

**Transportation Fund for Clean Air (TFCA) Regional Fund
PERMANENT GRANT PROJECT FILE
Checklist
FY 2007-08**

PROJECT NUMBER _____

APPLICANT NAME _____

APPLICATION TYPE _____

		<u>Item Present</u>	<u>N/A</u>	<u>Signature/Date</u>
1.	<u>Miscellaneous/Notes/Checklist</u>			
	a. Any notes on the Project during Project Life, including Change Forms	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	<u>Grant Application</u>			
	a. Grant Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Notification of Missing or Inadequate Information	<input type="checkbox"/>	<input type="checkbox"/>	_____
	c. Additional information received from Applicant	<input type="checkbox"/>	<input type="checkbox"/>	_____
	d. Cost-effectiveness worksheet	<input type="checkbox"/>	<input type="checkbox"/>	_____
	e. Technical staff has verified that the required application documents are present	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	<u>Correspondence</u>			
	a. Any correspondence w/ Sponsor after Application complete	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	<u>Funding Agreement</u>			
	a. Board Agenda	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In Annual File
	b. Board Minutes Showing Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In Annual File
	c. Spreadsheet/List of Approved Projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In Annual File
	d. Grant Agreement Checklist (heavy duty vehicles only)	<input type="checkbox"/>	<input type="checkbox"/>	_____
	e. Award Letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
	f. Executed Funding Agreement	<input type="checkbox"/>	<input type="checkbox"/>	_____
	g. Insurance Documentation	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	<u>Accounting and Finance</u>			
	a. Copies of Invoices	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Purchase/Payment Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
	c. Authorization to Release Funds	<input type="checkbox"/>	<input type="checkbox"/>	_____
	d. Copy of Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.	<u>Reporting – Right Side of Folder</u>			
	a. Quarterly Reports	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Final Report	<input type="checkbox"/>	<input type="checkbox"/>	_____
	c. Inspection Reports (if any)	<input type="checkbox"/>	<input type="checkbox"/>	_____
7.	<u>Close-out Project</u>			
	a. Letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
	b. Update Database (Infobase sheet)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Project File Prepared by: _____ **Date:** _____

Project File Reviewed by: _____ **Date:** _____