SUBRECIPIENT GRANT AGREEMENT PROCESS:
FROM SELECTION TO AWARD

SELECTION LETTER

WHO WILL COMPLETE THE GRANT ACTIVITIES?

All activities will be completed by Grantee staff members, utilizing resources on hand.

All or a portion of goods and services will be provided by an outside source.

GRANTEE PROCEEDS WITH PROCUREMENT, MAKING SURE TO ADHERE TO DBE REQUIREMENTS.

NEED ASSISTANCE?

Contact your Regional Planning and Development Council

CONTRACTORS AND/OR SUPPLIERS CHOSEN

GRANTEE DEVELOPS STATEMENT OF WORK AND BUDGET.

HOW?

See attached guidance. Contact grant program personnel for additional assistance.

GRANTEE SUBMITS STATEMENT OF WORK AND SIGNED BUDGET TO BE BASIS FOR SUBRECIPIENT GRANT AGREEMENT.

DHHR WRITES AND REVIEWS SUBRECIPIENT GRANT AGREEMENT. DHHR SENDS FOR GRANTEE SIGNATURE.

WAIT!

Writing and reviewing the grant can take several weeks. Watch for the agreement in the mail.

GRANTEE RECEIVES, REVIEWS, SIGNS, AND RETURNS SUBRECIPIENT GRANT AGREEMENT TO ADDRESS PROVIDED.

START!

Grant Activities can proceed when all parties have signed the Subrecipient Grant Agreement and after the specified grant start date.

DHHR APPROVES AND SIGNS AGREEMENT, FINALIZING THE

AWARD.