



RAMP Grant Completion/Progress Report

A Completion Report is due within 90 days of project completion. If the project is not completed by December 1st, a Progress Report is required at that time. (If filing a Progress Report, you will still need to submit a Completion Report when the project is finished.) Reports should be filed with Weber County Commission Office at the address listed on the top of this form. **Please file a separate report for each project.**

Year Project Completed _____

Name of Government Entity or Nonprofit Organization _____

Address _____	City _____	State _____	Zip Code _____
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Contact Person _____	Title or Position _____
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Phone No. _____	Fax No. _____	Email Address _____
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Name of Project _____	Dollar Amount of Grant \$ _____
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COMPLETION REPORT

Completion Date: _____ Number of People Attending: _____
(If Applicable)

Unused RAMP Funds: \$ _____ **Note: Unused funds must be returned to Weber County.**

Please Attach the Following Information:

- Detailed listing of RAMP project expenditures
- Photos of RAMP signs at event or on structure
- Printed materials acknowledging RAMP funding (if applicable)
- Proof of Insurance
- Paragraph describing the project's impact to the community

Refer to your contract to ensure you are fully compliant. The contract specifies additional requirements that may not be listed here. Be sure to include compliance with any additional contract requirements.

PROGRESS REPORT

Please attach a current progress report containing the following information:

- Estimated completion date
- Where you are in the project
- Concerns or problems you may be having with the completion of the project
- Amount of funds spent thus far

I hereby acknowledge that the information on this form and any attachments is true and correct to the best of my knowledge and that all RAMP expenditures have occurred in compliance with the RAMP contract.

 Name (Please Print)

 Signature

 Date