



**GRANT ADMINISTRATION  
POLICIES AND PROCEDURES MANUAL**

Operations Division  
Office of Procurement Services

**Grant Administration**

## TABLE OF CONTENTS

|                                                                        |          |
|------------------------------------------------------------------------|----------|
| <b>ABOUT THIS MANUAL .....</b>                                         | <b>4</b> |
| <b>BACKGROUND .....</b>                                                | <b>5</b> |
| <b>SECTION I – ROLES AND RESPONSIBILITIES .....</b>                    | <b>6</b> |
| 1.1 DCH Role and Responsibilities .....                                | 6        |
| 1.2 Role and Responsibilities of the DCH Grant Administrator .....     | 6        |
| 1.3 Role and Responsibilities of the DCH Program/Project Manager ..... | 7        |
| 1.4 Role and Responsibilities of the Grantee .....                     | 8        |
| <br>                                                                   |          |
| <b>SECTION II – GRANT AWARD PROCESS .....</b>                          | <b>9</b> |
| 2.1 Competitive Application Process .....                              | 9        |
| 2.2 Request for Competitive Grant .....                                | 9        |
| 2.3 Direct Award .....                                                 | 10       |
| 2.4 Grant Planning Document .....                                      | 10       |
| 2.5 Preparation and Review of RFGA Documents .....                     | 11       |
| 2.6 Communication of Grant Opportunities .....                         | 11       |
| 2.7 Communication with Applicants .....                                | 12       |
| 2.8 Questions and Answers .....                                        | 12       |
| 2.9 Submission of Applications .....                                   | 12       |
| 2.10 Administrative Review .....                                       | 12       |
| 2.11 Mandatory/Required Deliverables .....                             | 13       |
| 2.12 Evaluation Process .....                                          | 13       |
| 2.13 Evaluation Tool .....                                             | 14       |
| 2.14 Evaluation Committee .....                                        | 14       |
| 2.15 Conflict of Interest .....                                        | 14       |
| 2.16 Ethics in Grant Making .....                                      | 14       |
| 2.17 Review of Proposed Budget .....                                   | 14       |
| 2.18 Site Visits /Oral Presentations .....                             | 15       |
| 2.19 Recommendations for Award .....                                   | 15       |
| 2.20 Notice to Successful Applicant .....                              | 15       |
| 2.21 Denial of Award.....                                              | 16       |
| 2.22 Technical Assistance .....                                        | 16       |
| 2.23 Reviews and Appeals .....                                         | 16       |
| 2.24 Letter of Intent .....                                            | 16       |
| 2.25 Notice of Award .....                                             | 17       |
| 2.26 Preparation of Award Package .....                                | 17       |
| 2.27 Scope of Services .....                                           | 18       |
| 2.28 Work plan .....                                                   | 19       |
| 2.29 Insurance .....                                                   | 19       |
| 2.30 Confirmation of Registration with Secretary of State .....        | 19       |
| 2.31 Award Requirements .....                                          | 20       |
| 2.32 Fiscal Budget Report .....                                        | 20       |
| 2.33 Programmatic Report .....                                         | 20       |

|                                                                      |                                                              |           |
|----------------------------------------------------------------------|--------------------------------------------------------------|-----------|
| 2.34                                                                 | Final Report .....                                           | 20        |
| <b>SECTION III - FINANCIAL MANAGEMENT REQUIREMENTS .....</b>         |                                                              | <b>21</b> |
| 3.1                                                                  | Financial Management System .....                            | 21        |
| 3.2                                                                  | Cost Allocation .....                                        | 22        |
| 3.3                                                                  | Administrative Costs .....                                   | 23        |
| 3.4                                                                  | Program Costs .....                                          | 23        |
| 3.5                                                                  | Prior Approval for Purchases .....                           | 23        |
| 3.6                                                                  | Changes in Terms and Conditions .....                        | 24        |
| 3.7                                                                  | Budget Modifications/Revisions (DCH Approval Required) ..... | 24        |
| 3.8                                                                  | Minor Budget Adjustments (DCH Approval Not Required) .....   | 24        |
| 3.9                                                                  | Modification of Deliverables .....                           | 25        |
| 3.10                                                                 | Terms of Payment .....                                       | 25        |
| 3.11                                                                 | Grant Advances .....                                         | 25        |
| 3.12                                                                 | Invoicing .....                                              | 26        |
| 3.13                                                                 | Standards for Supporting Documentation .....                 | 27        |
| 3.14                                                                 | Frequency and Deadline for Invoicing .....                   | 27        |
| 3.15                                                                 | Processing of Invoices .....                                 | 27        |
| 3.16                                                                 | Payment of Invoices .....                                    | 28        |
| 3.17                                                                 | Withholding Payment .....                                    | 28        |
| 3.18                                                                 | Carryover Funds .....                                        | 28        |
| 3.19                                                                 | In-Kind/Match Funds Report .....                             | 29        |
| 3.20                                                                 | Program Income Report .....                                  | 29        |
| 3.21                                                                 | End of Funding Period .....                                  | 29        |
| 3.22                                                                 | Request to Extend Grant .....                                | 29        |
| 3.23                                                                 | Request to Terminate Grant .....                             | 29        |
| <b>SECTION IV - ADDITIONAL GRANT ADMINISTRATION ACTIVITIES .....</b> |                                                              | <b>31</b> |
| 4.1                                                                  | Federal, State and other Guidelines .....                    | 31        |
| 4.2                                                                  | Report to the Secretary of State (SOS) .....                 | 31        |
| 4.3                                                                  | Annual Independent Audit .....                               | 31        |
| 4.4                                                                  | Record Retention Requirements .....                          | 31        |
| 4.4.1                                                                | Record Retention Schedule .....                              | 32        |
| <b>GLOSSARY OF TERMS .....</b>                                       |                                                              | <b>34</b> |
| <b>APPENDICES .....</b>                                              |                                                              | <b>35</b> |
|                                                                      | Grantee Report Card .....                                    | A         |
|                                                                      | Request for Competitive Grant (RFCG) .....                   | B         |
|                                                                      | Request for Grant Application (RFGA) .....                   | C         |
|                                                                      | Request to Fund Grantee RTFG) .....                          | D         |
|                                                                      | Grant Planning Document .....                                | E         |
|                                                                      | Budget Format and Budget Narrative .....                     | F         |
|                                                                      | Letter of Intent (LOI) .....                                 | G         |
|                                                                      | Notice of Award (NOA) Cover .....                            | H         |

|                                          |   |
|------------------------------------------|---|
| Notice of Award (NOA) .....              | I |
| Scope of Services and Deliverables ..... | J |
| DCH Statement of Ethics .....            | K |
| DCH Ethics in Procurement Policy .....   | L |
| Business Associate Agreement .....       | M |
| Fiscal Budget Report .....               | N |
| Grantee Invoice Balance Sheet .....      | O |
| Grantee Invoice Checklist .....          | P |
| Program Manager Invoice Checklist .....  | Q |

## ABOUT THIS MANUAL

The Georgia Department of Community Health (hereinafter “DCH” or the Department) produced this Grant Policies and Procedures Manual to outline the Department’s policies and procedures relating to the dissemination of grant funds, the administration of grant awards, and management of grantee compliance with grant terms and conditions. Except where otherwise provided by law, these policies and procedures are applicable to areas of DCH, and their respective staff, that have grant administration responsibilities. Entities awarded DCH grants are also expected to adhere to these policies and procedures unless otherwise indicated in the Notice of Award (NOA). Grants administered by the Department may be subject to other restrictions, limitations or conditions enacted by the State of Georgia or required by the funding entity, which may affect the provisions, terms or funding of a grant at any time.

