

Submit the following documents with your Closeout Form 1. This will provide the documentation needed to initiate a Desk Review Monitoring. Should additional information be required, you will be notified by Grant Support.

1. Copy of contract awarded for professional services for completion of plan;
2. Copy of contract awarded for grant administration;
3. Copy of Notice of Civil Rights Officer (if not previously submitted);
4. Copy of Federal Financial Forms:
 - Federal Cash Control Register (Form 1)
 - Contract Obligations Control Register (Form 2)
 - Contractor Expenditure Ledger (Form 3)
 - Property Inventory Ledger (Form 4)
 - Local Match Ledger (Form 5)
5. Copy of invoices or billing statements from professional services providers;
6. Copy of deposits and expenditures of grant funds;
7. Copy of checks disbursing local funds toward this project;
8. Copy of Updated Disclosure Report (Form 1 Contract Development).
9. Income Survey Documents (see Income Survey Booklet – page 38).