

**Department of Finance and Administration - Office of Budget**  
ARRA Approval Process and Check List

Agency # \_\_\_\_\_ Agency Name \_\_\_\_\_

Analyst \_\_\_\_\_

Grant Name \_\_\_\_\_

Grant # \_\_\_\_\_

Type of grant:	<b>Amount</b>
_____ Competitive/Discretionary (C/D)	\$ _____ -
_____ Formula (F)	\$ _____ -

Budget:	Initial	Requirements	Required	May be required	N/A
_____		State Clearinghouse Fiscal Review (A-95 process)	C/D	-	F
_____		MFG / Cash Increase Letter	C/D	F	-
_____		Grant Award Notification	C/D & F	-	-
_____		Updated or New Certification of Income	C/D & F	-	-
_____		PEER / Emergency Approval (circle one)	C/D	F	-
_____		New Fund requested	-	C/D & F	-
_____		Cost Center requested	C/D & F	-	-
_____		WBS element and Project Definition established	C/D & F	-	-
_____		Cost Center assigned	C/D & F	-	-
_____		Unblock appropriation form completed	C/D & F	-	-
_____		Park appropriation to spendable commitment items	C/D & F	-	-

Accounting:	Required	May be required	N/A
_____ Funds Center/Commitment Item 52 established	C/D & F	-	-
_____ New Fund established	-	C/D & F	-
_____ Cost Center established	C/D & F	-	-
_____ Appropriation transferred	C/D & F	-	-
_____ Cost Center form transmitted to IGS & CAFR	C/D & F	-	-
_____ Unblock appropriation in Commitment Item 52	C/D & F	-	-
_____ Post appropriation to spendable commitment items	C/D & F	-	-

OPM:	Required	May be required	N/A
_____ Review of Position(s) to be established	C/D & F	-	-

\_\_\_\_\_ Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Administrator - Office of Personnel Management \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Administrator - Office of Budget \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Administrator - Office of Accounting \_\_\_\_\_ Date \_\_\_\_\_