This manual uses the rules and regulations listed below as a foundation in guiding DCH staff and grantees on topics relating to the terms and conditions of contract awards, fiscal accountability, and prevention of fraud and abuse.

- ◆ O.C.G.A. §49-4-152. Special projects;
- ◆ O.C.G.A. §28-5-125. Audit of recipients of grants;
- ◆ O.C.G.A §14-3-305. Nonprofit defined; rights; director’s role; reporting;
- ◆ O.C.G.A. §50-20-1 through §50-20-3. State Government, relations with Nonprofit Contractors;
- ◆ The Office of Management and Budget (OMB) Circular A110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations;
- ◆ Office of Management and Budget (OMB) Circular 133 Audits of Institutions of Higher Education and other Non Profit Organizations;
- ◆ DCH Grant Administration Policies and Procedures;
- ◆ DCH Ethics in Procurement Policy;
- ◆ DCH Comprehensive Vendor Management Policies; and,
- ◆ DCH Grantee Management Policies.

## BACKGROUND

DCH was created in 1999 (Senate Bill 241) with the responsibility of insuring over one million people in the State of Georgia. Additionally, the Department was charged with maximizing the State's health care purchasing power; with coordinating health planning for state agencies; and with identifying cost-effective solutions to reduce the number of uninsured individuals statewide.

The Department's Mission Statement promotes the following:

- ◆ **ACCESS** to affordable, quality health care in our communities
- ◆ **RESPONSIBLE** health planning and use of health care resources
- ◆ **HEALTHY** behaviors and improved health outcomes.

In March 2006, Grants Administration was created within the DCH Office of Procurement Services to support Department initiatives that receive grant funds from state, federal, and/or other funding streams. Grants Administration is charged with the following responsibilities:

- ◆ To oversee activities for the proper dispensing of grant funds and ensure fairness in all aspects of the grant process including grant development, application, evaluation and award.
- ◆ To oversee compliance with mandated and procedural requirements by grantees and all DCH staff involved in the grant process.

These responsibilities are executed successfully by Grant Administration through the application of consistent, well-defined standards that are implemented through sound grant award practices. The determination of grant awards may be competitive in nature or otherwise allowable under statute, rule, legislative mandate, appropriations or as a result of a sole source condition, which allows grants to be awarded directly, without competition.

## SECTION I – ROLES AND RESPONSIBILITIES

### 1.1 DCH Role and Responsibilities

As a grantor, DCH is responsible for the following activities:

- A. Identify and provide funding opportunities which are consistent with the Department's overall goal of ensuring improved health outcomes for its targeted populations.
- B. Make grant opportunities available as funding is secured for the purpose of delivering services or goods in accordance with the grantor's requirements and DCH's mission.
- C. Release properly encumbered funds to selected grantees ensuring that the grant award process conforms to the requirements of the Department as well as any other applicable requirements.
- D. Serve as a resource and provide appropriate technical assistance and guidance to grantee staff as deemed appropriate by DCH or the granting agreement.
- E. Prepare annual reports aggregating data from grant-funded projects for distribution to all interested parties.
- F. Consult with grantees and program staff to provide technical assistance, as needed on grant-related issues.
- G. Monitor grantees utilization/expenditure of grant funds, including financial and/or programmatic reviews of invoices, and independent audit reports for entities that receive DCH funding and ensures final program reports are received from grantees in coordination with grant close out.

### 1.2 Role and Responsibilities of the DCH Grant Administrator

Acting as a resource to internal staff responsible for managing grant funded projects and to external customers, the DCH Grant Administrator is assigned the following responsibilities:

- A. Facilitates the understanding and satisfaction of the administrative grant requirements set forth in this policies and procedures manual.
- B. Assists Program Managers with understanding how deliverables and provisions translate into goals and objectives set forth within the grant application.
- C. Releases, accepts, and processes requests for grant application; examines grant offers to ensure competitiveness. Ensures that scope of work includes performance based deliverables, ensures approved budget line items and scope of work are appropriate for funding purposes.

- D.** Releases Letters of Intent (LOI) and NOAs; tracks invoices to ensure that grantee has met all administrative obligations; approves budget and scope changes; processes extensions; and conducts the final closeout of grants in cooperation with Grantee Management and Program Management.
- E.** Coordinates with Grantee Management staff as they fulfill their responsibilities in monitoring grantee performance.

### **1.3 Role and Responsibilities of the DCH Program/Project Manager**

The Program/Project Manager is a key member of the DCH grant administration team. This staff person is responsible for direct oversight of grantee(s) performance and satisfaction of grant obligations as specified by the funding source. Among the tasks and responsibilities assigned to the Program Manager are the following:

- A.** Defines the Scope of Services and when practical, ensures grant deliverables are performance based and aligned with DCH goals and priorities;
- B.** Serves on the evaluation committee and/or acts as the evaluation committee chair when service proposals are evaluated;
- C.** Acts as the primary point of contact for the grant and grantee(s) through the life of the project;
- D.** Develops the grant evaluation tool with assistance from the Grant Administrator and members of the program management team. The Program Manager will examine the program design and will judge it against the goals of the grant; will review and evaluate the applications for award sending the results to the Grant Administrator for further examination and then to the Director of Procurement for approval.
- E.** Acquires a thorough understanding of the grant requirements specified by the funding source in order to satisfy every aspect of the granting entities' mandates.
- F.** Establishes a close, collaborative relationship with the grantee(s) in order to facilitate monitoring of financial and programmatic performance and ensures that high quality services are delivered in accordance with established performance outcomes.
- G.** Works with grantee(s) as the management and attainment of objectives for the awarded funds is assessed during the grantee's performance evaluation.
- H.** Provides technical assistance, but is not allowed to assume any role or responsibility assigned to the grantee.

- I. Reviews and submits recommendations for changes to the budget, scope of services or deliverables for final approval by the Program Manager, Grant Administrator and Director of Procurement.
- J. Reviews the grantee's work plan and current performance, and reports the results to the Program Manager, Grant Administrator and Grantee Management Services or its designee as required by policy. Grantee performance reports will be formal and at a minimum will include the information contained in **Appendix A, Grantee Report Card**.

#### **1.4 Role and Responsibilities of the Grantee**

As a recipient of grant funds, the grantee is responsible for ensuring that high quality services are delivered to achieve established performance outcomes as identified in the Letter of Intent to Award, the Notice of Award, the grantee's funding application, approved scope of services, work plan and deliverables. Other grantee responsibilities include:

- A. Timely submission of reports on the status of deliverables that report results accordance with the work plan approved by DCH.
- B. Compliance with all grant requirements and agreement obligations.
- C. Maintenance of a high level of fiscal and programmatic responsibility demonstrated by efficiency and effective delivery of services as prescribed in the application, and all subsequent documents associated with the grant.

