

**EXHIBIT 12-A
PROJECT COMPLETION REPORT: INSTRUCTIONS**

Please consult with CDBG staff as you work on completing this report.

STEP 1: COMPLETE EXHIBIT 12-C ("Final Status of Funds Report" and the appropriate Certification Form – either Conditional or Final).

Go to **Exhibit 12-C**. Complete:

- 1) **Part A**, "Statement of Cost" (page 12-C.1) of the Certification of Completion and Final Status of Funds Report;
- 2) **Part B**, "Unpaid Costs and Unsettled Third Party Claims" (page 12-C.2); and
- 3) **Part C**, "Grantee Certification" -- page 12-C.3 (Conditional) or 12-C.4 (Final).

The grantee's Chief Elected Official or Executive Officer must sign all certifications. Attach the appropriate forms to the front of the Project Completion Report.

STEP 2: COMPLETE THE "FINAL PERFORMANCE REPORT" -- EXHIBIT 12-B.

For each activity (on the list labeled "Activity Key") in **Exhibit 12-B** that pertain to your project provide the information requested in columns A through G, as explained below.

2.A -- Column A -- ACTIVITY -- Use the "**Activity Codes**" listed at the bottom of **Exhibit 12-B**. In order for MDOC to prepare annual performance reports in compliance with HUD requirements, it is necessary that grantees provide performance-reporting information using the activity types specified by HUD. Grantees must group project activities from the project budget form into the activity types specified by HUD.

2.B -- Column B -- AMOUNT -- Enter the amount, including program income, if any, used for each activity.

2.C -- Column C -- PURPOSE -- List the general purpose for which the activity was funded, using the "**Purpose Codes**" listed at the bottom of **Exhibit 12-B**. (Note: Information on Administrative Activity needs to be entered only in columns A, B, and C.)

2.D -- Column D -- NATIONAL OBJECTIVE -- Check the appropriate column for each activity. Choose only one national objective for each activity. Use the "**National Objectives Codes**" listed at the bottom of **Exhibit 12-B**. The National Objectives code selected reflect the same national objectives as those cited in the original application for CDBG assistance. The National Objectives codes are also listed below. Consult with your CDBG liaison to select a code.

LMA:	Low/Moderate Income Area
LMC:	Low/Moderate Income Limited Clientele
LMH:	Low/Moderate Income Housing
LMJ:	Low/Moderate Income Job Creation/Retention
LMJF:	Low/Moderate Income Job Creation/Retention, Public Facilities
SBA:	Slum / Blight Area Benefit
SBS:	Slum / Blight Spot Basis

2.E -- Column E -- PROPOSED ACCOMPLISHMENTS

For each activity, **describe the accomplishments proposed in the grant application and CDBG contract in quantifiable terms, where applicable.** Wherever possible, include the number of persons or households served. For example:

- 15 houses rehabilitated (49 people served);
- 1,050 feet of water pipe installed (150 people in 45 households served);
- 19 full-time equivalent jobs created and 25 retained (120 people in 50 households served).

For those proposed accomplishments which are not easily quantifiable (e.g., achieved compliance with federal standards, or eliminated serious threats to public health), attach a separate narrative sheet and describe what was proposed.

2.F -- Column F -- ACTUAL ACCOMPLISHMENTS

For each activity, **describe the actual accomplishments achieved in quantifiable terms, where applicable, and include the number of persons and households served, where possible.** The terms in Column F should be the same as in Column E (although actual accomplishments may differ). For example:

- 14 houses rehabilitated (45 people in 14 households served);
- 1,050 feet of water pipe installed (150 people in 45 households served);
- 20 full-time equivalent jobs created and 25 retained (125 people in 51 households served).

For those accomplishments which are not easily quantifiable (e.g., achieved compliance with federal standards, or eliminated serious threats to public health), attach a separate narrative sheet and provide a description of what was accomplished and (as needed) a narrative explanation for any differences between the original proposed accomplishments (in E) and the final accomplishments (in F).

