

The following information should be included in your Civil Money Penalty Grant Follow-Up Report.

- A cover letter in addition to the Civil Money Penalty Grant Follow-Up Report Form.
- Each report page must include the following:
 - Project Title
 - CMP Request Number
 - Project Leader or Primary Point of Contact's name
 - Project Leader or Primary Point of Contact's email address
 - Project Leader or Primary Point of Contact's phone number
- CMS Award Letter date: _____
- Sub grant (state contract) terms: _____ to _____
- The report should include a financial statement accounting for the use of all CMP funds. The statement shall be certified as true, complete, and accurate by the Chief Executive Officer or the Chief Financial Officer of the organization.

Submit report to CMPSGrants@medicaid.ms.gov and Stephanie Davis at Stephanie.Davis@CMS.hhs.gov.

***Follow-Up Reports are due within 5 days of the end of the project.**