## SECTION II – GRANT AWARD PROCESS

As grant funds are secured, DCH makes them available to local units of government and other eligible organizations that help carry out the mission of the Department in communities throughout the State of Georgia. Unless otherwise indicated by the funding entity, grant dollars will be administered through a competitive grant award process which is outlined and described in this section and throughout this manual.

After the Program Manager or other pertinent DCH staff has been notified of the receipt of additional funds, the Department's budget is amended with the new grant dollars. The budget amendment process must occur prior to grant funds being committed through the grant award process.

### 2.1 Competitive Application Process

A competitive application process (formal solicitation) is conducted to procure grant funded services. This process includes an evaluation of grant applications to determine how funds should be awarded to achieve a specific purpose with an anticipated set of outcomes.

DCH uses an open process to solicit grant applications for available grant funds from entities such as community and faith-based organizations, hospitals, and health care or ancillary service providers. Great care is taken in defining the parameters for competition in order to attain the desired results and infuse service dollars into Georgia's communities where it would be most beneficial. Applicants are encouraged to pursue needed funds with the objective of improving health outcomes throughout the state. DCH and grantees are responsible for ensuring that dollars are appropriately spent and accounted for throughout the life of funded project(s).

### 2.2 Requests for Competitive Grant

The DCH Program Manager will submit a Request for Competitive Grant (RFCG) (**see Appendix B**) to the DCH Grant Administrator detailing requirements to include within the Request for Grant Application (RFGA) (**see Appendix C**). The RFGA is the template used by the Department to conduct the solicitation of services. It includes the technical parameters for evaluation.

The RFCG is not complete until it has been submitted and processed by finance for budget verification. Within five business days of completion of the RFCG, the solicitation document (RFGA) is finalized and posted on the DCH website. Processing may be delayed if incomplete documents are submitted, if finance cannot identify the grant dollars, or if the budget amendment cannot be executed.

## 2.3 Direct Award

The Department will generally award grants through a competitive process except when special circumstances defined below require a different approach. In these instances, DCH's Grant Administration will conduct the grant award process using a direct award approach as outlined by federal or state legislature, or any other regulatory entity. The conditions for exceptions to the competitive application/award process are as follows:

- ◆ A State agency or non-profit organization has been legislatively mandated to receive funding for a specific program or initiative.
- ◆ The Department has received funding from an outside entity (e.g., the federal government, foundation or a philanthropic organization, etc.) to make a direct award to an entity prescribed by the funding source.
- ◆ DCH has applied for a grant and partnered with an entity in pursuit of such grant and the award is made to DCH and the pre-identified partner (in such instances DCH will attempt to make the selection of that partner fair and competitive).
- ◆ The funding source has stipulated that the grant funds are to be used (in part or in whole) for a specific purpose and only one entity has been identified that can reasonably provide that service. This type of award is a Sole Source. In cases such as these, DCH will post the funding availability on the Web for three (3) days to allow any other entity the opportunity to declare itself a provider of the same service thereby voiding the sole source designation. In such cases, a competitive effort will replace the sole source declaration.
- ◆ An emergency exists where there is no time for a competitive process such as when a grant has been awarded to serve a critical purpose and the original grantee's award must be withdrawn. DCH will declare an emergency and put forth the award for a period of no more than 12 months to allow a competitive opportunity to replace the originally awarded grantee.

The Program Manager will submit the Request to Fund Grantee (RTFG) (**see Appendix D**) to secure funding for the awarded grant organization. Documentation is submitted to demonstrate why a competitive process was not conducted. All sole source engagements will require pre-approval from the DCH Commissioner.

## 2.4 Grant Planning Document

The Program Manager will complete and submit to the Grant Administrator a RFGA with a draft of the grant application or a Grant Planning Document (GPD), **Appendix E**. The information provided on the GPD assists the Grant Administrator in the development of instructions for applicants inclusive of grant funding restrictions or requirements, statutory authority, scope and purpose, and terms and conditions of the grant.

The Grant Administrator will review the draft grant application or GPD to understand the intent of the grant and to consent to the process for award selection, when applicable. In the GPD, the Program Manager outlines, at a minimum, the following:

- ◆ Requirements related to the scope of services
- ◆ Grant specifications
- ◆ Anticipated outcomes and program objectives
- ◆ List of required deliverables
- ◆ List of DCH responsibilities
- ◆ List of grantee responsibilities
- ◆ Factors that will be considered during evaluation
- ◆ Factors that will be considered during performance assessment throughout the life of the grant.
- ◆ Completion of the Performance Based Checklist that demonstrates deliverables are performance based wherever practical.

The information provided in the grant application facilitates the development of requirements for the NOA.

## **2.5 Preparation and Review of RFGA Documents**

The DCH Grant Administrator will assist the DCH Program Manager and/or other key staff in the development and review of the RFGA and will provide constructive feedback in preparation for release. The Grant Administrator will format documents ensuring proper numbering, order and attachments. All RFGAs posted to the DCH web site will be in the prescribed format unless modified by the Office of Procurement and Grants. **Appendix C** of this manual provides a sample format and content for the RFGA.

## **2.6 Communication of Grant Opportunities**

DCH makes every effort to disseminate information on grant opportunities as these become available for release by Financial Management. The Grant Administrator will post the approved RFGA to the DCH web site upon final review and approval for release. Posting will remain in effect for a period of no less than 14 calendar days and for as long as 60 calendar days or more depending upon the complexity and amount of the grant award. The only exception to this timeline is the minimum posting of 3 days used to verify the declaration of a potential sole source awardee. In addition to web posting, DCH maintains a mailing list of interested parties which includes prior awardees; entities who have contacted DCH asking to be placed on the mailing list; societies, associations, advocacy groups, and other similarly structured organizations or individuals who have expressed interest in receiving grant funds. DCH may decide to share posted grant opportunities with these interested parties.

When determined to be advantageous, the Grant Administrator and Communications will identify appropriate communication channels to advertise the grant opportunity. The advertisements may

take the form of Public Service Announcements (PSA's) or print ads, if available and determined to be appropriate by Communications.

## **2.7 Communication with Applicants**

Applicants must refrain from communicating with DCH staff to seek assistance when responding to the grant application except if contact occurs with the Grant Administrator or an authorized designee. Technical assistance can be provided in accordance with section 2.22. Applicants may formally pose questions for clarification purposes only, during the Question and Answer process (see Section 2.8) and DCH will formulate a response which will be shared with all applicants through the DCH web site. There can neither be unfair assistance nor the appearance of unfair assistance from DCH staff to one or more applicants. Once a RFGA is released, communication is prohibited unless it adheres to the limitations specified in this manual. Failure to comply with the communication restrictions may be grounds for disqualification from the grant review process. DCH staff is required to report any communication with an applicant that may be considered a disqualifying event(s).

## **2.8 Questions and Answers**

Applicants will be allowed to submit written questions to the Grant Administrator regarding the RFGA within specified timeframes. Those timeframes will coincide with the amount of time that the RFGA is posted. The Grant Administrator will organize the questions in a table format and submit to the DCH Program Manager for response. Once responses have been formulated, the Grant Administrator will submit the question(s) and corresponding response(s) to the DCH webmaster for posting to the DCH website.

