

Grant Agreement Review Guide

Step-by-step instructions for reviewing grant agreements before signing

Purpose

This guide helps you systematically review your grant agreement to understand requirements, identify critical dates, and ensure your organization can meet all obligations before signing.

Step 1: Identify Document Components

Locate and check off each component of your grant agreement:

Component	Found?	Page #
Face Sheet/Cover Page	<input type="checkbox"/> Yes <input type="checkbox"/> No	
General Terms and Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scope of Work/Project Description	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exhibits/Attachments	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 2: Document Critical Dates

Milestone	Date	Calendar?
Agreement Execution Deadline		<input type="checkbox"/>
Period of Performance Start		<input type="checkbox"/>
Period of Performance End		<input type="checkbox"/>
First Report Due		<input type="checkbox"/>
Environmental Clearance Deadline		<input type="checkbox"/>
Construction Start Deadline		<input type="checkbox"/>
Closeout Submission Deadline		<input type="checkbox"/>



Step 3: Review Compliance Requirements

Requirement	Applies?	Understood?
Environmental Review (NEPA/SEPA)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Davis-Bacon Prevailing Wages	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Buy America/BABA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Competitive Procurement (2 CFR 200)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Civil Rights/Nondiscrimination	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Single Audit (if >\$750K federal)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Step 4: Budget and Financial Terms

Item	Amount/Details
Total Project Cost	\$
Federal/State Award Amount	\$
Required Local Match	\$ (%)
Match Source(s)	<input type="checkbox"/> Cash <input type="checkbox"/> In-kind <input type="checkbox"/> Both
Indirect Cost Rate	<input type="checkbox"/> De minimis 15% <input type="checkbox"/> Negotiated _____%
Budget Flexibility (10% rule?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prior approval needed

Step 5: Key Contacts

Role	Name	Contact Info
Program Officer		
Grants Specialist		
Technical Contact		



Common Mistakes to Avoid

- Starting work before environmental review completion
- Skipping competitive procurement requirements
- Not reading special conditions carefully
- Poor record keeping from the start
- Assuming contractors handle all compliance
- Making unauthorized budget or scope changes

Review Certification

I have reviewed this grant agreement and understand the requirements, deadlines, and obligations.

Reviewer: _____ Date: _____

Title: _____

