

Appendix B: Sample Missing Data Report and Due Diligence Checklist

Recipient Name:	
Project Title:	
Award Number:	
Period of performance: [mm/dd/yyyy] to [mm/dd/yyyy]	

Missing Data Report Instructions:

In the table below, document missing files, letters, reports or other requirements. An "Action" includes any of the following: telephone call/message, e-mail, FAX, meeting, or any other form of communication made to obtain the missing document.

Missing Item/File	Action	Date [mm/dd/yyyy]	Result/Outcome	Remarks and/or Comments

Appendix B: [Sample Missing Data Report](#) and [Due Diligence Checklist \(continued\)](#)

Due Diligence Checklist Instructions:

Complete the checklist below to document the efforts made to contact the recipient.

Action	Date [mm/dd/yyyy]	Result/Outcome	Remarks and/or Comments
Contact attempt – email			
Contact attempt – telephone			
Certified mail			
SAM search			
Secretary of State website search			

Grants Officer Name: <i>(Type or Print):</i>	Team Lead Name: <i>(Type or Print):</i>
<i>(Signature)</i>	<i>(Signature)</i>