## **2.9 Submission of Applications**

Grant applications received by DCH will be stamped with the date and time of receipt and will be logged in by the Grant Administrator or supporting staff member. All applications must be date and time stamped by the RFGA deadline. Proposals that are not received by the specified deadline will not qualify for the evaluation process. The Grant Administrator will conduct the administrative review of applications (see Section 2.10) to ensure compliance with the deadline and mandatory requirements as set forth in the RFGA. A postmark appearing on an application package indicating a date on or prior to the deadline will not satisfy the timeliness requirement if the application was not physically received by DCH by the required date and time. If it can be verified and documented that the application package was received by the DCH mail room by the prescribed time and date, then the applicant would have met the deadline requirement.

## **2.10 Administrative Review**

After having approved the evaluation tool for the grant, the DCH Grant Administrator will conduct an administrative review of all applications received. The review will encompass the following:

- A.** Recording the receipt of application packages in a log in order by date indicating the name of each respondent and, upon completion of the administrative review, documenting the status

of the application (passed or failed). This “log” will be retained with the documentation of the competitive process.

- B.** Examining application packages to ensure that they are complete; properly formatted; timely submitted and that they meet any other requirements specified in the RFGA.
- C.** Submitting the applications that failed the administrative review to the Director of Procurement who will reexamine them prior to arriving at a final determination. Grant applications that are deemed to be non-responsive or incomplete will be disqualified from the competitive process.
- D.** Submitting the applications that met all administrative requirements to the evaluation team and retaining those that did not. The names of all applicants are then provided to the Program Manager regardless of their status (“passed” or “failed”) as determined during the administrative review.
- E.** Serving as an advisor to the Program Manager and evaluation team, the Grant Administrator will assist in the identification of conflicts of interest among team members to ensure that they are able to provide a fair review of the applications.

### **2.11 Mandatory/Required Deliverables**

Grant applications must be prepared and submitted following the information provided in the RFGA and GPD which include clear and measurable deliverables. There will be a method outlined in the RFGA to assess service delivery and to measure accomplishments. Applicants will be informed in the RFGA that failure to identify deliverables may terminate their chances to compete in the grant process or decrease their opportunity to receive an award. The Grant Administrator will review all applications prior to releasing them to the evaluation team to ensure deliverables are included and clearly identified in each package.

### **2.12 Evaluation Process**

The overall purpose of the evaluation process is to analyze the program and budgetary approach proposed by the applicant relative to the requirements in the RFGA and to assign the appropriate score or value to each evaluation criterion. Applications are pre-screened on a pass/fail basis during the administrative review which includes determination of compliance with format requirements outlined in the RFGA. Grant applications are evaluated for the quality of their response to the information requested in the RFGA, and based on the reasonableness and appropriateness of accompanying budgets / costs to provide the proposed service(s) and impact to targeted population(s).

Each grant application is evaluated against the criteria or eligibility requirements identified in the RFGA prior to its release to the Program Manager or other division staff.

### **2.13 Evaluation Tool**

The Program Manager will develop an evaluation tool for each grant. The evaluation tool must be approved by the Grant Administrator prior to posting the RFGA. The Grant Administrator must receive a completed evaluation tool from the Program Manager prior to the intended closing date for the RFGA. The Grant Administrator will approve the evaluation tool or, if necessary, provide technical assistance to the Program Manager in modifying the tool in order to obtain approval. The Program Manager will provide each member of the evaluation committee with a copy of the evaluation tool, including instructions for its use, a copy of the application and a deadline for submitting evaluations. The results will be determined through consensus.

### **2.14 Evaluation Committee**

Evaluation of grant applications will be conducted by an evaluation committee. Each evaluation committee is comprised of no less than a total of three staff from DCH; with a preference that no more than 50% of the reviewers are staff from the program/division initiating the RFGA. Reviewers should reflect a broad array of subject matter expertise and experience which may include state and non-state employees at the discretion of DCH. Generally, only state employees will be utilized as evaluators although on a case-by-case basis, outside evaluators may be used for evaluation of a grant application. The justification to support the need for use of non-state employees as subject matter experts or evaluators will be documented in the summary of the evaluation methodology.

### **2.15 Conflict of Interest**

Each member of the evaluation committee will sign a confidentiality statement and conflict of interest form. Prior to the meeting of the evaluation committee, all members are required to disclose in writing any relationship with an applicant which would reasonably be expected to exert or could be perceived as exerting an influence on the individual's judgment if the individual was called upon to make a decision regarding the disposition or disbursement of grant funds. For these purposes, DCH policies regarding conflicts of interests will apply (**see Appendix N**). These policies are included in the award packages provided to all grantees.

### **2.16 Ethics in Grant Making**

All participants internal and external to DCH must ensure that fair and open competition exists in all grant making activities and grantee relationships in order to avoid the appearance of and prevent the opportunity for favoritism. It is critical that all divisions ensure that grantees who receive funds through DCH are fully informed of the Department's policies and procedures concerning relationships with DCH staff and that such policies and procedures be uniformly applied to all grantees. For this purpose the DCH Ethics Policy (**see Appendix M**) is included in award packages provided to all grantees.

### **2.17 Review of Proposed Budget**

Grantees will be required to submit their proposed budget with their application using the budget format presented in **Appendix F**. Either the Grant Administrator, Program Manager and /or the

evaluation committee will examine each budget on a case by case basis using the scope of services and/or other criteria outlined in the RFGA as the basis for approval or rejection of the proposed budget.

In reviewing the budget, consideration must be given to determine if the proposed costs are necessary, reasonable and allowable for the proper and efficient implementation and administration of the program. In some cases, budget totals or individual line items may not be approved and may need to be negotiated with the grantee. This will only be a consideration when the applicant's program or project proposal and approach satisfy all other minimum criteria for award.

## **2.18 Site Visits /Oral Presentations**

As part of the evaluation process, Program Manager may request the opportunity to conduct site visits or have potential grantees give oral presentations to discuss the proposed work plan, deliverables and/or budget. Determination of the need for oral presentations will be made on a case-by-case basis and should not be interpreted as an indication or confirmation of funding by DCH to a grantee.

The Grant Administrator and/or Program Manager will jointly conduct site visits when identified as a requirement within the RFGA. The Grant Administrator and/or Program Manager will propose a list of items for examination at the time of the site visit. This list will be approved by the Grant Administrator, if appropriate and the Director of Procurement prior to the site visit. The ability of the applicant to achieve the proposed deliverables or provide the services as proposed will be reviewed during the site visit. The Program Manager is responsible for preparing a site visit assessment report as required. Upon conclusion of the site visit, the applicant will receive a score of "passed" or "failed" based on the observations made and information gathered by the Grant Administrator and/or Program Manager during the review.

## **2.19 Recommendations for Award**

After each evaluator reviews the grant application and makes their recommendations, a decision is reached about the application. The scores from each application are tallied and final evaluation scores and funding recommendations are presented by the Program Manager to the Grant Administrator. Remarks made by the evaluators are reviewed and confirmed to be appropriate, reflecting relevant strengths and weaknesses of the proposal. A recommendation for award is made using the process of consensus.

## **2.20 Notice to Successful Applicant**

The Grant Administrator will create or assist in the creation or processing of all documents for award approval and directly, or through support staff, will create a Letter of Intent to Award (**Appendix G**) and Notice of Award (**Appendix H**) packages for proper approval and release by DCH leadership. The Director of Procurement will approve all communications related to LOI/NOA packages and negotiations as applicable.

