

**E-6: PROGRAM COMPLETION REPORT**

PROGRAM COMPLETION REPORT  
COVER SHEET

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1. Name of Grantee

2. Address of Grantee

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3. Contract Number

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4. Citizen participation information submitted with this report includes the following:

- a) A summary of each citizen comment received during program implementation, the grantee assessment of the comment, and a description of actions taken or to be taken in response to the comment.
- b) Specific information on each required public hearing held which includes the purpose of the public hearing and the date(s) of each; and a copy of the public notice, attendance roster, and minutes of the public hearing on performance.

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5. The grantee's chief elected official certifies that:

- a) To the best of his/her knowledge and belief the data in this report is true and correct as of the date identified below;
- b) The records described in this report are being maintained and will be made available upon request.

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6. Typed name and title of chief elected official

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7. Signature

8. Date

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INSTRUCTIONS FOR THE COVER SHEETITEM  
NUMBER

1. Enter the name of your local government (municipality or parish).
2. Enter the official address of the local government.
3. Enter the contract number for the LCDBG program that is being closed out.
4. Attach the citizen participation information as identified and required. As a reminder, public hearings are required: a) for the development of the LCDBG application, b) for comments regarding any amendments to the Program, and c) for review of the grantee's program performance as a part of closeout. Identify the date and purpose of each public hearing. Also include a summary of each comment received during the program and the local government's response to each comment received. These comments must also include any complaints received regarding the program.
5. The Mayor's/President's signature on this page certifies that the data in the report is correct and the LCDBG Program files are being maintained in the local government's offices.
6. Type in the name and title of the chief elected official, e.g., the Mayor/President.
7. The Mayor/President must sign in this block.
8. Enter the date signed.