

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)