



**Idaho Office of Energy & Mineral Resource
Energy Efficiency & Conservation Block Grant
Grant Completion Report**

All subrecipients awarded funds by the Idaho Office of Energy & Mineral Resources (OEMR) must submit a grant completion report to receive reimbursement for the awarded project. The purpose of this competition report is to verify the project has been completed as specified in the executed Subaward Agreement; account for all eligible grant expenditures, total cost, and cost-share; and confirm the project complies with all federal and state requirements. Only after review of the report, completion of any follow-up and requests for further information, and approval from OEMR will the subrecipient be reimbursed for eligible program expenses. This completion report may be shared and distributed to the federal cognizant agency and the general public.

Grant Completion Report Requirements

Please read the numbered items and descriptions carefully and submit all applicable items as one document. Please add more column rows or additional text space when needed.

1.

Subrecipients Name	
Project Address	
Grant Program Name	
Subaward Agreement #	
Project Start Date	
Project Completion Date	
Final Grant Amount	

I, _____ certify that all awarded grant funds were expended appropriately, the project is complete as per all the activities listed in the subaward agreement, and the grantee has made final payment for all work done; and certifying that all the information in the report is true and correct.

Authorized Representative

Date

Print Name of Authorized Representative

Date

2. Project Summary

Include a detailed description of the project(s). All the following topics must be addressed:

2.1. Project Narrative:

- a. The objective and purpose of the project(s).
- b. All project activities performed.
- c. Any problems or issues encountered with the project and solutions that were applied.
- d. Any variations from the proposed project that occurred and reasoning. Include any OEMR approved grant change (i.e. reporting extensions, budget change requests, etc.)
- e. Final project deliverables, accomplishments and additional recognized benefits that the subrecipient was unaware of at the beginning of the project.

3. Before and After Project Photos

Provide before and after photos of the project, pasted side by side. After photos must be taken in the same location/area at the same angle as the before photos and may be used for promotional materials highlighting the program.

Before	After
[Before Photo #1]	[After Photo #1]
[Description of Photos #1]	
[Before Photo #2]	[After Photo #2]
[Description of Photos #2]	
[Before Photo #3]	[After Photo #3]
[Description of Photos #3]	

4. Compliance

4.1 Build America Buy America (BABA)

a) If BABA applied to your project, please fill out table below for each iron, steel, manufactured products and construction materials incorporated in the infrastructure project. For all items listed in a Certification of Compliance from the supplier/manufacturer or a Department of Energy issued BABA waiver must be attached.

Item Description	Part # or Serial #	Certification of Compliance Attached (Y/N)	BABA Waiver Attached (Y/N)
<i>Example: HVAC Mini-Split Unit</i>	<i>LG 45-7632</i>		Y

b) If BABA did not apply to your project, please include a justification as to why it did not apply.

4.2 Inventory of Equipment

For all equipment purchased in the project with federal funds over \$5,000, please include the following:

Description (Provide brief description of item)	Identification (serial #, model #, stock #, or other ID #)	Acquisition Date (date received by subrecipient)	Acquisition Cost (cost of item)
<i>Example: Company A wastewater pump</i>	<i>12-45622</i>	<i>9/15/2024</i>	<i>\$10,000</i>

Review requirements regarding equipment in your Subaward Agreement, Attachment A, Section 10.

5. Expenditures

5.1 Complete the two tabs in the attached “Completion Report – Actual Expenses” spreadsheet attached to this Completion Report.

a) “Actual Expenses – Summary” tab:

- Section A: Input actual project expenses by funding type, including both federal (amount requested for reimbursement) and non-federal (cost-match), if applicable.
- Section B: Break down the total expense from Section A into the different budget categories.

b) “Actual Expense – Detail” tab:

- Enter details of all actual project expenses. Include both federal and non-federal (cost-match) expenses, if applicable.
- If the accounting system used to track expenses contains reports with the same details requested in the spreadsheet, the report is acceptable instead of filling out this spreadsheet.

Note: the totals in the expense detail must match the those in the summary. All expenses must already have been paid to seek reimbursement.