

ATTACHMENT C

The Project Completion Report

The Completion Report (CR) allows the MHC to evaluate the project and to verify that expenses incurred in the project are allowable, necessary and reasonable. Proof of payment for all project expenditures must be submitted. Reimbursement cannot be made until all required information has been submitted to the MHC, reviewed and approved. Reimbursement for the project will be facilitated if the completion report is organized properly and contains all the necessary information. If you have any questions, please contact the MHC before you submit the report. The CR must be organized and submitted in the order outlined below with all required supporting documentation and with a table of contents clearly identifying all items submitted. Because the CR is a standalone document, all required documentation must be submitted with the CR including any documents submitted separately at an earlier phase of the project.

1. Description of Project

Summarize the results of the project accomplished under this grant.

1. Describe any differences between the planned results as stated under the Scope of Work and Deliverables in the Grant Agreement and the actual results.
2. For preservation awards, describe how the education component was planned and executed. N/A is an allowable response
3. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the project.
4. Describe the long-term maintenance plan for the site/work/project completed under this grant. N/A is an allowable response.
5. What future public outreach activities are planned to increase the public's access to the work completed under the grant (tours, on-line exhibitions, social media, etc.).

2. Administrative

List all/any amendments to the original Grant Agreement including extensions and/or modifications to the Scope of Work or Budget as listed in the Grant Agreement.

3. Financial Information

All allowable project costs and expenditures must be documented at a level acceptable to the MHC and the Federal auditors who review the MHC's sub grants. Allowable project costs are generally eligible costs incurred within the project period which are determined by the MHC to be necessary and reasonable to accomplish the project goals. Costs are eligible only if they appear in the original budget or were approved by the MHC during the course of the project. Specific information on costs principles may be found in [2 CFR part 200, OMB A-87](#).

Please complete a final budget table (available upon request by MHC). Use the budget approved in your grant agreement or the last approved budget modification as the basis for "Total Planned Costs." Please complete **Attachment: Exhibit A2 Final Reporting Worksheet** along with CR.

Documentation of all costs and expenditures included on the budget summary form must be submitted with the CR. The following identifies the documentation required for each line item on the Budget Summary Form. One photocopied set of the documentation must be included in the CR.

a.) **Personnel**

Employee Services - All employee time which is being charged to the National Heritage Maritime project must be documented by MHC approved time sheets and supported by copies of payroll records. Time sheets do not have to be submitted for employees who spend 100% of their time on tasks identified in the work program; payroll records verifying payment to the employee must still be submitted. The timesheet form must be approved by MHC (samples are available upon request from MHC). **Attachment: Exhibit D - Personnel Services Timesheet**

Volunteer Services -A person donating time to a project will be paid at the Federal minimum wage unless he/she is professionally skilled in the work they are performing on the project (i.e., plumber doing work on pipes, mason doing work on a brick building). A resume showing a volunteer's qualifications and/or documentation showing that the volunteer has recently been paid for similar work at the rate being claimed as a donation to the project is generally adequate. When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. **Attachment: Exhibit E - Donated Labor**

b.) **Fringe Benefits** - Benefits such as medical, dental, pension, or others that are a condition of employment for the Personnel listed in the budget. Please submit supporting documentation and rates.

c.) **Travel** - Documentation should include date of travel, purpose of trip, destination, total mileage, other expenses such as parking or tolls (documented by receipts), and total travel costs. Meals are not an allowable travel cost. Please submit documentation, including copies of invoices, receipts and proof of payment, to support travel expenditures.

d.) **Supplies**- Please submit copies of invoices (or copies of receipts if payments made in cash) and proof of payment. Ideally, copies of the front and back of canceled checks are submitted as proof of payment. Photocopies and photographic costs are considered supplies. Note: if cost of supplies is included in an approved indirect cost rate, include documentation under indirect cost. If supplies have been donated, please document using the Value of Donated Material Form. **Attachment: Exhibit F – Value of Donated Material**

e.) **Equipment**- Submit documentation supporting expenditures for pre-approved equipment purchases, such as copies of bills and front and back of canceled checks. Equipment refers to items with a total value of \$5000 or more. Examples: wayside markers, diesel engine, computers, etc. If payments were made in cash, submit copies of receipts. No equipment purchases will be allowed unless the item(s) are included in the approved project budgets. If supplies have been donated, please document using the Value of Donated Equipment Use Form. **Attachment: Exhibit G – Value of Donated Equipment Use**

- f.) **Consultant/Contractor Fees** - Please provide documentation for all fees and payments, including labor, from professional or technical consultants and contractors participating in the project that were hired from outside the applicant organization. All outside consultants/contractors used for this project must be competitively selected, even if they have been used by the applicant organization for previous projects. The maximum daily rate of compensation cannot exceed that in the Federal Civil Service equal to 120% of a GS-15, step 10 salary. See <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/general-schedule/> for salary tables. (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>) Please submit documentation showing that an open procurement process was used to select project consultants/contractor. Copies of subcontracts which must be executed between the grant recipient and consultants must be submitted. Attached is the sample format to be used for contracts for professional services and other procurement to document compliance with Federal procurement standards **Attachment: Exhibit J – Competitive Negotiation**
- g.) **Construction/Building Supplies**. Document any expenditure for construction materials—e.g. bricks, lumber, etc. Please submit copies of bills and front and back of canceled checks (or receipts).
- h.) **Other** - Include proof of payment (copies of receipts, or bills and front/back of canceled checks) for other expenses.
- i.) **Indirect Costs**. Any cost that benefits more than one category above, such as rental of office space or electric or heating costs, postage, telephone service, etc. Indirect costs cannot amount to more than 15% of the total funds charged to the grant. If you are planning to charge indirect costs, you must include a copy of your most recent Federally-approved indirect cost rate agreement.
- 4.) Attach a signed copy of the [final SF-425 Federal Financial Report](#). **Attachment: Exhibit B – SF-425 Form**
- 5.) Attach a signed copy of the [SF-428B](#) – *Final Tangible Personal Property Report* if your approved project included equipment that cost more than \$5,000.00 per unit. **Attachment: Exhibit B – SF-428B Form**
- 6.) Provide a summarized list of the non-Federal matching share that was used to complete the grant-assisted work. Identify each source of match, the amount, and the type (cash, donated labor, donated materials, etc. Partners/Individuals do not have to be named and can be listed as “private”). Volunteer labor must be documented through time sheets and kept on file for audit purposes.

