**WVCFIA Project Completion Report Guidelines**

* A project completion report must be submitted via mail.
* It must be on county letterhead.
* It must be signed by the commission president in blue ink.
* A project completion report must be submitted before or with a final reimbursement request in order for a final request to be processed.

\*INCLUDE YOUR CFIA APPLICATION NUMBER and Grant ID Number IN YOUR REPORT\*

The following is the information required for a project completion report:

1. Cost comparisons;

2. Quality of workmanship;

3. Quality of materials used;

4. Employee/Courthouse visitor benefits;

5. Timeliness of contractors/materials;

6. Problem areas;

7. County applicants project overview/recommendations;

8. A statement indicating that all contract stipulations were followed, including but not limited to prevailing wage, SHPO, ADA, etc…; and

9. Pictures of the completed project, preferably on CD or via email.

Project Completion Reports must be mailed to:

WVCFIA

2003 Quarrier Street

Charleston, WV 25311