

# MARYLAND COMMUNITY HEALTH RESOURCES COMMISSION

## Developmental Disabilities Administration Infrastructure Grants

### Grantee Reports- Audit Review Form

Agency Name: TO BE COMPLETED BY CHRC STAFF

DDA Provider #: TO BE COMPLETED BY CHRC STAFF

Is the October 1 report submitted an Interim or Final Report? TO BE COMPLETED BY CHRC STAFF

Interim Report

Final Report

Report Section	Questions to be Answered by Auditor	Yes/Compliant	No/Not Compliant
1 II. DDA-CHRC Funding Award Summary	Does the grantee report grant funding awards by priority area that match the CHRC records? (see note)		
2 IV. Narrative Report	Does the described projects/activities reflect the original grant-funded projects or projects approved through a grant modification request? (see note)		
3 IV. Narrative Report	Does the grantee provide information on the implementation status of each grant-funded project or activity (in-progress, completed, not started)?		
4 IV. Narrative Report	Does the grantee report that <u>all grant funded activities or projects</u> are completed?		
5 V. Expenditure Report	Does the grantee indicate and provide evidence that <u>all grants funds</u> have been expended?		
6 V. Expenditure Report	Does the expense items and original budget amount reported in the Expenditure report table match/correspond to the expenses and budget amounts approved in the original grant? (see note)		
7 V. Expenditure Report and VI. Documentation of Expenditures	Does the grantee provide documentation of expenditures (receipts, cancelled checks, etc., that match the actual expenditures provided in the expenditure report)?		
8 VII. Disclaimer and Signature	Does the grantee report that grant funds were used in an identical way as to what was approved in the original, approved grant proposal?		
9 Overall Report	Based on the information provided in the report, is the grantee compliant with the terms of the grant program?		
	➡ If <u>no to Question 9</u> , should a grantee site visit be conducted to verify the information presented in this report?		

Notes for questions 1,2, and 6 - see Notes Tab 2



## **Notes for DDA-CHRC Infrastructure Grant Auditors**

Question 1. The CHRC will provide auditors with a table of grantee awards by priority area.

Question 2. Auditors should review the original grant request(s) and grant modifications to verify that the projects/activities requested and approved were the actual projects/activities implemented by the grantee.

Question 6. Auditors should review the original grant requests to verify that the reported budget expense line-item and amount budgeted match the actual approved budget for the grantee.