PVET CLOSE OUT DOCUMENTATION CHECKLIST

REQUIRED

Documentation	Examples
Separate account for grant monitoring/tracking **REQUIRED**	To indicate that the subgrantee has processes and procedures in place to separately account for grant expenditures and charges
	Example: Usually a "screenshot" or a print-out from the town's accounting system showing a separate financial account (or ledger). **Likely to be found**: Town Finance/Accounting Dept.

OPTIONAL

Documentation	Examples
Cancelled Checks **OPTIONAL**	Scanned copies of cancelled checks for each equipment purchase.
	Likely to be found: Town Finance/Accounting Dept.
Photos of equipment purchases **OPTIONAL**	Scanned photos of equipment purchases which may include serial number identification.
	Likely to be found: Location of Equipment
Program Publicity **OPTIONAL**	Published material or any publicity the grant funded project may have received
	Example: Newspaper articles **Likely to be found**: Newspaper, Newsletter, Town or PD website
Success Data **OPTIONAL**	Additional data, statistics or written material demonstrating the success of the grant funded project; important positive performance indicators linked to the use of the grant funds: information on incidents and offenses, crime complaints, arrests and summons activity; enforcement locations and times; any other indicators of enhanced public safety and improved quality of life for your community
	Likely to be found: Police Department

Please scan these documents and email them as attachments:

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CC: *Steve Moniz, stephen.moniz@ct.gov*