Grant Development

Identify Funding Opportunities	**Intent to Submit Form**	Proposal Preparation and Budget	Negotiation if Applicable	**Proposal Routing Form**	Submit Proposal

Receipt of Award

Notify Staff and Meet to Review Award Documents Notify Public Relations and Webmaster	Set Up Index/Fund and Review Budget	Create Grant File Award Checklist and Financial Disclosure Signed	Load Budget in FIS Department Routes Payroll Documents	Issue Subawards or Contracts if Applicable FFATA Reporting

Grant Management

Uniform Guidance Compliance (Allowable Costs for Accounts Payable/Receivable, Purchasing, Travel and Reimbursements)	Project Accounting, Monthly Financial Reviews, Quarterly Reports, Internal Audit	Effort Certification Reports	Invoicing for Contracts Federal and State Draws

Award Close-Out

Follow Close-Out Checklist 90 Days Prior Submit Final Reports	Terminate Index and Fund	Retention of Records