

Formula Grant Notice of Project Completion  
(Page 1)

Project name: \_\_\_\_\_  
Subrecipient: \_\_\_\_\_ Project number: \_\_\_\_\_  
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