

Formula Grant Reporting Checklist

Requesting reimbursement of funds

Date req. mailed	Amt. requested	Total req. to date	Project balance	Comments
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

Financial Reports Completed

Quarterly period	July-September	October-December	January-March	April-June
Due	Oct. 31	Jan. 31	April 30	July 31
Date Mailed				

Progress Reports Completed

Quarterly period	July- Sept	October-December	January-March	April-June
Due	Oct. 31	Jan. 31	April 30	July 31
Date Mailed				

Grant Project Adjustment Forms Submitted

Date	Change Requested