

TYPICAL ERRORS MADE WHEN COMPLETING STATE FUNDED GRANT AGREEMENTS

*The following is a list of mistakes commonly found on submitted grant agreements. **These errors are cause for agreements to be returned and in most cases rerouted for signatures.** This of course, delays the process and when funding can be received.*

1. Using the incorrect agreement number and/or not listing agreement number and project number (SP or SAP) on all pages of the agreement. All pages of the grant agreement must contain the project number and assigned agreement number given by the State Aid office. Double check to make sure that the project number and agreement number are correct on ALL pages of the grant agreement. Note that agreement number and project number need not be listed on attachments to the agreement.
2. Reporting the wrong funding amounts. The dollar amounts used should reflect the funding given in the *authorized Encumbrance Letter* sent from State Aid Finance.
3. Using the wrong funding in Exhibit A. The most common mistake is to report the Public entity/Matching funds in the same section as the State Funds in the Sources of Funds column. These two should be listed separately in the appropriate sections. The same is true for listed costs for "Items paid for with Grant Funds" and Items paid for with Non-Grant Funds". Subtotals amounts must match just as the "Total Funds" and "Total Project Costs" amounts on the bottom of the page must match. *In short, the left column "Sources of Funds" should reflect the right column "Uses of Funds".*
4. Not including the Exhibit cover sheets in the grant agreement. Even if you have attachments for the specific exhibits, all of the cover sheets must be included when you submit the grant agreement.
5. Not printing all of the pages of the agreement, incomplete, or missing pages. The grant agreement must be submitted in its entirety. There should be no blank sheets included in any part of the agreement.
6. Submitting the Resolution as a separate document. The resolution should be included as an exhibit in the agreement. Also, the dollar amount in the resolution must match other areas of the agreement, including on Exhibit A.
7. Unsigned or incomplete application for bridge funding, or applications for competitive funds. If the project was legislatively selected for funding (i.e., an earmark), the local agency should fill out a blank competitive application and

include it as an exhibit.

8. The "Project Completion Date" should not be the same as the construction completion date. Please allow enough time for the processing of all State Aid payments and closure of the project. There is no down side to making a conservative estimate of project completion.
9. Obtaining the incorrect signatures to execute the agreement. The resolution spells out who is the proper authority to execute the agreement. Signatures of others not identified in the resolution will not be accepted.