**Federal Grant Requirements**

1. A copy of your procurement policy/requirements for your project based on your project's dollar amount. (For example, were you required to get one or multiple quotes, gather bids, issue an RFP, or other processes?)
2. Copies of documents showing procurement policies were followed (quote(s), bids, RFP, etc.)
3. Copy of your fully executed (signed by both parties) contract, including Statement of Work, for your project.
4. Subgrantee Report Form
   1. Copy of all invoices
   2. Copy of the claim filed with the auditor
   3. Copy of the check or ACH transaction of payment
5. Certification of Project Completion Form
6. 911 Federal Grant Equipment Inventory
   1. Pictures of equipment showing serial numbers
7. Projects must be completed by March 31, 2022.

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