

## Granting Plan Checklist

### HEADER INFORMATION

- Agency/Department/Division Name is clearly identified       Effective date       Version Number

### ISSUANCE PROCEDURES

- Section Completed
- | <u>Applicable to all grants</u>                    | <u>Federal Subawards</u>   |
|--|--|
| <input type="checkbox"/> Grantee Selection Process | <input type="checkbox"/> Subrecipient/Contractor Determination       |
| <input type="checkbox"/> Pre-Award Eligibility     | <input type="checkbox"/> Ensure mandatory award requirements are met |
| <input type="checkbox"/> Pre-Award Risk Assessment |  |
| <input type="checkbox"/> Risk Assessment Tool      |  |
| <input type="checkbox"/> Grant Award Document      |  |
| <input type="checkbox"/> Internal Approval Process |  |
| <input type="checkbox"/> VISION Entry              |  |
| <input type="checkbox"/> Amendment Process         |  |

### MONITORING PROCEDURES

- Section Completed
- | <u>Monitoring Activities</u>                            | <u>Federal Subawards</u>   |
|---|--|
| <input type="checkbox"/> Desk Review                    | <input type="checkbox"/> Ensure mandatory Federal requirements are met |
| <input type="checkbox"/> Review of Backup Documentation | <input type="checkbox"/> Review of financial & programmatic reports    |
| <input type="checkbox"/> Site Visits                    | <input type="checkbox"/> Verify that Single Audits are conducted       |
| <input type="checkbox"/> Audit Review                   | <input type="checkbox"/> Single Audit review                           |
| <input type="checkbox"/> Monitoring Criteria            | <input type="checkbox"/> Single Audit follow-up                        |
| <input type="checkbox"/> Payment Procedures             | <input type="checkbox"/> Federal closeout process                      |
| <input type="checkbox"/> Checklists                     |  |
| <input type="checkbox"/> Sanctions                      |  |
| <input type="checkbox"/> Closeout Process               |  |

### OFFICIAL GRANT/MONITORING FILE

- Section Completed
- |  |   |
|--|---|
| <input type="checkbox"/> Format (paper/electronic) | <input type="checkbox"/> Contents of file(s)    |
| <input type="checkbox"/> Single/Multiple files     | <input type="checkbox"/> Custodian of the files |

### WAIVERS

- Plan Does NOT Include Waivers       Plan Includes Waivers
- Waivers are clearly identified  
 Waivers are NOT for a Federal requirement

### SIGNATURES

- Section Completed
- Appointing Authority  
 Business Manager  
 Signature line for approval by Finance & Mgmt
- Key Contact Person Information (no signature required)