MCR Planning Grant

Request for Funds Checklist

Local Government/Grantee: 

Local Government Address: 

Contract Number: 

Draw Request Number:  

Draw Request Amount: 

Type of Planning Project: 

[ ]  MCR Request for Funds Form

[ ]  Consultant invoices with hourly rate breakdown and dates of service provided

[ ]  Evidence of expenditure and proof of local match; in-kind match is ineligible

[ ]  Progress Report with first draw request

[ ]  First Draw: Draft of final deliverables such as Growth Policy, HNA, CIP, PER, etc.

[ ]  Completion Report with final draw request

[ ]  Final Draw: Evidence of compliance with contract’s scope of work, final deliverables submitted as digital copy and documentation showing local match requirements have been met

 

Approved by: Date