

WV CFIA Project Completion Report Guidelines

- A project completion report must be submitted via postal mail.
- It must be on county letterhead.
- It must be signed by the commission president.
- A project completion report must be submitted before or with a final reimbursement request in order for a final request to be processed.

INCLUDE YOUR CFIA PROJECT NUMBER IN YOUR REPORT

The following is the information suggested 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; and
8. Pictures of the completed project, preferably on CD.

Progress Completion Reports can be mailed to

WVCFIA
2003 Quarrier Street
Charleston, WV 25311

If you have any questions about submitting your project completion report, you may contact us by phone at (304) 558-5435 or via email at melissa.smith@wvcfia.com.