2.G -- Column G -- AMOUNTS USED FOR NATIONAL OBJECTIVES -- Enter the total amounts, (including program income but excluding administration) expended for each national objective.

STEP 3:

COMPLETE CIVIL RIGHTS REPORTING FORMS and **PROVIDE NARRATIVE SUMMARIES**

3.A. DIRECT BENEFIT ACTIVITIES (Exhibit 12-D, Direct Benefit Summary Data)

For direct benefit activities such as housing rehabilitation, payment of special improvement district or water meter assessments, relocation, and job creation, attach a completed **Exhibit 12-D** (Direct Benefit Summary Data) to show benefits received by each assisted household. (Computer files for 12-D are available for your use.)

Where more than one page must be filled out in **Exhibit 12-D** to provide the direct benefit information, the grant recipient must provide a tabular summary including numbers and percentages of the total beneficiaries according to the categories included in the exhibit: racial/ethnic category, male, female, handicapped, elderly, etc.

For economic development projects, a reporting form has been included as **Exhibit 8-F** in Chapter 8 (Economic Development) to track and record employment creation and retention and direct benefits data. (Exhibit 8-F may be used by grantees instead of **Exhibit 12-D** to record direct benefits data for economic development projects.

3. B. INDIRECT BENEFIT (AREA-WIDE BENEFIT) ACTIVITIES (Exhibit 12-F)

Complete **Exhibit 12-F** (Indirect Benefits Reporting Form).

3.C. CONTRACT REPORTING (Exhibit 12-E)

For all projects with construction contracts of \$10,000 or more, attach a completed **Exhibit 12-E** (Contract Reporting Form).

D. “SECTION 3” COMPLIANCE EFFORTS (Exhibit 9-L and Exhibit 12-H)

Complete a summary of **Section 3** results achieved. (Refer to results reported in **Exhibit 9-L**. and then complete **Exhibit 12-H** as a summary report). See Chapters 5 and 9 for information about “Section 3.”

STEP 4:

CALCULATE CDBG FUNDS USED TO BENEFIT LOW AND MODERATE INCOME (LMI) HOUSEHOLDS
and
CITE APPLICABLE NATIONAL OBJECTIVES

For each applicable activity listed in the Activity Key in **Exhibit 12-B**, provide a summary of benefits for low and moderate income (LMI) households by following the instructions in **Exhibit 12-G**.

STEP 5: ALSO PROVIDE THE FOLLOWING INFORMATION:

- 5.A **A copy of the final plan for the use of CDBG Program Income**, if applicable.
- 5.B **For economic development grants**, provide **documentation of actual accomplishments compared to the hiring goals and timetables specified in the project contract and hiring and training plan**.
- 5.C **Describe any Labor Standards compliance actions taken** to insure that there are no open-ended action items requiring restitution, escrow of funds or liquidated damages requirements.

- 5.D **An inventory of property** costing \$5,000 or more acquired with CDBG funds, or directly involved with the project if acquired with other funds, and the CDBBG amounts expended for the property.
- 5.E **A copy of the project engineer's final inspection report or letter giving final acceptance of the project completed, if applicable.**
- 5.F **An assessment of the relationship of the use of the CDBG funds to one of the state objectives** (Appendix C in the CDBG Application Guidelines) contained in your original application for this project.
- 5.G **A summary of each citizen comment regarding the CDBG project received by the local governing body or the local CDBG project manager should be attached to the Project Completion Report.** The summary should include the grantee's assessment of the citizen comment and a description of any action taken in response to the comment.
- 5.H **Any comments or suggestions you may have that, in your opinion, based on your CDBG project administration experiences, may improve the State CDBG program or project administration for other similar CDBG projects.** Your local perspective on the Montana CDBG Program's policies and procedures would be very helpful for improving the program for future recipients.

Please consult with CDBG staff as you work on completing this report.