**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: