

## Grant Checklist

### To obtain a Notice to Proceed on the grant, you must submit:

<u>Item</u>	<u>Due Date</u>
<input type="checkbox"/> Signed Grant Agreement	Within 15 days of Grant Award
<input type="checkbox"/> Authorized Signatures for Payments and Checks	Within 30 days of Grant Award
<input type="checkbox"/> W-9 Form (if required)	Within 30 days of Grant Award
<input type="checkbox"/> Special Grant Conditions cleared	Within 30 days of Grant Award
<input type="checkbox"/> Subrecipient Agreement (if required)	Within 30 days of Grant Award and prior to execution

### Required prior to release of funds:

<input type="checkbox"/> Construction Contract(s), including: <ul style="list-style-type: none"> <li>o Bid Package</li> <li>o Evidence of Bid Advertisement</li> <li>o Certified Bid Tab and Recommendation (with explanation of discrepancies)</li> <li>o Winning Bidder's Response and Bonds</li> <li>o Contract Agreement and Spec Drawings</li> <li>o Certify ROW/Property Ownership</li> </ul>	Prior to execution (generally within 180 days of Grant Award)
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### When Requests for Payment of grant funds are made, you must submit:

<input type="checkbox"/> Request for Payment Form
<input type="checkbox"/> Documentation for draw requests (Invoices, Certified Construction Draw Requests, etc. Also, attach any applicable change orders that have not previously been submitted.)

### Throughout the grant process, you must submit:

Quarterly Status Report	Jan 1 <input type="checkbox"/> Apr 1 <input type="checkbox"/> Jul 1 <input type="checkbox"/> Oct 1 <input type="checkbox"/>
Change Orders or Contract Amendments	Ongoing
Grant Amendment Requests (scope of work changes, budget changes of 10% or more or grant period extensions)	Prior to implementing changes

## KEY DATES TO REMEMBER

### Activity

Grant Effective Date  
Project Start Up/Notice to Proceed  
Substantial Progress  
RIA Project Review  
  
Closeout Report  
  
Grant Closeout

### Timeframe

Date grant award is approved  
Within 30 days of grant award  
Within 180 days of grant award  
Funds are substantially expended  
and construction is nearly complete  
Within 30 days of final expenditure  
and construction completion  
Within 18 months of grant award

### Need to contact us?

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