

INTERNAL & FISCAL AGENT GUIDELINE CHECKLIST

FY12

(This form is intended to help the process for grant awards and expenditures of such grants to go smoothly)

<i>State Administered (Internal)</i>	<i>Local Fiscal Agent Administered (Fiscal Agent)</i>
<i>Funds requested on state administered application form</i>	<i>Project Leader obtains agreement from local recipient to serve as fiscal agent</i>
<i>Project Leader and/or Coordinator sign *Application is uploaded into LPS</i>	<i>Carl D. Perkins - State Leadership & Development Application filled out, signed by Project Leader and sent to Fiscal Agent for signature</i>
<i>Internal C-20 processed by TC Danel</i>	<i>Fiscal Agent uploads Application and Budget forms into LPS</i>
<i>Project approval letter, C-20, and application combined in LPS. Notification is sent to USOE Project Leader, Coordinator & Support Staff</i>	<i>C-20 process by TC Danel</i>
<i>State expenditure authorization forms initiated, signed, and attached to application: *C-7 (meals, lodging, workshops/conferences, materials, supplies, consultants, travel) *Contracts (Must use appropriate state purchasing procedures)</i>	<i>Project approval letter, C-20, application & budget are combined into one file and uploaded into LPS by TC Danel. Notification is sent to Fiscal Agent & Project Leader</i>
<i>Project administered by project leader, funds expended through state system</i>	<i>Project administered by Project Leader and Local Recipient. Funds expended by Fiscal Agent and requested for reimbursement</i>
<i>Accountability Report "Part A" prepared by Project Leader and uploaded into LPS</i>	<i>Accountability Report "Part A" prepared by Project Leader and uploaded into LPS</i>