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).