

<b>Grant Checklist</b>	
<b>To obtain a Notice to Proceed on the grant, submit:</b>	<b>Due Date</b>
<b>Item</b>	
<input type="checkbox"/> Signed Grant Award	Within 30 days of Grant Award
<input type="checkbox"/> Authorized Signatures for Payments and Checks	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 ( <i>if required</i> )	Within 60 days of Grant Award and prior to execution of contract
<b>Required prior to release of funds:</b>	<b>Due Date</b>
<input type="checkbox"/> Construction Contract(s), including	Prior to execution ( <i>generally within 300 days of Grant Award</i> )
<input checked="" type="checkbox"/> Bid Package (including all addenda)	
<input checked="" type="checkbox"/> Evidence of Bid Advertisement	
<input checked="" type="checkbox"/> Certified Bid Tab and Recommendation ( <i>with explanation of discrepancies</i> )	
<input checked="" type="checkbox"/> Winning Bidder's Response and Bid Bonds	
<input checked="" type="checkbox"/> Contract Agreement and Spec Drawings	
<input checked="" type="checkbox"/> Certify ROW/Property Ownership & Permits	
<b>When Requests for Payment of grant funds are made, submit:</b>	<b>Due Date</b>
<input type="checkbox"/> Request for Payment Form ( <i>with original signature</i> )	Following contract review and for completed work
<input checked="" type="checkbox"/> Documentation for draw requests ( <i>Invoices, Certified Construction Draw Requests, etc.</i> )	
<input checked="" type="checkbox"/> Local match expenditures	
<input checked="" type="checkbox"/> Attach any applicable change orders that have not previously been submitted.	
<b>Throughout the grant process, submit:</b>	<b>Due Date</b>
<input type="checkbox"/> Quarterly Progress Report	Jan 1 <input type="checkbox"/> Apr 1 <input type="checkbox"/> Jul 1 <input type="checkbox"/> Oct 1 <input type="checkbox"/>
<input type="checkbox"/> Construction Contract Change Orders	Major – submit in advance Minor – submit with next RFP
<input type="checkbox"/> Grant Amendment Requests ( <i>scope of work changes, budget changes of 10% or more or grant period extensions</i> )	Submit to RIA for approval prior to implementing changes
<b>KEY DATES TO REMEMBER</b>	<b>Timeframe</b>
Grant Effective Date	Date grant award is approved
Project Start Up/Notice to Proceed	Within 30 days of grant award
Substantial Progress	Within 270 days of grant award
RIA Project Review	Funds are substantially expended and construction is nearly complete
Close-Out Report	Within 30 days of final contract payment and construction completion
Grant Closeout	Within 24 months of grant award; 12 months for Emergency projects

**Need to contact us?**  
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