Grant Execution Checklist

Upon Receipt of the Email with the Agreement Attached:

☐Note the deadline for returning the signed Agreement that is set forth in that email.

☐Read the entire draft Agreement including the Scope of Project in Item 2. Please note that after the Agreement is executed, the scope of the project cannot be changed.

☐Circulate the draft Agreement to whomever is appropriate in the jurisdiction for review.

☐If the Agreement must be approved by the City/Town Council or County Board of Commissioners, schedule that review in a timeline that allows the PSAP to meet the deadline for returning the signed Agreement.

To Execute the Agreement:

Do **NOT** use DocuSign.

Do **NOT** insert the date on the first page of the Agreement – that will be inserted by Board staff when returned for countersignature.

☐ Have the County/City/Town Manager sign the document and complete the attestation.

☐ Have the Finance Officer (or the Deputy Finance Officer who has been approved by the locality) conduct the preaudit required by G.S. 159-28.

☐ Once the signatures and attestation have been completed, return the signed Agreement as a PDF by responding "Reply All" to the **original email** that Board staff used to send the Agreement to the PSAP.