## **2.21 Denial of Award**

Applicants, who do not meet the minimum requirements, are non-responsive and/or non-responsible in providing adequate responses, will be immediately denied for funding consideration. All applicants that are unsuccessful in receiving an award, will receive written correspondence and where applicable, strengths and weaknesses of the application. The Director of Procurement will approve the release of any communication related to denial of funding.

## **2.22 Technical Assistance**

The Grant Administrator is available to provide technical assistance to any grant applicant or grantee, except must limit assistance to administrative requirements, when related to the competitive application process. During the technical assistance session for denial of awards, a review of the compilation of comments from the evaluation committee is conducted. In addition, the Grant Administrator may offer to provide the applicant recommendations on how to enhance future responses to RFGAs released by the Department.

## **2.23 Reviews and Appeals**

Grantees and applicants will have the opportunity to request a re-examination of a denied application solely for the purposes of identifying weaknesses in the application. Denied applications will not be reconsidered for award once the process has been completed and NOAs have been issued. The review in this case will only be considered a part of DCH's technical assistance efforts.

Prior to the actual termination of a grantee, but after notice of impending termination, the grantee will have 7 calendar days to request in writing an appeal of the proposed action. The head of the division where the grant resides will be responsible for the review of the appeal. The decision of the division chief or chiefs will be final. At the sole discretion of the division chief, the grantee may be allowed to appear in person. However, the written appeal will be considered and reviewed within 5 business days and a decision will be rendered at the division chief level. That decision will be final.

## **2.24 Letter of Intent**

Once the apparent successful grantee(s) has(ve) been identified, the organization(s) is contacted and a final Letter(s) of Intent (LOI) is developed. The LOI (**see Appendix G**) includes the scope of services and deliverables and is submitted to the Commissioner for review, approval and completion of the signatory process. The Program Manager will be notified of the Commissioner's approval or disapproval by the Grant Administrator. The Commissioner retains the right to review all procurement related documents and reserves the right to cancel procurements at discretion. All grant awards remain subject to availability of funding.

The Department shall send via express mail all grant award recipients an official Letter of Intent (LOI) to award funding for the services outlined in the RFGA. This document indicates that the applicant has been awarded funds, outlines the specific scope of services to be performed, and requests a written and signed notification of intent to accept the award which must be submitted to DCH within

10 business days of receipt of the LOI. When applicable and reasonable, the grantee is required to submit a final and approved scope of services within 30 days of receipt of the LOI.

## **2.25 Notice of Award**

Upon the apparent successful grantee's submission of all supplementary documents and successful conclusion of negotiations, the Notice of Award (NOA) (**Appendix I**) is issued and the grant is executed by the Commissioner of DCH remaining as the last signatory in the execution process.

## **2.26 Preparation of Award Package**

**A.** The Grant Administrator prepares and sends each grantee, via express mail, an award package which contains the following documents (as applicable):

- ◆ Letter of Intent (Appendix G)
- ◆ Notice of Award Cover (Appendix H)
- ◆ Notice of Award (Appendix I)
- ◆ Project Budget (Appendix F)
- ◆ Budget Narrative (included in Appendix F)
- ◆ Scope of Services and Deliverables (Appendix J)
- ◆ DCH Statement of Ethics (Appendix K)
- ◆ DCH Ethics in Procurement Policy (Appendix L)
- ◆ Business Associate Agreement (Appendix M)

**B.** After preparation of the award package, the Grant Administrator will attach the following documents (as applicable) to the award package to initiate the signatory process:

- ◆ Blue Routing Sheet
- ◆ Synopsis information (summary of the RFGA and the apparent successful grantee).
- ◆ Grant application
- ◆ RFGA
- ◆ Any amendments/addenda (if applicable)
- ◆ Questions and Answers
- ◆ Evaluation forms or reviewer's comments
- ◆ Purchase order.

**C.** Using the Blue Routing Sheet, the award package is circulated to the following key staff as part of the signatory process :

Awards below \$100,000 require:

- ◆ Director of Procurement
- ◆ Program Manager
- ◆ Legal
- ◆ Chief Financial Officer
- ◆ Chief Operating Officer

Awards above \$100,000 require:

- ◆ Director of Procurement
- ◆ Program Manager
- ◆ Legal
- ◆ Chief Operating Officer
- ◆ Chief of Staff
- ◆ Commissioner

**D.** Once the signatory process is completed and the grant award is executed, two (2) copies are made of the entire package with the exception of the following documents:

- ◆ Purchase order
- ◆ Blue Routing Sheet
- ◆ Synopsis information

One copy is sent via express mail overnight delivery service to the grantee and the other copy is filed as designated in the Office of Procurement Services. The Grant Administrator retains a copy of the express mail delivery form, the purchase order, routing sheet and white information form.

**E.** The grantee is required to date, sign using authorized signatures only, and return the award package to the Grants Office within ten (10) days. The following documents must be returned:

- ◆ Signature of acceptance to Notice of Award;
- ◆ Signature of acceptance to Scope of Services;
- ◆ Signature of acceptance to DCH Statement of Ethics;
- ◆ Signature of acceptance to DCH Ethics in Procurement Policy;
- ◆ Signature of acceptance to Business Associate Agreement; and
- ◆ Insurance verification, as applicable.

## **2.27 Scope of Services**

The scope of services (**Appendix J**) describes the purpose of the grant, what is to be accomplished, specific approaches, and expected results. It is the scope of services and deliverables that conveys and clearly defines DCH's required specifications and expected outcomes of the grantee's program and/or service(s). The development of a successful scope of services should result in the clear identification of the following components:

- ◆ Statements which explain the overall objective(s) of the project
- ◆ Summarized statements of how the objective(s) will be achieved or what tasks will be performed
- ◆ Defined, measurable outcomes or results from the effort

- ◆ Defined set of deliverables.

Developing a sound scope of services and deliverables is critical in ensuring the future success of a grant and in helping applicants understand what is required, how and if they can fulfill it. It is the scope of services and deliverables that conveys and clearly defines DCH's required specifications and expected outcomes of the grantee's program and/or service(s). The Grant Administrator will assist in ensuring that the scope of services and deliverables is sufficient for the purposes stated in the RFGA.

There are rare instances when DCH will allow modifications to the scope of services and deliverables after the RFGA has been posted and/or after award. These situations are assessed individually by the Director of Procurement. If the need arises to modify the scope of services and deliverables after posting has occurred and the modification is such that it might impede applicants being successful either in their application or in their ability to carry out the grant requirements, the grant offer may be withdrawn or the modification may be rejected. If the modification does not negatively affect the competitive process, it will be allowed. If a grantee wishes to alter the scope of services and it is a valid request, the scope of services and deliverables may be modified after the evaluation team that assessed the application approves the request. However, a grantee interested in requesting such change must submit the request within 45 days of grant award.

### **2.28 Work plan**

Every grant applicant must submit a proposed work plan outlining how it will accomplish the objectives stated in the grant application package. This work plan will define the individual tasks and milestones necessary for the success of the project and will include the timeline or schedule for implementation and operations. A copy of the proposed work plan will be attached to the NOA issued by DCH. Request for changes to the work plan must be made in writing after the Program Manager and the successful grantee reach agreement on the modifications.

