

## 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 or Performance 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:	Prior to execution (generally within 180 days of Grant Award)
o Bid Package	
o Evidence of Bid Advertisement	
o Certified Bid Tab and Recommendation (with explanation of discrepancies)	
o Winning Bidder's Response and Bonds	
o Contract Agreement and Spec Drawings	
<input type="checkbox"/> Certify ROW/Property Ownership & Permits	

### 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"/>
Construction Contract Change Orders	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	Timeframe
Grant Effective Date	Date grant award is approved
Project Start Up/Notice to Proceed	Within 30 days of grant award
Substantial Progress	Within 180 days of grant award
RIA Project Review and construction is nearly complete	Funds are substantially expended
Closeout Report	Within 30 days of final expenditure and construction completion
Grant Closeout	Within 18 months of grant award

### Need to contact us?

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