

Grant Officer Checklist

Grant Officer Checklist for Payment Request Vouchers

FORM C2

1. Make sure all charges are grant-eligible and fit the activities described in the Progress Report.
2. Add up all of the numbers for each grant element; make sure that the totals listed on the forms are correct and make changes, if necessary.
3. Make sure the recipient has calculated the correct overhead amount.
4. Verify all backup documentation.
5. Ensure all of the dates of cost incurred (column 5) fall within the billing period listed on the A-19 form.

FORM B2

1. Check that the number(s) in column 2 are the same as the number(s) from form C (totals by element).
2. Ensure numbers in column 5 on this form are the same as numbers in column 6 on the previous form.
3. For each Element, add Column 4 to Column 5 to verify Column 6 numbers are correct.
4. Add-up budget numbers to ensure they are correct (Column 7). If you have amended the grant to change the budget, make sure that the new budget numbers are on the form.
5. Make sure Column 8 is equal to Column 6 OR Column 7, whichever is SMALLER.
6. Add up Columns 2-8 to verify the totals are correct.
7. Add all of the numbers in Column 8 and make sure that the number matches the number in Box 9.
8. Multiply the number in Box 9 by the fund share percent and make sure the total matches the number in Row 11.
9. Make any corrections necessary to the current B2 form.

A-19

1. Ensure the date of your signature is on or after the last day of the billing period.
2. Ensure the Progress Report covers the entire billing period listed on the A-19 form.
3. Ensure the total grant amount (state share) is listed correctly (line 10).
4. Ensure line 11 matches the number listed on line 11 of form B2.
5. Ensure the previous cumulative total on line 12 equals line 11 on the previous A-19.
6. Subtract Row 12 from Row 11 and make sure the number equals the number in Row 13.
7. Subtract Row 11 from Row 10 and make sure that the number equals the number in Row 14.