



Project Information			
Grantee:		Grant Number:	
Project Title:			
		Grant Period Duration:	

Documentation Requirements Checklist			
Document Name	Form #	Required	Date Received
Multiagency Policies and Agreements Form (Task Forces only)			
Notice for Backup Documentation No Longer Needed			
Proof of Insurance (does not apply to State or units of government)			
Pre-Program Public Prevention Report Form			
Post-Program Public Prevention Report Form			
CATPA Grant Inventory Certification Form – excel spreadsheet			
CATPA Grant Equipment Inventory Removal Certification			
Copy of Vendor Contract –			
Copy of Vendor Contract -			
Training Planning Report (Training Programs only)			
Training Evaluation Report (Training Programs only)			
Other (describe) –			

Report Period	Statistical Reporting		Financial and Narrative Reports		Program Narrative	Comments
	Report Number	Submitted	Financial Payment Request Form Report Number	Back-Up		
Semi-Annual	Semiannual Statistical Report					
Annual/Final	Annual/Final Statistical Report					

Advance Payments								
Total Award: \$		-			Total Advance: \$		-	
Date	Request	Balance				Date	Request	Balance