.
2. All invoices, change orders, receipts, etc. directly related to the grant or loan project.
3. Photo documentation (unless otherwise indicated by your Project Monitor, since it is common for your Project Monitor to take photos on the final site visit/inspection):
	1. Please provide good quality digital images in digital format. Images should include at least one overall photograph of each side of the building; representative interior photos, if applicable; and several photos highlighting specific details or areas of interest, especially of elements for which State funds were used.
	2. All images must be taken AFTER the completion of grant- or loan-funded work, even if construction on another phase of the project is still underway.
	3. The images should be clearly identified in a photo log, which should include the following information for each photo:
		1. File name
		2. Name of photographer
		3. Date photo was taken
		4. Description of photo content (e.g. “rear of property after reconstruction of porch)

## ****Project Completion Report Form****

**1. Property Data**

|  |  |
| --- | --- |
| Property Name |       |
| Property Address |       |
|  |       |
| City, State, ZIP |       |
| County |       |

**2. Type of Funding** (To check a box, first click inside the box. A cursor will appear, then double-click inside the box. A pop-up screen entitled “Check Box Form Field Options” will appear with instructions.)

|  |  |  |  |
| --- | --- | --- | --- |
|  (Check one) | African American Heritage Preservation Grant [ ]  | HP Capital Grant [ ]  | HP Capital Loan [ ]  |

**3. Project Summary (approximately 60 words)**

|  |  |  |
| --- | --- | --- |
|       | Grant Funds Received |  $      |
| ActualCash Match | +$      |
| Actual In-Kind Match | +$      |
| Other Project Costs | +$      |
| **Total Project Costs** | **=$**      |

**4. Grant Applicant Data**

|  |  |
| --- | --- |
| Organization  |       |
| Type (check one) | Nonprofit [ ]  | Local government [ ]  | Business entity [ ]  | Individual [ ]  |
| Contact Name |       |
| Address |       |
|  |       |
| City, State, ZIP |       |
| Phone |       | Fax |       |
| E-mail |       | Website |       |

**5. Property Owner Data (if different from applicant data)**

|  |  |
| --- | --- |
| Organization  |       |
| Contact Name |       |
| Address |       |
|  |       |
| City, State, ZIP |       |
| Phone |       | Fax |       |
| E-mail |       | Website |       |