

0620.05 Submission of New Grants and Grant Amendments by Agencies

Issued: January 13, 2014
Revised: January 31, 2014

PURPOSE

To communicate procedures for submissions of new grants and grant amendments to the Finance & Claims Committee (F&C) of the State Administrative Board (Ad Board) pursuant to the August 30, 2011 Ad Board Resolution 2011-1.

APPLICATION

Executive Branch Departments and Sub-units (Agency).

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Administrative Board (Ad Board)

Telephone: 517-284-7028 Ad Board Secretary

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SUMMARY

The Ad Board Secretary reviews the DTMB-2526 F&C Agenda Format and DTMB-3527 Grant Abstract for new grants and grant amendments presented by Agencies for Ad Board approval.

APPLICABLE FORMS

DTMB-3526 Finance & Claims Agenda Format (Agenda Format)

DTMB-3527 Grant Abstract (Grant Abstract)

PROCEDURES

Requesting Agency

- Determines whether Ad Board approval is required prior to execution of the new grant or grant amendment regardless of the source of funding or duration, according to any of the following requirements:

General Requirements

- Legislatively-authorized grants which describe the purpose, grantee name(s) and amount for each grantee do not require Ad Board approval.
- Until the value of a grant reaches \$250,000, a grant and any amendments do not require Ad Board approval.

- If the proposed action is a new grant or grant amendment that requires Ad Board approval, a Grant Abstract must be submitted to the Ad Board Secretary.
- A request for retroactive approval of a grant made without Ad Board prior approval must be accompanied by a letter from the Agency's director explaining the reason the grant was made without prior Ad Board approval and how the Agency's procedures have been modified to prevent award of grants without prior Ad Board approval in the future.

New Grant Requirements

For grant awards between state departments and grantees, between state departments and educational institutions, or between state departments and other governmental units are as follows:

- All grants of \$250,000 or more require Ad Board approval prior to execution except legislatively-authorized grants as described in the General Requirements.
- All grants whose dollar values are not fixed but which are estimated to be \$250,000 or more require Ad Board approval prior to execution except legislatively authorized grants as described in the General Requirements.

Grant Amendment Requirements

For grant awards between state departments and grantees, between state departments and educational institutions, or between state departments and other governmental units are as follows:

- Once a grant reaches \$250,000, the first amendment that takes the total amendment amount to \$125,000 or more requires Ad Board approval prior to execution.
- Once \$125,000 in amendments has been approved for a grant, amendments may accumulate up to \$125,000 again before amendments require Ad Board approval prior to execution.
- An Option is an additional length of time allowed under the current grant language and does not require Ad Board approval unless money to fund the option is also being added and that funding requires Ad Board approval.
- Once the Ad Board approves the term of a grant, Ad Board approval of different start and end dates is not required as long as the grant term remains the same.
- Emails submissions to the Ad Board Secretary for each F&C meeting as follows:
 - A Microsoft Word file of the DTMB-3526 (Agenda Format).
 - A PDF file containing all of the signed Grant Abstracts for the Agency's submissions.

Ad Board Secretary

- Reviews the Agencies' Agenda Format and places this information on the F&C Agenda.
- Reviews the Grant Abstracts for each submission.
- Organizes the Grant Abstracts for scanning and uploads them to the Procurement intranet site.
- Emails the draft agendas and the links to the backup documents to the reviewers.
- Emails the F&C Agenda Summary to the Director of Procurement for the DTMB Director.
- Handles necessary correspondence or other communication relative to items presented.
- Finalizes the F&C Agenda and uploads it to the Ad Board website.
- Attends and takes minutes at the F&C meetings.
- Creates the F&C Report and makes any corrections to the F&C Agenda.
- Uploads F&C Agendas and Reports on the Ad Board website.
- Emails the links to the Committee Reports to the Ad Board for action.
- Attends and takes minutes at the Ad Board meetings.
- Creates the Ad Board minutes, scans them, and uploads them to the Ad Board website.
- Adds the approval stamp to the Grant Abstracts and uploads them to the Procurement intranet site.
- Emails the link for the stamped approved Grant Abstracts to all Agencies.
