

Getting Started Right

FUNDING AGREEMENT

Your Agreement Has 5 Critical Sections

Scope

Eligible activities and deliverables

Timeline

Performance period and key dates

Budget

Approved costs, match, limitations

Special Conditions

Davis-Bacon, BABA, NEPA, and more

Reporting

Deadlines, formats, submission process

COST ELIGIBILITY

The 6-Question Cost Test

Before charging a cost, ask:

- ✓ Necessary and reasonable?
- ✓ Allocable to this project?
- ✓ Allowed by the agreement?
- ✓ Consistent with policy?
- ✓ Properly documented?
- ✓ Charged only once?

NEVER ELIGIBLE

Alcohol · lobbying · fines · bad debts

Unauthorized pre-award costs

Post-performance costs

COMPLIANCE CALENDAR

Track These From Day One

- ✓ Project start and end dates
- ✓ Progress reporting deadlines
- ✓ Financial reporting deadlines
- ✓ Amendment request deadlines
- ✓ Final closeout requirements
- ✓ Special condition milestones

REMEMBER

Read the agreement before acting

Your funding agreement is the operational roadmap.

Ask before spending

Clarify questionable costs early — before the money moves.

Build your calendar immediately

Missed deadlines become compliance issues.

