

Pre-Award Checklist		
Grant Information:		
Grant Title:		
Requested Grant Amount:		
Grantor/Funding Source:		
Grant Number:		
Grant Budget Period:		
Grant Performance Period:		
Grant Lead:		
Department Manager		
Item No.	Completed? Yes, No, or N/A	Checklist Steps
1.		Has the Notice of Funding Opportunity (NOFO) or grant-providing organization (GPO) document been read in detail?
		<i>Answer the following:</i>
		a. Does the grant provide separate training resources?
		b. If so, did Grant Lead and the Department Manager take the training?
	Response:	
2.		Does the identified funding opportunity align with the Tribe/TDHE's: (1) goals; (2) development plan; and (3) fundraising strategy?
	Response:	
3.		Is the Tribe/TDHE a good fit based on organizational capabilities, the listed need(s) of the awarding agency, of the NOFO and/or GPO eligibility requirements? <i>Use the above question when answering questions #3 through #7:</i>
		a. Eligible activities/scope of work apply to Tribe/TDHE?
	Response:	
4.		What are the allowable costs?
	Response:	
5.		What are the reporting requirements?
	Response:	

6.		What documentation is required?
	Response:	
7.		What are the legal/regulatory requirements?
	Response:	
8.		Have all funding opportunity pre-application registrations been completed? (These are noted within the NOFO and/or GPO, when applicable, If so, what are the required pre-app registrations?) e.g., <i>Required registrations for NOFO'S including Data Universal Numbering System (DUNS), System for Award Management (SAM), and Grants.gov. Identify GPO requirements, if any.</i>
	Response:	
9.		Does the Tribe/TDHE have required financial and/or organizational policies, procedures, and practices in place to use grant funds properly? Answer the following: a. What are the required policies, procedures and practices, if any?
	Response:	
10.		Has the project proposal been reviewed for both programmatic and financial feasibility? If so, by whom?
	Response:	
11.		Are the project costs based on documented, reasonable estimates? How were the estimates determined?
	Response:	
12.		Has the project budget and budget narrative been completed and reviewed for approval?
	Response:	
13.		Is there a documented history of performance of previous related grant award program activities? This includes the timeliness and accuracy of prior required federal reporting, conformance with the terms and conditions of the award agreement, etc.
	Response:	

14.		Department Manager approved the grant application?
	Response:	
15.		Has Compliance and Finance reviewed the grant application prior to submission?
	Response:	
16.		Has Grant Lead verified that there are no competing requirements, conflicts or restrictions with other current grants?
	Response:	