

ARRA JAG CLOSE OUT SITE VISIT DOCUMENTATION CHECKLIST

Documentation	Purpose/Examples
PMT Data Documentation	Purpose: To show reported crime/arrest data was reported in a consistent manner across reporting periods and that number were derived from accurate sources (not necessary for all reporting periods; a sample is sufficient)
	Example: RMS printouts that match numbers on PMT; monthly datasheets or reports of arrests/ incidents
Additional Data/Info to demonstrate success/outcome of project (not PMT)	Purpose: To evidence project outcomes and successes
	Example: Certificates of installation for equipment; activity reports; email/memo testimonials; data on frequency of equipment usage; brochures/specs on equipment capabilities
Separate account for grant monitoring/tracking	Purpose: To indicate that the subgrantee has processes and procedures in place to separately account for grant expenditures and charges
	Example: accounting system print-out of separate fund; separate budget line item; email/inter-office communication regarding set-up of separate account
Non-Supplanting Evidence	Purpose: To show that money in the budget was not already allocated to this project before grant was awarded
	Example: FY 2009-2010 budget/capital budget that shows project did not already have funding; budget memo/narrative requiring all departments to level fund
Invoices/Purchase Orders	Purpose: To reconcile Final Financial Report
Purchasing/Procurement Guidelines	Purpose: To show that the subgrantee has formalized procedures/processes for procurement, rate/price quotation, and competitive bid
	Example: summary of price thresholds for rate/quotes and sealed bids; purchasing policy; overview of general guidelines; copies of quotes, bids, contracts
Time/Attendance Records (if applicable)	Purpose: To evidence that workers compensated with ARRA JAG funds were appropriately accounted for (only a sample is needed)
Payroll Records (if applicable)	Purpose: To evidence that workers compensated with ARRA JAG funds were appropriately accounted for (only a sample is needed)
Program Publicity (if applicable)	Purpose: To collect for OPM grant file