



Community Development Partnership Program Final Completion Report Guidelines

A [final completion report](#) is required for all approved grants awarded through the Lower Colorado River Authority Community Development Partnership Program. The community projects must be completed within one year from the date the grant was awarded. The report must be submitted within four weeks after project completion.

MODIFICATIONS/REQUESTS FOR EXTENSIONS

You must submit a written request via mail or email to grants@lcra.org for modification of the grant if your organization wants to make changes that will alter the scope, timeline or nature of the grant as originally proposed and for which the grant was awarded. Written approval from LCRA must be obtained before implementing any changes or the grant may be rescinded. Please also inform LCRA of organizational changes at your company such as change of address, phone number or key personnel.

If your community project is delayed or extended, you must send a written request or email grants@lcra.org to change the delivery date for the final completion report.

PHOTOS

LCRA highlights the community projects it supports by periodically using photos on www.lcra.org. Please include up to three photos with your final completion report. Make sure to include before and after photos of your community project if you have them. Please also send a photo of your community project's signage acknowledging the sponsorship of LCRA and its wholesale electric customer if applicable. Email photos to grants@lcra.org.

INSTRUCTIONS

Your community project will be considered complete when your final completion report is signed, notarized and returned to LCRA's office. LCRA must retain the original report on file. Reports should be concise and include only relevant information.

Once you have submitted your final report, it will be reviewed by LCRA program staff. They will be in touch with any questions. LCRA will notify you when the report has been approved and your grant has been closed.

SUBMITTING YOUR REPORT

Please send your final completion report to:

CDPP Grants Department
Lower Colorado River Authority
P.O. Box 220
Austin, Texas 78767-0220