

<b>Grant Checklist</b> (For capital improvement projects only)	
<b>To obtain a Notice to Proceed on the grant, submit:</b>	<b>Due Date</b>
<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 agreement
<b>Required prior to release of funds:</b>	<b>Due Date</b>
<input type="checkbox"/> Construction Contract(s), including <ul style="list-style-type: none"> <li>✓ Bid Package <i>(including all addenda)</i></li> <li>✓ Evidence of Bid Advertisement</li> <li>✓ Certified Bid Tab and Recommendation <i>(with explanation of discrepancies)</i></li> <li>✓ Winning Bidder's Response and Bid Bonds</li> <li>✓ Contract Agreement, Technical Specifications and Drawings</li> <li>✓ Certify ROW/Property Ownership &amp; Permits</li> </ul>	Prior to execution <i>(generally within 300 days of Grant Award)</i>
<b>When Requests for Payment (RFP) of grant funds are made, submit:</b>	<b>Due Date</b>
<input type="checkbox"/> Request for Payment Form <i>(with approved signature)</i> <ul style="list-style-type: none"> <li>✓ Documentation for draw requests <i>(Invoices, Certified Construction Draw Requests, etc.)</i></li> <li>✓ Local match expenditures</li> <li>✓ Attach any applicable change orders that have not previously been submitted.</li> </ul>	Following contract review and upon receipt of invoices for completed work
<b>Throughout the grant process, submit:</b>	<b>Due Date</b>
<input type="checkbox"/> Quarterly Progress Report	<input type="checkbox"/> Jan 1 <input type="checkbox"/> Apr 1 <input type="checkbox"/> Jul 1 <input type="checkbox"/> Oct 1
<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; grant period extensions)</i>	Submit to RIA for approval prior to implementing changes
<b>KEY DATES TO REMEMBER</b>	
Grant Effective Date	Date grant award is approved
Project Start Up Meeting	Within 45 days of grant award
RIA Notice to Proceed	Within 60 days of grant award
Substantial Progress	Within 270 days of grant award
RIA Project Review (Monitoring)	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; 18 months for Emergency projects

**Need to contact us?**  
(803) 737-0390 • [info@ria.sc.gov](mailto:info@ria.sc.gov)