7.) Statistical Information (please provide)

	Project Management	Planning by Consultants	Project Work	Project Work
Hours of employment funded by project (estimate)				

	This year	In the next 5 years	Basis for estimate
Number of people that will have access to the information/sites assisted by the grant			

8.) Deliverables/Publications

The grantee must include acknowledgment of grant support from the National Maritime Heritage Grants Program of the National Park Service, Department of Interior, in all deliverables, press, and publications concerning NPS grant-supported activities. Please provide:

- One digital (and printed, if applicable) copy of any deliverable/publication.
- All deliverables must contain the following disclaimer and acknowledgement:
- **“The activity that is the subject of this [type of publication] has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, and administered through the Massachusetts Historical Commission, Secretary of the Commonwealth William Francis Galvin, Chairman. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, or the Massachusetts Historical Commission, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior, or the Massachusetts Historical Commission.”** Deliverables/publications include, but are not limited to: grant project reports; books, pamphlets, brochures or magazines; video or audio files; documentation of events, including programs, invitations and photos, websites, mobile apps, exhibits, and interpretive signs.
- The NPS shall have a royalty-free right to republish any materials produced under this grant. All photos included as part of the interim and final reporting, and deliverables/publication will be considered released to the NPS for future official use. Photographer, date and caption should be identified on each photo, so NPS may provide proper credit for use. ATTACHMENT: EXHIBIT L – NMHG-MHC Acknowledgement and Disclaimer Requirements

9.) Maritime Heritage Grant Procurement Documentation

Standards for procurement (the purchase of goods and services) under the Federal grant program administered by the MHC are covered by 2 C.F.R. §§ 200.317 to 200.326.

These standards are intended to ensure that materials and services are obtained efficiently and economically and in compliance with provisions of applicable Federal Law and

Executive Orders. They are applicable to projects receiving Maritime Heritage Grants through the MHC. Grant recipients may use their own procurement procedures which reflect applicable State and local laws and regulations, provided that they conform to these standards and Federal Law. The documentation records should include the rationale for the procurement method, the selection of the contract type, the contractor selection process, and the basis for the contract prices. The procurement procedures that nonprofits are required to use are patterned after state requirements for municipalities. Please see M.G.L. c. 30B. **Attachment: Exhibit K – Procurement Process**

10.) Photographic Documentation

Please provide quality 4x6 progress photographs or high resolution digital images printed on photographic paper of ALL work completed under this grant. Please refer to **Attachment: Exhibit H – Photographic Documentation.**

11.) Experience

Answers to the following questions will help us improve the NPS grant programs.

1. What were the major successes or obstacles you faced in implementing your grant project and what additional assistance (from partner organizations, the community, NPS, etc.) would have benefited your organization?
2. Provide a quote and citation/author that describes how this project has benefited the local community and nation and how it has furthered the public's knowledge of significant historical/cultural event(s) that shaped the nation. This quote may be used by NPS in publications or other social media.

12.) Copies of Press Releases, etc.

Copies of press releases, newspaper or online articles and other publicity related to the project should be included.

13.) Assurance (Exhibit 1) - Submit a certification signed by the authorized individual assuring the MHC that the following requirements, outlined in the project agreement, were met. **Attachment: Exhibit I – Assurance**

- a) All costs charged to the project were incurred during the project period and were allowed under OMB A-87 and OMB a-102 revised (43 CFR part 12).
- b) The transferee's matching share was not paid for by the Federal Government under another assistance agreement unless authorized.
- c) The transferee has kept records which document employment practices and procedures which conform with civil rights, equal employment opportunity and labor law requirement of Federal Grants. The transferee's procurement actions were conducted in a manner that provided for maximum open and free competition.

EXHIBIT #1
ASSURANCE CERTIFICATION SHEET
NATIONAL MARITIME HERITAGE GRANT

Agreement between the COMMONWEALTH OF MASSACHUSETTS by and through the MASSACHUSETTS HISTORICAL COMMISSION and Click or tap here to enter text.

Dated Click or tap to enter a date.

(Date of the Legislative Director of the Commonwealth's signature on the Contract).

I hereby certify that the following requirements, as outlined in the project agreement, were met:

- a) **All costs charged to the project were incurred during the project period and were allowed under 2 CFR Part 200 Uniform Guidance.**
- b) **The transferee's matching share was not paid for by the Federal Government under another assistance agreement unless authorized.**
- c) **- The transferee has kept records which document employment practices and procedures which conform with civil rights, equal employment opportunity and labor law requirement of Federal Grants.**
- d) **The transferee's, procurement actions were conducted in a manner that provided for maximum open and free competition.**

CERTIFIED by: Click or tap here to enter text.
(Name of Maritime Grantee)

(Signature)

(Date)

(Name and Title of Authorized Signatory)