0620.05 Submission of New Grants and Grant Amendments by Agencies

Issued: January 13, 2014
Revised: June 30, 2026

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 most recent Ad Board Finance and Claims Resolution Reducing the Monetary Threshold for Certain Contract Approvals, Readopting the Monetary Threshold for Grant Approvals, and other Ad Board Resolutions in effect at the time of the submission to the F&C Committee.

APPLICATION

Executive Branch Departments and Sub-units (Agency).

CONTACT AGENCY

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

Telephone: 517-388-5850 Ad Board Secretary

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SUMMARY

The Ad Board Secretary reviews the DTMB-3527 Grant Abstract - New and Amendments submitted by Agencies for Ad Board approval.

APPLICABLE FORMS

DTMB-3527 Grant Abstract - New or Amendments (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 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 new grant reaches $500,000 or $500,000 for a grant amendment, grants and their 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 or designee 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

Grant award requirements 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 $500,000 or more require Ad Board approval prior to execution except for legislatively-authorized grants.
- All grants whose dollar values are not fixed but which are estimated to be $500,000 or more require Ad Board approval prior to execution except for legislatively-authorized grants.

Grant Amendment Requirements

All grant award requirements 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 $500,000, any amendment(s) that takes the total amendment amount to $500,000 or more requires Ad Board approval prior to execution.
- Once $500,000 in subsequent amendments have been approved for a grant, amendments may accumulate up to $500,000 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 length remains the same.

- Emails submissions to the Ad Board Secretary for each F&C meeting as follows:

- A PDF file containing the signed Grant Abstracts for the Agency's submissions.

Ad Board Secretary

- Reviews the Grant Abstracts for each submission.
- Organizes the Grant Abstracts and uploads them to the Ad Board intranet site.
- Emails the draft agendas with supporting documents to the reviewers with links to the Ad Board intranet site.
- Handles necessary correspondence or other communication relative to items presented.
- Finalizes the F&C Agenda and uploads it to the Ad Board website and intranet site.
- Creates the Ad Board Agenda, prepares supporting documents, and uploads it to the Ad Board website.
- Attends and takes minutes at the F&C and Ad Board meetings.
- Creates the F&C Report and makes any corrections to the F&C Agenda if needed.
- Uploads F&C Agendas and Reports on the Ad Board website and Ad Board internet.
- Emails the links to the Committee Reports to the Ad Board submitters and reviewers.
- Adds the approval stamp to the Grant Abstracts and uploads them to the Ad Board intranet site.
- Emails the link for the stamped approved Grant Abstracts to all Agencies.

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