

Regional Office Checklist for Completeness of Grantee's Financial Package

Grantee Financial Plan Item	Completed		
	Yes	No	NA
Draft Full Funding Grant Agreement (FFGA) Application, including Attachments			
Documents Leading to FFGA Application			
Documentation Supporting Capacity to Fulfill FFGA Commitments, including commitment letters, contracts, agreements, legislative referendums or other documents demonstrating local share commitment of non-Federal funding partners			
Major Project-Specific Capital and Operating Financial Plan			
Dedicated Project-Specific Revenue Forecasts, with Schedule of Funding Sources (Federal/State/Local, Debt Proceeds/Debt Service)			
Enacting Legislative Documents for Tax Referenda			
Joint development agreements, or description and supporting documentation of other innovative financing techniques, if applicable			
Financial Analysis Sections of Final and Supplemental Environmental Impact Reports and Addendums			
Major Project-Specific Board Briefings/Board policies that discuss or limit fund use			
Grantee Enabling Legislation			
Grantee Organization Chart/List of telephone contacts			
20-Year Agency Financial Plan, with Summary Cash Flow Schedule, supporting assumptions, 10-year revenue and expense history, and transmittal letter from CEO/GM or Board resolution formally endorsing financial plan			
TIP, STIP and Short Range Transit Plan (SRTTP), if available			
Regional Long Range Transportation Plan (20 years)			
Organization-Wide Capital Plans (5-10 years)			
Past 3 Years Annual Operating and Capital Budget			
Past 3 Years Audited Financial Statements and Compliance Report			
Past 3 Years Annual Reports/Comprehensive Annual Financial Report (CAFR), if available			
Bus and Rail Fleet Management Plans/Bus Replacement Schedule			
Latest Bonding Prospectus/Credit Facility Documents (credit lines, commercial paper, etc.)			
Local development, demographic and economic studies used in preparing the financial plan, plus documentation supporting efficiency or productivity gain assumptions			
Summary of Open Grants			
Other Federal or State Oversight Reviews (Triennial, Financial Systems, Procurement)			
Labor Agreements			