



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM COMPLETION REPORT AND REIMBURSEMENT REQUEST SUBGRANTEE INSTRUCTIONS

All subgrantees must submit a completion report and reimbursement request regardless of the size, complexity, or cost of their project. The report must be signed, accompanied by all required attachments, and filed with SHPO by the end date identified in your grant agreement.

Submit all reports to Alan Higgins, Grants Manager/ Budget Specialist, via email at higginss3@michigan.gov.

Support Documentation:

All reimbursement requests must be accompanied by support documentation that (1) identifies the costs incurred during the project and (2) demonstrates that all such expenses have been paid by the subgrantee. Support documentation must be complete and organized in a logical way. Failure to provide adequate, orderly documentation may result in delays or expenses being ineligible for reimbursement or project match. Support documentation includes the following:

- Contractor/vendor invoices
- Subgrantee proof of payment (e.g., canceled checks, EFT record, payment voucher, etc.)
- Staff timesheets
- Volunteer time logs (match only)
- Donation logs (match only)

Development Projects Only:

If you have not previously done so, you must provide the following additional documentation with your completion report for it to be considered complete:

- Before photographs of the project site
- Work in progress photographs
- Photographs showing the project site after completion
- Recorded historic preservation easement

To the extent feasible, before and after photographs should be taken from the same general location. Photographs should be submitted as individual JPG or TIFF files and accompanied by a caption sheet identifying the views represented by the photos.



**CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
COMPLETION REPORT AND REIMBURSEMENT REQUEST**

Subgrantee: _____

Project #: CG_____

Project Name: _____

Project Manager: _____

Project Address: _____

(pre-development and
development projects)

Contractor(s): _____

Not applicable

1. Provide a brief synopsis of the work accomplished under this project.
2. Describe any differences between the planned work at the outset of the project and the actual work undertaken during the project. If there were no deviations, indicate "N/A."
3. Briefly identify any problems, delays, difficulties, or conflicts that you encountered during the project and how they were resolved. Identify any lessons learned during the project. If no such issues were encountered, indicate "N/A."
4. Describe any project highlights or things that went particularly well.
5. Do you feel that the timeline and budget were sufficient for the project? If not, please identify where additional time and/or funding would have been helpful.
6. Do you have any comments on SHPO's CLG grant program procedures or recommendations for how SHPO staff can support meaningful, successful projects in the future?

