### Formula Grant Notice of Project Completion

**Project name:**

**Subrecipient:**

**Address**

**Phone number:**

**Award amount:** $ __________

**Project period:**

**Federal Funds Spent:** $ __________

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All project activities were completed. [ ] Yes [ ] No. If “no”, explain why

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Are all records backed up? [ ] Yes [ ] No

Are all expenditures and records available in event of state or federal audit? [ ] Yes [ ] No

**Location of Records**

(According to State Records Retention Schedule for State Government Agencies, all records will be retained for three years, either after the end of the project period or after final audit is resolved, and equipment records will be retained three years after non-expendable equipment is properly disposed.)

Was equipment acquired under this Project? [ ] Yes [ ] No

Notice: If equipment was purchased, in whole or in part, greater than $300 with federal funds, please complete Page 2 for each item purchased.

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Are the project disbursements balanced between expenditure ledgers and documents? [ ] Yes [ ] No

Are all expenditures listed in their respective categories? [ ] Yes [ ] No

Were the Final Financial and Final Progress Reports submitted to IDJC? [ ] Yes [ ] No

Did you adhere to all project conditions? [ ] Yes [ ] No

If any equipment was purchased with federal funds are they recorded on the *Property Inventory Reports* and submitted to IDJC? [ ] Yes [ ] No

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**Project Director’s Signature**

**Date**

**Financial Officer’s Signature**

**Date**

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E-mail forms to: idjgrants@idjc.idaho.gov 10/2019
Complete this page if you purchased equipment, in whole or in part, greater than $300.00 with federal funds. Complete a separate Page 2 for each item of equipment purchased.

Project name: ________________________________ Project number: ________________________________
Subrecipient: ________________________________ Address ________________________________
Phone number: ________________________________
Award amount: $ ________________________________ Project period: ________________________________
Federal Funds Spent: $ ________________________________

Description of property: ____________________________________________________________
Serial number or other ID number: __________________________________________________
Equipment purchased from: __________________________________ Owner of Property: ____________________________________________
Purchase date: ________________________________ Purchase price: $ ________________________________
Percentage of federal funds used to purchase equipment: ________________________________
Location of equipment: _____________________________________________________________
Equipment purchased as: ☐ New ☐ Used
Current condition of equipment: _____________________________________________________
If applicable Disposal date: ____________________________ Sale price: $ __________________________

Property Management Notes:
Other recipient and subrecipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with project funds, will, at a minimum, meet the following requirements.

Property records must be maintained which include:
1. Description of the property
2. Serial number or other identification number
3. Source of the property
4. Identification of title holder
5. Acquisition date
6. Cost of the property
7. Percentage of Federal participation in the cost of the property
8. Location of the property
9. Use and condition of the property
10. Disposition data, including the date of disposal and sale price

A physical inventory of the property must be taken and the results reconciled with the property records at least once every 2 years.

A control system must exist to ensure adequate safeguards to prevent:
1. Loss
2. Damage
3. Theft of property

Any loss, damage, or theft shall be promptly and properly investigated by the recipient and subrecipient, as appropriate. Adequate maintenance procedures must exist to keep the property in good condition.

If the recipient or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
# Formula Grant Project Summary Report

<table>
<thead>
<tr>
<th>Project name:</th>
<th>Project number:</th>
<th>Subrecipient:</th>
<th>Project number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone number:</th>
<th>Award amount:</th>
<th>Project period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Funds Spent:</th>
<th>Number of volunteers for the project</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Is this project continuing?**  □ Yes  □ No

2. **How is it being funded?** (Client fees, grants, donation, etc.)

3. **What was the assessed need for your program, and to what extent did you meet the need(s)?**

4. **What were the strengths, accomplishments, and successful features of your program?**

5. **Did you try anything innovative? If so, please explain.**

6. **Identify challenges that you encountered with implementing your program and explain the steps that were taken to overcome those problems.**

7. **Other comments.** (Attach additional sheets if necessary.)

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**Project Director’s signature**  
**Date**

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E-mail forms to: idjcgrants@idjc.idaho.gov  
10/2019
Formula Grant Final Financial Report
Note: Complete and submit this report before filing for reimbursements per Formula Grant Manual.

Project name: 
Subrecipient: 
Address 
Phone number: 
Award amount: $ 
Federal Funds Spent: $ 

<table>
<thead>
<tr>
<th>Budget category</th>
<th>Budgeted</th>
<th>Total spent to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$ __________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Consultant</td>
<td>$ __________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Travel</td>
<td>$ __________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Other</td>
<td>$ __________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ __________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Totals</td>
<td>$ __________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

Project Director’s signature ___________________________ Date _____________

Financial Officer’s signature ___________________________ Date _____________

CERTIFICATION: I hereby certify that this report represents actual receipts and expenditures of funds for the period covered and the total project to date, all made in accordance with the approved budget for the above named project.