

**Grant Process Outline for Cycle 40**

- State Plan Committee reviews process and timeline on **January 9, 2017**.
- Additionally, State Plan Committee reviews the 2016-21 State Plan goals and objectives to identify the funding priorities that they would like to be addressed in the grant. **January 9, 2017**.
- Council meets on **January 24, 2017** to approve recommended process, timeline, and funding priorities from State Plan Committee.
- State Plan Committee meets between **January 25 and March 10, 2017** to develop selection standards and review staff-drafted Request for Proposal (RFP). (Staff may advertise grant release, perform relevant staff work, and solicit feedback from public during this period.)
- State Plan Committee sends RFP recommendation to Council for approval.
- Council meets on March 21, 2017 to approve RFP.
- RFP Announcement on **April 1, 2017**:
  - Disseminated in all formats: mail, post to website, email and enter into FISCal (state procurement website).
- **Allow for 60 days of advertisement for the RFP.**
- **A Q&A Session or Proposer's Conference will be hosted during the 60 day advertisement period.**
- Submission: Request for Proposals due **May 31, 2017**:
  - Submit proposal via mail or hand delivered (must be postmarked by closing date).
- Panel Review:
  - Staff reviews proposals.
  - Scoring of proposals (according to established criteria).
  - Recommend grantee(s) according to scoring standard.
- State Plan and Administrative Committees meets between the dates of **July 01 – July 10 2017** to review staff recommendations and sends their recommendations to the July 25<sup>th</sup> Council meeting for funding approval.
- Council meets on **July 25, 2017**, reviews the recommendations and approves or declines the recommendations. Council also provides staff the authority to perform all administrative contract work for funded proposals.

## Program Development Grant Cycle 40

- Public Notice on **July 26, 2017**:
  - Posting of selected grantee will be posted on the State Council's website
  - A hard copy of selected grantee will be posted at the Headquarters Office and Regional Offices
- Protest Period begins on **July 26- August 7, 2017**:
  - A 10 day protest period is allowed. No action will be taken during this time unless a protest is received.
- Notification Letters sent on **August 8, 2017**:
  - Notification letter will be sent to all applicants
    - Awards and rejections
- Encumbrance Process:
  - Staff works with grantee to receive all required documents (**August 8-August 22, 2017**)
  - Staff sends approved contract to Department of Social Services for encumbrance (**August 22-September 8, 2017**)
  - Staff sends encumbered grant to Department of General Services for approval (**September 11-30, 2017**) **DGS has 10 business days for approval**
  - Grant received by SCDD HQ September 22, 2017 (**could be delays**)
  - Grant starts October 1, 2017
  - Staff sends grantee reporting and invoicing templates
- Grant in Process:
  - HQ staff will keep in contact with grantee to ensure work is being completed on schedule throughout the duration of the contract and help resolve any issues if necessary
- Billing procedures:
  - Grantee must send original invoice, year-to-date financial report and quarterly progress report to HQ (all originals must be signed in blue ink)
- End of contract exiting evaluation:
  - Grantee must submit final report and billing