

APPENDIX A: Grant Recipient Contract Administrator Responsibilities Checklist

NCLWF Acquisition Program

As the Grant Recipient Contract Administrator, you are responsible for coordination of the grant, including **Communications, Reporting, and Document Preparation**. If you have any questions about these responsibilities, please contact your NCLWF Contract Administrator.

Communications

- Contact NCLWF Contract Administrator to discuss any changes in Scope of Work or Budget.
- Familiarize yourself with the Checklists found in **Appendices B-G** of this manual.
- Provide the Checklists to the Closing Attorney and other vendors to communicate NCLWF standards.
- Contact your NCLWF Contract Administrator to discuss any questions, issues, or challenges discovered throughout the administration of the grant.

Document Preparation

- Review documents against the Checklists found in **Appendices B-G** of this manual before submitting to NCLWF.
- Submit documents to NCLWF using the Acquisition Document Submission Portal:
fs24.formsite.com/NCLWF/vrmhpbjvbm7/index.html
- Read pre-closing memo review sent by NCLWF and request all necessary changes from your vendors.
- Review the revised documents from vendors against the pre-closing memo from NCLWF before resubmitting them; look for potential new errors that have been introduced.
- Check the documents against each other for inadvertent conflicts. For example, if the surveyor made a change, did it affect the legal description in an easement?
- Markup the pre-closing memo to indicate how each request has been handled and submit with your materials.
- Resubmit pre-closing documents through the Acquisition Document Submission Portal.
- Send a full-sized copy of the plat of survey to NCLWF when requested.

Reporting

- Ensure submission of all Annual Nonprofit Pre-Disbursement Documents.
- Submit quarterly reports through the Acquisition Document Submission Portal.
- Submit Change Requests for time, budget, and scope revisions through EBS-GMS.
- Close out the grant by submitting all required Post-Closing Documents and Final Report through the Acquisition Document Submission Portal.