Using the approved format, the Program Manager will provide technical assistance to the grantee with developing the work plan ensuring that it clearly defines the goals, objectives and measurable outcomes of the grant without being too narrow in definition.

### **2.29 Insurance**

Grantees will be required to maintain specific kinds of insurance coverage for proper execution of the grant as defined in the NOA. In special cases, DCH may require additional coverage depending upon the nature of the grant and the service(s) that will be provided.

### **2.30 Confirmation of Registration with Secretary of State**

Prior to finalizing an award, the grantee must be active and current with the licensing the requirements of the Secretary of State. No formal award offer will be made by DCH until the grantee's license registration(s) and/or non profit validation is verified.

### **2.31 Award Requirements**

The Grant Administrator shall support the Program Manager by conducting retrospective reviews of performance and financial reporting for each grant. Actual performance data will be compared to the approved Scope of Services and intended deliverables of the grant. Low performance results and/or non-compliance with the approved budget (i.e., low rate of expenditures, inappropriate use of grant funds, etc.) will prompt the Grant Administrator to seek intervention through Vendor and Grantee Compliance Services. Vendor and Grantee Compliance Services will determine next steps.

### **2.32 Fiscal Budget Report**

Grantees are responsible for preparing a Fiscal Budget Report for the grant (**Appendix P**). This report shall include a detail of budget expenses, prior cumulative grant expenditures, current invoicing period and the balance for each line item.

### **2.33 Programmatic Report**

Grantees are responsible for preparing a monthly or quarterly program performance report for the grant as specified in the NOI. This report shall include an analysis to identify weaknesses that may result in non-performance, delays in completing required deliverables, challenges with meeting programmatic goals and/ or budgeted expenditures. Based on the grantee's non-performance, the Program Manager and/or Grant Administrator will provide recommendations to resolve identified challenges.

### **2.34 Final Report**

Grantees are responsible for preparing a final budget report for the grant which must be submitted to DCH no later than 60 days after the end of the funding period. The final report must include a detail of the annual budget costs including a narrative on all deliverables and objectives. The final invoice will not be approved until a review of final outcomes has been completed and is approved by Grantee Management.

## SECTION III - FINANCIAL MANAGEMENT REQUIREMENTS

### 3.1 Financial Management System

Each grantee must establish a sound financial management system to comply with applicable financial, accounting and reporting requirements. At a minimum, the grantee's financial management system must be sufficient to:

- ◆ Permit preparation of reports required by the statutes authorizing the grant.
- ◆ Permit tracing of funds to the level of expenditures in a manner that adequately establishes that such funds have not been used in violation of the restriction and prohibition of applicable statutes.
- ◆ Ensure that claims for reimbursement of program salary costs are supported by hours recorded on time sheets. Such hours must be actual time worked by funded staff and not budgeted (estimated) staff time.

In addition, the grantee's financial management system must adhere to the following standards:

- ◆ Accurate, current and complete disclosure of the financial results of contracted activities must be made in accordance with the reporting requirements of the grant or sub-grant and reflect expenditures in accordance with the required cost classification categories and budgets.
- ◆ Adequate accounting records must be maintained that provide information specific to the receipt and use of DCH grant funds. Such records must contain information pertaining to the grant, sub-grant, and or grant awards obligations, unobligated balances, assets, liabilities, outlays or expenditures, revenue, and program income.
- ◆ Effective administrative and internal controls must be maintained for all grant and or grant cash, real and personal property and other grant assets. Grantees and sub-grantees must safeguard all such property and must ensure that assets are used only for authorized purposes.
- ◆ Actual expenditures or outlays must be compared with budgeted amounts for each grant. Financial information must be related to performance or productivity data, including the development of unit cost information when appropriate and practical. If unit cost data is specifically required by the grant or NOA, estimates based on available documentation will be acceptable.
- ◆ Written procedures for determining the reasonableness, and allowability of cost in accordance with the specifications of the terms of the grant, cost principles, and program regulations.

- ◆ Accounting records must be supported by source documentation such as cancelled checks, paid invoices, payroll records, time and attendance records, grant award documents, etc. Proper procedures and methods to meet audit standards including storage and retention of source documentation to support accounting records are required.
- ◆ Written cash management procedures for minimizing the time elapsing between receipt and disbursement of funds must be adapted and followed. Procedures should be consistent with the requirements of applicable DCH, federal and/or grant provisions.

Each grantee is also responsible for informing their subcontractors of all applicable policies and regulations, and of monitoring the performance of those subcontractors as it relates to the expenditure of funds provided by DCH.

### **3.2 Cost Allocation**

Federal law and regulations provide guidance on the subject of costs and cost allocation. OMB Circulars A-110 and A-122 address the types of costs that are allowable for non-profit organizations, institutions of higher education and hospitals. All grantees should be familiar with the OMB rules that govern which costs may be charged to a grant. While the aforementioned circulars do not address every possible cost or situation involving costs, grantees are required to rely on the OMB guidance as follows:

- A.** Costs incurred must be authorized or not prohibited under federal, state, or local laws or regulations. For example, entertainment and alcoholic beverages are prohibited from being charged to any federal or state grant program.
- B.** Unless specifically authorized, an invoice shall be inclusive of only those expenses within the reporting period. Late expenditures shall be considered for approval only if random and not the routine.
- C.** Expenses must be reasonable and justifiable as per the planned and implemented programmatic goals and outcomes as noted within the Scope of Services and Deliverables and the grantee's work plan.
- D.** A grantee must adequately document all costs in a manner consistent with GAAP. Examples include: retaining evidence of attempt to conduct competitive bidding for services or supplies, and maintaining adequate time records for those employees who charge time against a federal grant. It is extremely important to document the rationale for incurring costs that are not immediately and easily determined to be necessary and reasonable for the program at the time the expenditure is made.
- E.** Invoices must include the status of expenditures for all approved budget line items. The status should reflect the following:
  - ◆ Amount approved within the grant period
  - ◆ Expenditures to date

- ◆ Balance remaining after the reporting period.

Cost allocation should be treated on a case-by-case basis and any questions about cost charges should be directed to the Grant Administrator.

Please note when no expenses have been accrued within the reporting period, the line item should be denoted as \$0.

### **3.3 Administrative Costs**

Administrative expenses are indirect costs incurred for a common or joint purpose of the organization, benefiting more than one objective. Projects that require extensive reporting and evaluation may require a higher allowance for administrative costs as justified by charges for other than customary grant requirements. DCH will allow up to 10% of the total grant award to be allocated as administrative expenditures, unless otherwise approved or allowable by grant funding source, and documented within the NOI.

Administrative costs may originate in the grant recipient's own organization or in other departments that supply goods, services and facilities to the program. Most often, indirect costs are administrative costs that are incurred to support the overall operation of the organization. Typical examples may include the cost of operating and maintaining facilities, and general administration.

Grantees must maintain and present upon request, records of a cost allocation plan inclusive of other funding sources that support the infrastructure of the organization. The State may require the grantee to demonstrate through an appropriate system of cost allocation, the overhead expenses charged to the State as funded through this grant.

