Project Title

Program/Project Manager

Grantor Agency

Award #

Award Amount $

Funding Type (fed, state)

CFDA # (if applicable)

Pass-through agency (if applicable)

|  |  |  |
| --- | --- | --- |
| Grant Start Date  | Grant End Date  | Final Close-Out  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Grantor Contact Name  | Number  | Email  |
|  |  |  |

#  award/agreement checklist

Date Completed

[ ]  Put on Town Council agenda (if necessary) **Resolution Number**

[ ]  Finalized executed/signed agreement received

[ ]  Project code created and assigned (see identification below)

[ ]  New project and codes added to the grants database

[ ]  Finance budget analyst notified. CIP notified (if applicable)

[ ]  Physical file created (see manual for required documents)

|  |  |  |
| --- | --- | --- |
| Department Name  | Project Number  |  |
|  |  |  |

Source(s) of cost matching

Contractors, subcontracts, or consultants

Record Retention

**Reporting Requirements (All grants require some type of reporting)**

|  |  |  |
| --- | --- | --- |
|  | Cadence | Responsible Party |
| Progress Reports |  |  |
| Technical Reports |  |  |
| Financial Reports |  |  |
| Final/Closeout Reports |  |  |
| Other |  |  |

Your grant may trigger certain compliance requirements. Check which of the following apply to your project and note the plan/responsible individual. Refer to the Grant Management Manual to ensure that proper procedures are in place.

1. \_\_\_\_\_\_\_Your project involves a construction project of over $2,000 using contract labor. (See Davis-Bacon Requirements Wage rate determination: [www.gpo.gov/davisbacon](http://www.gpo.gov/davisbacon))
2. \_\_\_\_\_\_\_Your project requires a contract for supplies, materials and construction. (See Procurement Process/Requirements, Marana Town Code Chapter 3-4).
3. \_\_\_\_\_\_\_Your project will be receiving federal funds. Depending on the amount of federal funds expended in any particular municipal fiscal year, a municipality must conduct a single audit (See Audit Requirements).
4. \_\_\_\_\_\_\_Your project will be receiving federal funds and involves the acquisition, rehabilitation, or demolition of real property (See Uniform Relocation Assistance Act).