**Exhibit 2-G**

**Project Completion Report**

MCEP recipients must complete the Final Project Completion Report, to describe the accomplishments of the project as described in the MCEP contract signed between the grantee and the Department of Commerce. All certifications must be signed by the MCEP recipient's Chief Elected Official or Executive Officer.

The Final Completion Report consists of the following components:

1. Final Project Performance Report

**Proposed Accomplishments:** Describe the accomplishments in quantifiable terms if applicable (e.g. approximately 3,100 feet of water pipe installed and /or 150 people in 45 households served). Also describe the accomplishments, which are not easily quantifiable (e.g. achieved compliance with State water quality standards or eliminated serious threats to public health.)

**Actual Accomplishments:** Provide an explanation for any differences between the original proposed accomplishments and the final accomplishments.

**Open-Ended Action Items:** Describe any liens from contractors or suppliers, open-ended action items pertaining to enforcement of applicable prevailing wage or other labor requirements, or other third-party claims against the project which will require restitution, escrow of funds or liquidated damages.

**Citizens Summary:** Provide a summary of any citizen comments or complaints regarding the MCEP project received by the local governing body or the local MCEP project manager. The summary must include the recipient's assessment of the citizen comments and a description of any action taken in response to the comment or complaint.

2. Statement of Cost: MCEP Funds

3. Statement of Costs: Non-MCEP Funds (Include a Statement of Costs for each non-MCEP funding source involved in the project.)

4. Certification of Grantee

Attachments:

**Certificates:** A copy of the project engineer's Certificate of Substantial Completion with the attached punch list, or final inspection report, or letter giving final acceptance of the completed project.

**Operation & Maintenance:** Except for bridge projects, a copy of the long-term operations and maintenance plan. At a minimum, include the cover page and index of the plan.

1. **Final Project Performance Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of MCEP Recipient: |  | | |
| Grant Contract Number: | #MT-MCEP-CG-­­ |  |
| Proposed Accomplishments: | | | |
| Describe the accomplishments in quantifiable terms if applicable (e.g. approximately 3,100 feet of water pipe installed and /or 150 people in 45 households served). Also describe the accomplishments, which are not easily quantifiable (e.g. achieved compliance with State water quality standards or eliminated serious threats to public health.) | | | |
|  | | | |
| Actual Accomplishments: | | | |
| Provide an explanation for any differences between the original proposed accomplishments and the final accomplishments. If there are no changes from proposed accomplishments state “Same”. | | | |
|  | | | |
| Open-Ended Action Items: | | | |
| Describe any liens from contractors or suppliers, open-ended action items pertaining to enforcement of applicable prevailing wage or other labor requirements, or other third-party claims against the project which will require restitution, escrow of funds or liquidated damages. If there are no open-ended action items state “Not Applicable”. | | | |
|  | | | |
| Citizen Summary: | | | |
| Provide a summary of any citizen comments or complaints regarding the MCEP project received by the local governing body or the local MCEP project manager. The summary must include the recipient's assessment of the citizen comments and a description of any action taken in response to the comment or complaint. If applicable, attach a copy of the comment or complaint and response by the local governing body. If there were no citizen comments or complaints state “No comments or complaints received”. | | | |
|  | | | |

**2. Statement of Costs: MCEP Funds**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of MCEP Recipient: | |  | | | |
| Commerce Contract Number | MT-MCEP-CG- | |  | - |  |



**3**. **Statement of Costs: Non-MCEP Funds**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of MCEP Recipient: | |  | | | |
| Commerce Contract Number | MT-MCEP-CG- | |  | - |  |



(Instructions: Include a separate copy of Statement of Costs for each non-MCEP funding source involved in the project.)

4. **Certification of Grantee**

It is hereby certified that all activities under taken by the MCEP grant recipient with funds provided under contract #MT-MCEP-CG-\_\_-\_\_\_\_ have been carried out in accordance with said contract; and that

1. There are no unpaid costs, liens, or third-party claims remaining against the MCEP project, all prevailing wage requirements applicable to this contract have been complied with, and there are, to the recipient's knowledge, no outstanding prevailing wage claims;
2. Statements and information contained in this Final Project Completion Report are true and correct;
3. All records related to grant activities are available on request and will be kept for five years after the date of final closeout approval by the Department;
4. A final audit will be conducted in accordance with state requirements and all findings, if any, will be resolved;
5. The average residential monthly user rate is $ , which is at or above the established target rate. (W & WW rates if both system types exist in community)
6. Any interim loans through the Board of Investment’s INTERCAP program have been repaid; and
7. It is hereby acknowledged that any remaining unexpended balance of MCEP funds for the MCEP project under this contract will be retained or recovered by the Department.

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| (typed Name and Title of Chief Elected Official) | (Signature of Chief Elected Official) | | | (Date) |