**Grant Agreement #:**

**Project Name:**

**Grantee Name:**

**Grant Program (Circle One):** Section 5310 / Senior Mini-Grant

**Date Received:**

**Monthly / Quarterly Report (Circle One):** 

**Cycle:**

<table>
<thead>
<tr>
<th>Cost per unit</th>
<th>Match Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal $</td>
<td></td>
</tr>
<tr>
<td>Current Period $</td>
<td>Approved Budget %</td>
</tr>
<tr>
<td>Cumulative $</td>
<td>Actual %</td>
</tr>
</tbody>
</table>

**Report Generated by:** SANDAG Project Manager

- ☐ Invoice packet submitted on time
- ☐ Progress Report complete including all performance data
- ☐ Provided key deliverables and project/ task updates
- ☐ Cost per Unit is within 130% of target (130% of [grantee’s] target):
  - ☐ Calculations, dates and formatting are correct
    - ☐ Unique invoice number included
    - ☐ Invoice date range is correct and invoice is dated
- ☐ Met minimum match percentage requirements
- ☐ All expenses are eligible
- ☐ No excluded costs invoiced
- ☐ Included all supporting documentation (receipts, timesheets, etc.)
  - ☐ Reimbursable
  - ☐ Matching funds (including in-kind)
- ☐ Includes mileage log (if applicable):

**Notes:** Supplemental documentation can be found at: