

EMERGENCY DROUGHT COST-SHARE PROGRAM INVESTIGATION REPORT

Case Information

District Investigator(s): _____
Investigator(s) Title: _____
Case No.: _____
Date Report Completed: _____

Referral / Complaint:

Type of Referral /Complaint: _____
Reported By: _____
Report Date: _____
Incident Date, if known: _____
Contact Information: _____

Allegation Details:

Case Type: _____
Allegation: _____

ED Participant: _____
Amount of ED Payment: _____
Allegation Details: _____

Contact Information of Participant:

Name: _____
Own / Lease /Rent Property: _____
Phone: _____
Email: _____
Address: _____

Investigation Plan

Investigation Scope:

Case Notes / Investigator Diary

(This section is meant to document the investigator's steps. It would include other steps like site visit, witness interview, writing report, etc.)

Action Number: 1

Action Type: _____

Investigator: _____

Date Complete: _____

Description: _____

Action Number: 2

Action Type: _____

Investigator: _____

Date Complete: _____

Description: _____

Action Number: 3

Action Type: _____

Investigator: _____

Date Complete: _____

Description: _____

Action Number: 4

Action Type: _____

Investigator: _____

Date Complete: _____

Description: _____

Action Number: 5

Action Type: _____

Investigator: _____

Date Complete: _____

Description: _____

Information Interview Summaries

Interview #1: *Witness* _____

Conducted By: _____
Person Interviewed: _____
Interview Location: _____
Interview Date: _____

Interview Summary: _____

Interview #2: *Witness* _____

Conducted By: _____
Person Interviewed: _____
Interview Location: _____
Interview Date: _____

Interview Summary: _____

Possible Evidence List: (this list is not exhaustive but used to provide examples of possible evidence that could be gathered and considered)

1. Application
2. All documents in participant's file
3. Photos and videos from site visit
4. Witness statements, if any
5. Lease agreement, if any
6. Land deed
7. Equipment rental agreement
8. Contractor invoice(s)

Recommendations

Final Investigative Findings:

Final Recommendations:
