



ARE YOU GRANT READY?

If your jurisdiction has a desire to invest time and energy into its grant's enterprise, then you are half-way there. If you are not sure about the rest, use this checklist for a quick evaluation of your organization's grant readiness.

THE BASICS

Does your organization have any experience with administering and managing federal, state or local grant funds? If so, was this in the past 12 months?

Yes ☐ **No** ☐

Is your organization registered with SAM.gov?

Yes ☐ **No** ☐

Is your organization suspended, debarred, or showing delinquent with federal debt in Sam.gov?

Yes ☐ **No** ☐

Is your organization tracking funding announcements on Grants.gov or on other systems?

Yes ☐ **No** ☐

Does your organization have available matching resources or know how to identify sources for matching funds?

Yes ☐ **No** ☐

Do you have staff assigned to or available for researching grant opportunities, grant writing, and performing grants management?

Yes ☐ **No** ☐

ORGANIZATIONAL CAPACITY

In the past 12 months, has your organization experienced rapid turnover or changes to key personnel whose positions would be integral to grant management or work on grant-funded projects?

Yes ☐ **No** ☐

Do you have the IT infrastructure in place to retain program documentation and data?

Yes ☐ **No** ☐

Does your staff have the capacity and training to manage grants post-award including the monitoring of subrecipients and contractors?

Yes ☐ **No** ☐

Does your organization have a centralized digital drive, grant management platform, or other storage location to organize and store grant-related files?

Yes ☐ **No** ☐

COMPLIANCE & MONITORING

Is someone in your organization familiar with 2 CFR 200 (Federal Uniform Guidance)?

Yes ☐ **No** ☐

Has your organization had any unresolved audit findings or questioned costs in the last 5 years?

Yes ☐ **No** ☐

Does your organization have an up-to-date grant policies and procedures manual?

Yes ☐ **No** ☐

Does your organization have an up-to-date procurement policies and procedures manual?

Yes ☐ **No** ☐

Do you have accounting systems in place to track grant and matching funds separately from your general fund?

Yes ☐ **No** ☐

Are you able to track program data, including participants' demographic data and key performance indicators?

Yes ☐ **No** ☐

BEYOND THE BASICS (Items That Indicate Advanced Preparedness)

Do you have research or GIS staff that can prepare data and maps for grant applications?

Yes ☐ **No** ☐

Do you have a process for ensuring that your subrecipients and contractors are in good standing with SAM.gov?

Yes ☐ **No** ☐

Do you have a public participation plan that regularly gathers stakeholder input?

Yes ☐ **No** ☐

Do you have a process for aligning projects with grant opportunities?

Yes ☐ **No** ☐

Do you have specific Civil Rights, Conflicts of Interest and Fraud, Waste and Abuse Policies and/or Coordinators?

Yes ☐ No ☐

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