**Chapter/Council Federal and State Grant/Contract Assessment**

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| **Questions:** |
| Briefly describe the anticipated grant-funded project or contract including (i) where the work is to be completed, (ii) the anticipated outcome of the work, (iii) whether the project location is in TU’s Priority Waters, and (iv) salmonids that may be impacted by the project. |
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| How many individuals are on your Chapter/Council board of directors? |
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| Does the Chapter/Council have employed staff? |
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| If Chapter/Council has employed staff, does the staff have experience managing grant-funded projects, including those funded by federal or state sources which may carry additional obligations? |
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| Does the Chapter/Council maintain cash reserves of at least 10% of the proposed grant amount or three months operating cash, whichever is greater? |
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| Does the Chapter/Council have a history of successful grant or contract administration? If yes, please describe your most recent grant-funded or contract project and its outcome. |
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| If the Chapter/Council has a history of successful grant and contract administration, are the individuals who managed the prior projects still on the board of the Chapter/Council *and* willing to continue serving in that role for the life of the project being assessed here? |
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| Does the Chapter/Council have a financial system capable of accounting for different budgeted projects? |
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| Is the proposed grant or contract over $100,000? |
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| Is the proposed grant or contract federally-funded or state-funded? |
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| Does the Chapter/Council have its own legal counsel or funds budgeted for legal assistance, if it were needed? |
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| Does the Chapter/Council Treasurer have experience managing budgets and producing detailed reports for grant-funded or contract projects? |
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| Does the Chapter/Council have outside accounting assistance, such as a bookkeeper or accountant? |
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| How many individuals on the Chapter/Council are responsible for the long-term administration of the grant or contract? Describe each person’s involvement, prior experience, and any relevant education or training. |
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| Does the Chapter/Council have a robust governance process, including regular meetings, minutes, records and adherence to bylaws? |
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| To ensure avoiding duplication of efforts and ensure alignment, has the TU National State Director or other staff person been informed of this opportunity? |
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| Does the Chapter/Council have a procurement policy or anticipate following TU National’s Procurement Policy with respect to the grant? |
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| Does the Chapter/Council have policies in place related to document retention, whistle blower and conflict of interest? |
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