

GRANTING PLAN CHECKLIST

HEADER

- Clearly identifies the Agency and/or Department
- Includes an Effective Date
- Includes the Version

FOOTER

- Includes the Section/Part
- Includes Page # of #

ISSUANCE

Applicable to all grants

- Grantee Selection Process
- Pre-Award Eligibility
- Pre-Award Risk Assessment
- Risk Assessment Tool
- Grant Award Document
- Internal Approval Process
- Payment Process
- VISION Grant Tracking Entry
- Amendment Process

Additional for Federal Subawards

- Subrecipient/Contractor Determination
- Ensure mandatory award requirements are met

MONITORING

Applicable to all grants

- Desk Review
- Review of Backup Documentation
- Site Visits
- Audit Review
- Monitoring Criteria
- Financials
- Checklists
- Sanctions, if appropriate
- Closeout Process
- VISION Grant Tracking Entry

Additional for Federal Subawards

- Ensure mandatory Federal requirements are met
- Review of financial & programmatic reports
- Verify that Single Audits are conducted/completed
- Single Audit review process & follow-up
- Subrecipient Annual Reports are completed
- Federal closeout process

OFFICIAL GRANT/MONITORING FILE(S)

- Format (paper/electronic)
- Single/Multiple files
- Contents of file(s)
- Custodian of the files

WAIVERS

- Plan does NOT include waivers
- Waivers are clearly identified
- Waivers are NOT for a Federal requirement
- Waivers are/will be requested separately

SIGNATURES

- Signature line for Appointing Authority
- Signature line for Business Manager
- Signature line for Finance & Management

CONTACT INFORMATION

- Key contact information (no signature required)