

Grant Checklist	
To obtain a Notice to Proceed on the grant, submit:	Due Date
<u>Item</u>	
<input type="checkbox"/> Signed Grant Award	Within 45 days of Grant Award
<input type="checkbox"/> Authorized Signatures for Payments and Checks	Within 45 days of Grant Award
<input type="checkbox"/> Special Grant Conditions documentation	Within 45 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
Required prior to release of funds:	Due Date
<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 Technical Specifications and Drawings	
<input checked="" type="checkbox"/> Certify ROW/Property Ownership & Permits	
When Requests for Payment of grant funds are made, submit:	Due Date
<input type="checkbox"/> Request for Payment Form (<i>with authorized 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.	
Throughout the grant process, submit:	Due Date
<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
KEY DATES TO REMEMBER	Timeframe
Grant Effective Date	Date grant award is approved
Project Start Up/Notice to Proceed	Within 45 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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