

## Grant Monitor Contact Report

**Purpose:** To document grant monitor's contact with grantee.

**Instructions:** Complete in ink or type all sections applicable and file.

Grantee: _____				
Project Title: _____				
Project Number: _____				
Reporting Period: <input type="checkbox"/> October—December <input type="checkbox"/> January—March <input type="checkbox"/> April—June <input type="checkbox"/> July—September				
Federal Funds Allocated: _____				
Funds Expended During This Reporting Period: _____				
If the project director has changed, complete the following information:				
Name	Telephone Number	Fax Number		
Address	(     )	(     )		
	E-mail Address			
Date the project director changed	Date the letter was sent to DMV headquarters			
Date of Contact	Contact or Interview Person	Type of contact made.		
		Telephone	Written	In-person
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, explain.				
<b>Grant Monitor's Observation</b> The project monitor should consider the following: <ul style="list-style-type: none"> <li>• the pros and cons of grant activity</li> <li>• are milestones being met.</li> <li>• has project had any of its line item budget changed, if so, has this changed the scope of the project?</li> <li>• are all conditions being met? *Attach additional sheet(s) if needed.</li> </ul>				
Grant Monitor's Name	Date	Date forwarded to TSS Grant Manager		