

Grant Checklist (For capital improvement projects only)	
To obtain a Notice to Proceed on the grant, submit:	Due Date
☐ Signed Grant Award	Within 45 days of Grant Award
☐ Approved Signatures for Payments and Checks	Within 45 days of Grant Award
☐ Special Grant Conditions documentation	Within 45 days of Grant Award
☐ Subrecipient Agreement or Performance Agreement (<i>if required</i>)	Within 60 days of Grant Award and prior to execution of agreement
Required prior to release of funds:	Due Date
☐ Construction Contract(s), including ✓ Bid Package (<i>including all addenda</i>) ✓ Evidence of Bid Advertisement ✓ Certified Bid Tab and Recommendation (<i>with explanation of discrepancies</i>) ✓ Winning Bidder's Response and Bid Bonds ✓ Contract Agreement, Technical Specifications and Drawings ✓ Certify ROW/Property Ownership & Permits	Prior to execution (<i>generally within 300 days of Grant Award</i>)
When Requests for Payment (RFP) of grant funds are made, submit:	Due Date
☐ Request for Payment Form (<i>with approved signature</i>) ✓ Documentation for draw requests (<i>Invoices, Certified Construction Draw Requests, etc.</i>) ✓ Local match expenditures ✓ Attach any applicable change orders that have not previously been submitted.	Following contract review and upon receipt of invoices for completed work
Throughout the grant process, submit:	Due Date
☐ Quarterly Progress Report	☐ Jan 1 ☐ Apr 1 ☐ Jul 1 ☐ Oct 1
☐ Construction Contract Change Orders	Major – submit in advance Minor – submit with next RFP
☐ Grant Amendment Requests (<i>scope of work changes; budget changes; grant period extensions</i>)	Submit to RIA for approval prior to implementing changes
KEY DATES TO REMEMBER	
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?
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