

WVCFIA Project Completion Report Guidelines

- A project completion report must be submitted via mail or email.
- 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, unless an agreement is made otherwise.

INCLUDE YOUR CFIA 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 wage requirements, SHPO, ADA, etc...; and
9. Pictures of the completed project, preferably on USB flashdrive or via email to Shelly.Murray@wvcfia.com. NO CDs will be accepted.

Project Completion Reports must be mailed to:

WVCFIA
2003 Quarrier Street
Charleston, WV 25311
Or emailed to: Shelly.Murray@wvcfia.com