

Project Close Out Form  
Montco 2040 Implementation Grant Program  
Montgomery County, Pennsylvania

**Please fill out a separate report for each project.**

Any municipality completing a project on or after January 1, 2022 is required to submit a close out form and to schedule a site visit with staff from the Montgomery County Planning Commission. Please fill out both sides of this form and attach any supporting documentation, including photographs, media, publicity, and/or other documentation.

Applicant/Organizational Name: \_\_\_\_\_

Primary Contact Person for this Project: \_\_\_\_\_

Primary Contact's Email Address and Phone Number: \_\_\_\_\_

\_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location, with Street Address if applicable: \_\_\_\_\_

\_\_\_\_\_

Initial Project Funding Date: \_\_\_\_\_

Project Conclusion Date: \_\_\_\_\_

Project Number (if one has been assigned by the county): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overview of the Project to Date**

Describe the final project, including whether there were necessary deviations from the initial project scope. Photographs of completed work are encouraged.

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\_\_\_\_\_

\_\_\_\_\_

Describe any difficulties with the project. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List concrete benefits that are a result of this project, including the benefits related to diversity, equity, and inclusion. Include statistics when possible. \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Please have the Primary Contact Person sign this form.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Please fill out the below matrix with the final information about your project. Some projects will include all of these phases, while others will only include a couple of these phases. Please leave blank any phases that are not applicable to your specific project*

Phase	Month/Year to be Completed (from Exhibit B of the Funding Agreement)	Month/Year Actually Completed
<b>Construction</b>		
Preliminary Design Complete		
Final Design Complete		
All Permits Acquired		
Land Development Approval Obtained		
Bid Package Ready to Go Out		
Bid Accepted		
Demolition, if necessary		
Infrastructure and Site Improvements		
Construction Begins		
Construction Finishes		
<b>Acquisition</b>		
Appraisal of Property		
Condemnation Proceedings Initiated, if applicable		
Agreement of Sale		
Property Obtained		

Please contact Daniel Farina at 610-278-3728 or [dfarina@montcopa.org](mailto:dfarina@montcopa.org) to set a time for a site visit. If you know the site visit date and time already, please list it here. \_\_\_\_\_

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\_\_\_\_\_

**Please remit this form to: Montgomery County Planning Commission,  
PO Box 311, Norristown, PA 19404-0311 to the attention of Anne Leavitt-Gruberger.  
This form can be emailed to the address below.**

*If you have any questions regarding the status update, please contact Anne Leavitt-Gruberger at the Planning Commission, [aleavitt@montcopa.org](mailto:aleavitt@montcopa.org), or 610-278-3727.*