

**Morgan County Government
Grant Project Coordination Form**

This form is to be completed by the Initiating Department and submitted with the Contract Routing Form to the Administrative Services Manager. All County policies are to be followed in any grant funded projects.

Grant Name: _____

Administrative Officer: _____

Project Name: _____

Project Director: _____

Timeline: Please complete the timeline according to the grant project deadlines. It is the Initiating Department's responsibility to meet the grant deadlines or contact the appropriate personnel if the deadline will not be met.

General Info	Due Date
Grant application award	
Grant start date	
Grant completion date	

Progress Reports Due	Due Date

Financial Reports Due	Due Date

Project Budget: Please list all project expenditures and the appropriate budget line. List all sources of revenue used to meet the project total. The Total Expenditures and Total Revenue should balance.

Description	GL #	Total Expenditures	Total Revenue	Revenue Sources			
				Grant Funds	County Cash	Other Agency Contributions	In-Kind
Project Totals							

County Departments Involved or Impacted: Please list all entities involved.

Contact Person	Agency	Task	Date Completed (start and end date if applicable)

Compliance Requirements

Federal grants are governed by the Office of Management Budget (OMB) Circulars. An applicant for a federal grant is required to comply with the OMB Circulars that apply to the organization. All states and local governments must comply with uniform Administrative Requirement, Cost Principals, and Audit Requirements for Federal awards. In addition, the Catalog of Federal Domestic Assistance (CFDA) contains financial and non-financial information for programs administered by departments of the Federal government. Each program is assigned a CFDA Number outlining the requirements of the program and to assist the grantee in proper oversight of the grant. The Initiating Department is responsible for reviewing and understanding the above Circulars and the information provided in the Catalog of Federal Domestic Assistance.

Grant information may be obtained from the following website: www.grants.gov

CFDA Numbers may be obtained or verified at: www.CFDA.gov

Administrative Requirements, Cost Principals, and Audit Requirements may be found on the following website: www.federalregister.gov/documents/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards