

Chapter 7 Contractual

1. Is each contract or sub-grant listed as a separate item?
(Separate budgets are required for sub-grants or contracts regardless of the dollar value.)
2. Are the products/services to be acquired described along with the applicability of each to the project?
3. Do the costs appear reasonable and realistic?
4. Are any sole source contracts contemplated? If yes, is a sole source justification included with the application which describes why the proposed sole source entity is the only source capable of meeting the applicant's project needs?
5. Are disallowed costs excluded?
6. Contingencies or miscellaneous charges must be excluded!
7. Are there contracts with non-US organizations?
8. Do Grantees have a CD-512 on file for each of their sub-grants or contracts?

Grant Specialists shall review items one thru nine which should be addressed in the cost analysis memo.

Item number two would be based upon the federal program officer checklist.