### **3.4 Program Costs**

Program costs include all necessary and reasonable allowable costs that are not specifically defined as administration. Per OMB guidelines, program costs (direct costs) are typically "those costs that can be specifically linked to a particular final cost objective relatively easily and with a high degree of accuracy (i.e., a particular grant award, project, service, or other direct activity of an organization)". However, a cost may not be assigned to a grant award as a direct cost if any other cost incurred for the same purpose, in a similar circumstance, has been allocated to a grant award as an indirect cost. In order for a cost to be considered direct, it must be: allowable, reasonable, allocable, and consistently treated as a direct charge.

### **3.5 Prior Approval for Purchases**

Prior approval by DCH and/or the funding entity may be required for specific purchases, such as large equipment, automobiles, etc. In cases where prior approval is required, it is necessary that the grantee provide documentation demonstrating that the proposed cost for the item is the best price

the grantee was able to obtain. Three price quotes must be submitted along with the invoice seeking reimbursement for the purchase.

### **3.6 Changes in Terms and Conditions**

All requests for budget and programmatic modifications must be reasonable and in the best interest of the program/project. Requests for approval of modifications to grants must be submitted in writing to the Grant Administrator and may not be retroactive. When considering modifications in a grantee's budget or deliverables, DCH will confirm that the proposed alterations do not compromise the original intent and/or purpose of the grant. DCH will notify the grantee in writing if the proposed modifications are approved. Modifications should not occur until approved from DCH and is received in writing by the grantee.

### **3.7 Budget Modifications/Revisions (DCH Approval Required)**

Budget modification/revision requests must support the grantee's expressed need to achieve grant deliverables as outlined within the NOA and the Scope of Work. DCH requires a request for budget modification if the grantee needs to transfer more than 10% of a line item across cost categories or for the addition and deletion to the budget of line items that have not been previously approved.

Requests for budget modifications shall be submitted to the Program Manager with copy to the Grant Administrator in writing. Each request will be reviewed and a determination will be made on a case-by-case basis.

Budget modifications cannot adversely affect the intended outcome of the grant. In addition, if all grant requirements have been satisfied and grant dollars have not been fully expended, the remaining balance must be returned to DCH unless prior approval for a continuation, extension or for other use of unspent funds has been obtained from the Department (see Section 3.18, Carryover Funds). The Grant Administrator, Program Manager and Director of Procurement will determine the suitability of approval for any and all modifications.

If the request for budget modification(s) is approved, the Commissioner will release a modified grant award notice to the grantee requiring a signature verifying and accepting the revisions to the budget and any corresponding changes to the Scope of Services before the modification becomes effective. DCH approval must be obtained in advance and in writing prior to invoice submissions. The Grant Administrator or designee will respond to the grantee with the approval or denial of the request for budget modification within thirty (30) calendar days.

Only one budget modification will be accepted per grant year. A grantee's failure to comply with this requirement may terminate any remaining portions of the grant.

### **3.8 Minor Budget Adjustments (DCH Approval Not Required)**

Grantees may identify the need for a minor reallocation of funds across approved cost categories. A transfer of less than 10% of the total line item amount, per fiscal year, within the cost category

(program or administration), may be adjusted without prior written approval from DCH. Grantees should make reference to the need to make adjustments as documentation with their fiscal report.

These budget adjustments cannot result in a change to the total grant amount and cannot include additional line items that were not previously approved by DCH.

Grantees shall inform their DCH Program Manager of budget adjustments in writing with the submission of their Fiscal Budget Report. The Program Manager or designee will allow proposed budget adjustments from grantees only if they occur within the current fiscal year.

### **3.9 Modification of Deliverables**

Requests for modifications to deliverables, including adjustments to approved timelines and work plans, must be made in writing. The Grant Administrator, Program Manager and Director of Procurement will review and make a determination on whether or not the proposed modification is in the best interest of the program/project and to allow the grantee approval. A grantee will not be allowed to modify any of its deliverable(s), administrative responsibilities or other term prior to receiving DCH approval in writing. A grantee's failure to comply with this requirement may terminate any remaining portions of the grant.

### **3.10 Terms of Payment**

The terms of payment provide the financial reporting guidelines for organizations receiving grant funds from DCH and prescribe the uniform accounting procedures for approving and reimbursing expenses.

The frequency of payment and amount will be pre-determined in the NOA which reflect the terms dictated in the application to support the functions and intent of the grant. If during the course of the grant, the grantee determines that the frequency and amount of payment are not sufficient to successfully support the functions and intent of the grant, the grantee may request in writing to the Grant Administrator a review of payment terms. This request will be examined by the Grant Administrator and the Director of Procurement and Program Manager will receive a recommendation to accept or reject the change in terms. The final decision will be provided to the grantee via written notification.

### **3.11 Grant Advances**

Grant advances may be approved when the grantee clearly demonstrates a financial need for the advancement of funds in order to sufficiently operate the intended program. Grantees that do not have sufficient funds from other sources may be considered eligible for grant advances.

Grantees that feel that they meet the financial needs requirement must submit a written request for a grant advance to their DCH Program Manager. The request must clearly state the need and the financial status of the requesting organization. Additional documentation, such as verification of the financial need, may be required with the written request. The final approval of the request is at the discretion of the Director of Procurement.

Upon approval of the request, the amount advanced will cover the estimated needs of the grantee for the period of one (1) quarter, not to exceed 25% of the total grant amount, without considerations for extraordinary circumstances such as disasters and legislative intent.

### **3.12 Invoicing**

Grantees must submit an invoice for each grant received from DCH and for each funding source within the grant, if the grant is composed of multiple funding streams. Grantees must report all expenses and subcontractors expenses on an accrual basis each month/quarter or as determined within the NOA. The invoice is a summary of the actual and accrued expenditures by grant activities for the reported month and contract year-to-date. The report compares budgeted expenditures to actual on a year-to-year basis. An invoice shall also be submitted when requesting advances of grant funds (Please see Section 3.11 for information on grant advances).

In addition to the invoice, grantees must submit a summary of their expenditures for the month and year-to-date in the form of a revenue and expense report. This summary should preferably be generated using the grantee's electronic accounting system which must meet the criteria outlined in Section 3.1 to adequately produce reports as required by DCH.

Upon receipt of the Grantee's signed Notice of Award, Final Budget, and Work Plan, the Grants Compliance Monitor will develop and provide the Grantee with an Invoice Instruction Package. The instruction package will detail the DCH invoice process and expected invoice deliverables, including: (1) expected invoice cycle, (2) delivery address, (3) Grantee Invoice Balance Sheet, (4) invoice expense narrative, (5) a summarized update of grant activity that correlates to the invoice being submitted, (6) an explanation of acceptable supporting documentation (receipts, invoices, event materials, encounter data, etc), and (7) the Grantee Invoice Checklist.

The expected invoice cycle reiterates the expectations presented in the Grantee's Notice of Award detailing the expected period of invoice submissions. Grantees will be expected to submit invoices either monthly or quarterly depending on the requirements of their grant agreement.

