



## RAMP Grant Completion/Extension Request

All completion reports are due on June 30<sup>th</sup> of the following year. If your project is not completed by June 30<sup>th</sup>, you will be allowed a **one** year extension *if* you file an extension request detailing progress of project and reason for extension. 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 \_\_\_\_\_

Contact Person \_\_\_\_\_ Title or Position \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Project \_\_\_\_\_ Dollar Amount of Grant  
\$ \_\_\_\_\_

### 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.

### EXTENSION REQUEST

Please attach a current Extension Request 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