

Grant Process Outline for Regional Offices

- State Plan Committee reviews process, timelines and criteria on **February 11, 2016**.
- Regional Offices, in coordination with their Regional Advisory Committees and/or local stakeholders, review 2016-21 State Plan goals and identify the two goal areas that they would like to address with their grants. Regional Offices email two goal areas to Deputy Director of Regional Office Operations by **March 9, 2016**.
- State Plan Committee meets on **March 21, 2016** to review recommendations from Regional Offices and finalize grant timelines and criteria.
- Council or Executive Committee meets via phone in **early April, 2016** to approve recommended areas of emphasis, timelines and criteria from State Plan Committee.
- Request for Proposal (RFP) Announcement on **April 15, 2016**
 - Disseminated in all formats: mail, post to website, email and enter into FISCal (state procurement website)
- Regional Advisory Committees promote to community that RFP has been posted and encourage organizations and stakeholders to apply.
- Submission: Request for Proposals due **May 31, 2016**
 - Submit proposal via mail or hand delivered (must be postmarked by closing date)
- Technical and Committee Review
 - Staff reviews proposals
 - Scoring of proposals, according to established criteria
 - Select grantees
 - Send recommendations to Deputy Director of Regional Office Operations by **June 30, 2016**
 - State Plan Committee reviews recommendations **July 5, 6 or 7, 2016**
 - State Plan Committee send their recommendations to the Council for approval
- Public Notice at Council Meeting on **July 22, 2016**
 - Council meets on **July 22, 2016**, reviews the recommendations and approves or declines selected grants. Selected grantees will be posted on the State Council's website
 - A hard copy of selected grantees will be posted in the Regional Office

Program Development Grant Cycle 39

- Protest Period begins on **July 23, 2016**
 - 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 2, 2016**
 - Notification letter will be sent to all applicants
 - Awards and rejections
- Encumbrance Process:
 - Staff works with grantee to receive all required documents
 - Staff sends approved contract to Department of Social Services for encumbrance
 - Staff sends encumbered grant to Department of General Services for approval (if required)
 - Staff sends grantee reporting and invoicing templates
- Grant in Process:
 - Regional Office 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 Regional Office (all originals must be signed in blue ink)
 - Regional Office must send original invoices, year-to-date financial report and quarterly progress reports to headquarter analyst for final processing
- End of contract exiting evaluation
 - Grantee must submit final report and billing
- Grant approval criteria
 - Innovative
 - Reflect Emerging Practices
 - Address Unmet Needs
 - Replicable (e.g. in other geographic areas)