



DEPARTMENT OF ENVIRONMENTAL CONSERVATION
Grant File Checklist for Grantees

This checklist has been developed to assist grantees in administering Vermont Department of Environmental Conservation grants. Grantees are urged to use it to assure that all requirements are met. Contact your Grants Management Specialist with any questions.

Grantee:

Grant Tracking #:

Term of agreement: through

Amount of grant:

Agreement

- Executed Agreement (including any Amendments, if authorized)
Subcontractor Procurement Documents (if applicable)
Subcontractor Agreements (if applicable)
Subcontractor Approval Forms (Approved)
Correspondence (if applicable)

Grant Management

- Project Budget
Profit and Loss Sheet (Optional)
Invoices and Receipts
Form 430 Requests for Funds submitted to State
Project Deliverables
Timesheets (if applicable)
Match Documentation Forms (if applicable)
Equipment Ownership Approval (if applicable)
Correspondence (if applicable)

Documents to Maintain at Organization/Grantee Level

Subrecipient Reporting

- Subrecipient Annual Report (if Federal funds received), submitted to VT Dept. of Finance & Mgmt.
A-133 Single Audit submitted to primary pass-through agency (if Subrecipient expends over \$750,000 in Federal funds in Fiscal Year, in accordance with OMB Circular A-133)
Management Decision Letter (if applicable)
Any required Corrective Action Plans (if applicable)

Site Visit (if selected)

- Internal Control Detail Sheet and Self-Assessment
Initial Determination Letter
Grantee Response (if applicable)

Record Retention

- Retain a grant file including all financial records, supporting documents and other documents pertinent to the agreement for a period of three years after the end of the term of agreement.

Notes: