**COMMUNITY MITIGATION FUND GRANT REVIEW FORM**

Grantees are required to maintain documentation associated with the Grant for a period of six years after final payment of the grant. Final documents generated as part of the grant shall be maintained permanently. Below is a list of documents that Grantees should keep on file. Please fill out this form to the extent possible for discussion with CMF staff.

|  |  |
| --- | --- |
| **Grantee:**  | **Review Date:**  |
| **Project Name** | **Grant Year:**  |
| **MMARS #:**   | **Contract End Date:**  |
| **Total Award:**  | **Expended to date:** | **Total Grant Cost:** |
| **Project Completed Date:** | **Final Inspection Date:**   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **Municipal Grant Categories**  | **Project Name:** |
| Community Planning |  |
| Transportation |  |
| Public Safety |  |
| Gambling Harm Reduction |  |
| Specific Impact |  |

 |

**Due to the development of the program over time some documents will not exist for every grant.**

|  |
| --- |
| **Grant Documents** |
|   | **Yes** | **No**  | **NA**  | **Comments**  |
| **Award Letter**  | x |   |   |   |
| **Grant**  | x |   |   |   |
| **Amendments to Grant**  |  |  x |   |   |
| **State Contract/ISA**  | x |   |   |   |
| **Modification of State Contract**  |  |  x |   |   |
| **Scope, Budget, Timeline**  | x |   |   |   |
| **Budget/Program Modifications**  |  |  x |   |   |
| **Outside Contracts (consultant, contractors, etc.)**  | x |   |   |   |
| **Correspondence**  | x |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoices and Contracts****related to payments** | x |  |  |  |
| **Close-Out Materials**  |
| **Deliverable produced as a result of the Grant (study/plans, etc.)**  | x |   |   |   |
| **Close-Out Form completed**  | x |   |   |   |

Prepared by: Title: Date: