



## Grant File Checklist

To be Completed by the Department Applying for Grant

Complete the checklist below for new and continuation grants. Once completed, please submit a copy to Finance, along with the Intent to Apply for Grant Funding Form to Finance for review and filing with the grant records. This should occur prior to submitting the grant application to the oversight entity.

Check Box		Checklist Item	Cross-reference to Grant Acquisition, Management and Compliance Document
<b>Pre-Award (prior to grant being awarded to the City)</b>			
	1.	Complete Intent to Apply for Grant Funding Form and submit to Finance for review and approval prior to submittal of grant application.	Section 6.1.4 and 6.1.5
	2.	I understand that the department needs to obtain proper approval for grant applications <u>prior</u> to applying for the grant. Grant applications for funds in the <b>maximum amount of \$100,000</b> require City Manager approval. Over \$100,000 requires City Council approval (threshold is consistent with the City's purchasing guidelines).	Section 6.1.7
	3.	I understand that the department needs to submit a copy of the grant application and supporting documents to Finance at the time of application submission for tracking and monitoring grant compliance requirements.	Section 6.1.8
	4.	I have read the Grant Acquisition, Management and Compliance process provided by Finance.	
<b>Post-Award (after the grant is awarded to the City)</b>			
	5.	If the grant is awarded to the City:	
		<b>5a.</b> I understand that the department is responsible for reviewing the grant agreement and forwarding all information to Finance.	Section 6.1.9
		<b>5b.</b> I understand that the department is responsible for following the City procurement policies when procuring goods or services with grant funds and following the Federal procurement rules when procuring goods or services with Federal funds.	Section 6.1.18 and 6.1.19
		<b>5c.</b> I understand that the department needs to comply with requirements of the grant.	Section 6.1.10
	6.	For purchases and contracts \$25,000 or more (cumulatively in any fiscal year), I understand that the City shall not enter into contracts or procure goods from vendors or contractors that are suspended or debarred.	Section 6.1.17
	7.	I understand that all records related to the grant program must be retained for a minimum of five years from the end of the grant closeout. However, if any equipment was purchased, then the grant records must be retained for five years from the date of transfer, replacement, sale, or disposal of the equipment.	Section 6.1.13
	8.	The department needs to inform Finance when an external review over the grant is scheduled to be performed, whether on-site or a desk review.	Section 6.1.14
		<b>8a.</b> The department needs to communicate any potential audit findings from external reviews and provide any reports issued or correspondence from the reviewing agency to Finance.	Section 6.1.14
	9.	I understand that if equipment is purchased with grant proceeds, the department needs to assist Finance with the City-wide physical inventory of the equipment as requested, at least once every two years. <i>Required for Federally funded assets.</i>	Section 6.1.16
	10.	I will work with Finance to submit reimbursement requests to grantors. For certain grants, it may be appropriate and practical for the Department to submit. In most instances, the Grants Compliance Team will handle these request with the department's assistance.	Section 6.1.20
	11.	I understand the department is responsible for fulfilling closeout requirements of the grant, including coordination with Finance on any final financial information and reporting needed.	Section 6.1.21

**Please print, sign, and return this form to Finance @ \_Grants Compliance Team**

\_\_\_\_\_  
Department Contact Name and Title (Please Print)

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Department Contact Signature

\_\_\_\_\_  
Date Form Completed

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date Signed

(This section is to be completed by the Finance Department, Grants Team)

\_\_\_\_\_  
Received by (Grants Team Member)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Approved by (Grants Team Member)

\_\_\_\_\_  
Date Approved