

## Planning Grant Monitoring Checklist

Planning grants undergo a desk review monitoring (i.e. – completed in GMS) after the closeout request has been submitted in GMS. Once the monitoring record has been created in the eGMS, the following items must be uploaded to the record within 30 days.

### General Items

- Signed copy of Closeout Form 1: Grantee's Acknowledgements & Certifications
- Signed copy of updated Disclosure Report (Contract Development Form 1)

### Procurement

- Signed copy of contract for grand administration services
- Signed copy of contract for engineering/architectural services

### Financial Management

- Copy of federal Financial Management forms
  - Federal Cash Control Register (Form 1)
  - Contract Obligations Control Register (Form 2)
  - Contractor Expenditure Ledger (Form 3)
  - Property Inventory Ledger (Form 4)
  - Local Match Ledger (Form 5)
- Copy of invoices or billing statements from the professional service providers
- Copy of deposits and expenditures of grant funds (e.g. – State Auditor's ACH receipt, bank statement showing receipts and disbursements)
- Copy of checks disbursing grant funds toward this project
- Copy of checks disbursing local funds toward this project