All invoices must be submitted to the following address:

**Department of Community Health  
Contracts/Grants Payable  
PO Box 1966  
Atlanta, Georgia 30301-1966.**

Each invoice submission package should consist of the following:

- A Cover Letter
- A Completed and Current Grantee Invoice Balance Sheet
- An Invoice Expenditure Narrative
- Copies of Receipts and Invoices to Support Invoice Line Items

- A Brief Status Update
- Masked Encounter Data Reports (as applicable)
- An Invoice Submission Checklist

**Grantees will complete and submit, as part of their invoice package, the following: (a) Grantee Invoice Balance Sheet (Appendix O), and (2) Grantee Invoice Checklist (Appendix P).**

### **3.13 Standards for Supporting Documentation**

Invoices submitted to DCH must be accompanied by adequate supporting documentation which demonstrate legal obligations such as staff time already invested in the project/program and attendance records or logs of activity (i.e. trip reports), delivery receipts or invoices and approvals of salary increases, other processing and payment documentation including vouchers and cancelled checks. Invoices submitted without all required detail and reports will be returned to the grantee and will not be processed until DCH receives correct and complete documentation.

All documentation/records must be properly maintained and should contain original signatures of authorized grantee staff.

Erroneous invoices received before the due date, will be returned to the grantee for proper assembly.

### **3.14 Frequency and Deadline for Invoicing**

Grantees may submit only one invoice per reporting period (monthly/quarterly or as specified in the NOA) and per grant award. Grantees should report all expenses, including subcontractor's expenses, by the last day of the month following the end of the reporting period.

### **3.15 Processing of Invoices**

To ensure expeditious processing of the monthly and annual budget invoices, the following procedures will be employed by DCH once an invoice is received:

- A.** Financial Management will create a Routing for Payment Form after receipt of the invoice. The report and form are then immediately sent to the appropriate Program Manager.
- B.** The Program Manager will review the invoice to ensure that deliverables are met and that the required documentation is attached. The Program Manager will use the Program Manager Invoice Checklist (Appendix Q) as part of this process. In the event that there is missing documentation, the Program Manager contacts the grantee to request a copy of any and all supporting documentation that was omitted from the original submission. Once the required documentation is received, the complete invoice and Routing Form is signed by the Program Manager and forwarded to the Grant Compliance Monitor for review and approval.

- C. The Grant Compliance Monitor confirms that the invoice accurately identifies the proposed budget costs, the prior cumulative grant expenditures, current invoicing period and the balance for each line item.
- D. Payment will be made when the Grant Compliance Monitor releases the invoice to Accounting for payment.

### **3.16 Payment of Invoices**

Upon receipt and approval of deliverables associated with the grant, and after submission of a correct invoice for services performed by the grantee, DCH will issue payment. To support the Department's intent to assist grantees' in their effort to improve health outcomes in Georgia, it is the posture of the Procurement and Grants Office to allow payment of an invoice within 30 days even if the internal review of the grantee's deliverables/work products has not been completed. In such cases, however, the Program Manager, at a minimum, must verify sufficient receipt of services and deliverables in writing in order for the Grants Office to authorize payment. Within 30 days of payment being processed, the Director of Procurement or authorized designee will examine the invoice and associated information again to determine if there is a need for adjustment to the payment that was made based on the final results of the Program Manager's review. If an adjustment is necessary, it will be applied to the subsequent invoicing period. This procedure will be followed in all instances except when the submitted invoice covers the last invoicing period for the grant. In that case, the invoice will not be paid until a thorough and complete review of deliverables or work product has been conducted.

### **3.17 Withholding Payment**

If the grantee fails to comply with any of the reporting requirements, DCH may temporarily withhold payment until the grantee achieves compliance. The Department may opt to deny payment for all or part of the reported cost(s) if the grantee remains out of compliance.

### **3.18 Carryover Funds**

Carrying over funds is permissible by the Department under specified conditions and/or as designated by the funding entity. In cases where carrying over funds has been approved, it is necessary that the Program Manager and the Grant Administrator provide documentation of the circumstances that prevented expenditure of funds and/or achievement of deliverables/goals within the specified time period as identified in the original grant application package. Such documentation will be verified through the examination of monthly reports and review of budget information. In addition, written communication to the grantee will be provided specifying the terms of the carryover, including the time period for expenditure, amount of carryover and the revised deliverables. Carryover funds will be approved by the Director of Procurement as a grant extension and will require justification of the need from the Program Manager.

### **3.19 In-Kind/Match Funds Report**

Some grantees may be required to provide matching funds or services as part of their grant agreement. As such, they may be required to submit separate reports to document In-Kind/Match Funds on a monthly basis or as stipulated in the NOA. This report must be submitted with the grantee's invoice identifying program expenditures that are not paid with DCH grant funds but that are part of the grant obligation.

### **3.20 Program Income Report**

A Program Income Report identifies income earned as a result of program activity, how and when the program income is expended, and how the contracted organization plans to utilize any unspent program income. A program income report may be required for monthly submission or as required by the NOA.

### **3.21 End of Funding Period**

The end of the funding period is specified in the Notice of Award package.

### **3.22 Request to Extend Grant**

In certain circumstances, the Department may approve extensions of grants. Requests for extensions are reviewed and approval is determined on a case-by-case basis. The Program Manager and Grant Administrator will provide documentation of the mitigating circumstances that require an extension. Such documentation will be substantiated by the monthly program and invoices. The Director of Procurement will make the final decision regarding the suitability of any request for extension. Once the decision is made, the grantee will be notified and the conditions for the extension, the time period of the extension and, if applicable, budgeted amount and any revisions to deliverables will be specified in the notice. No extension will be allowed without the expressed permission and approval of the funding entity if other than DCH. The extension will be documented through the use of the appropriate form found in **Appendix I**, Notice of Award.

Extensions may not include additional funding without the written approval of the Commissioner.

### **3.23 Request to Terminate Grant**

The Department reserves the right to terminate a grant for any of the following reasons:

- ◆ Grantee's failure to perform as prescribed in the grant award;
- ◆ Continuation of the funded program would be detrimental to the State and or the funding entity;
- ◆ Grantee's failure to provide information sufficient for continued release of funds;

- ◆ Grantee's failure to account properly for funds already disbursed;
- ◆ Unlawful act that prohibits DCH from continuing its relationship with the grantee; or
- ◆ Any other act DCH or the funding entity deems to be sufficient grounds for termination.

## SECTION IV - ADDITIONAL GRANT ADMINISTRATION ACTIVITIES

### 4.1 Federal, State and other Guidelines

All grantees are required to operate in compliance with the rules and regulations set forth in the Notice of Award including, but not limited to, privacy and confidentiality regulations; organizational and employment practices; financial, accounting and reporting requirements; and, State and Federal law. In addition, grantees are responsible for adhering to any and all other regulations or stipulations set forth by the grant, the Department, and other governing entity including the Office of Management and Budget through Circulars A-110 and A-122, and to all applicable State codes. Furthermore, grant recipients must follow Generally Accepted Accounting Principles (GAAP) during their daily administration of grant funds.

### 4.2 Report to the Secretary of State (SOS)

The DCH Grant Administrator will prepare and submit to the Secretary of State the annual Fair and Open Grant Disbursement Report outlining DCH grant activities. This report will be submitted no later than December 31<sup>st</sup> of each calendar year and will include the name of each grantee, amount awarded, purpose and name of each grant issued during the prior fiscal year. The Director of Procurement will review and approve the report prior to its release.

### 4.3 Annual Independent Audit

In accordance with OMB Circulars A-110 and A-122, grantees with an annual operating budget of over \$100,000 are required to have an annual financial audit covering the grant year. The audit should reflect the total activity of the grant and must be in compliance with GAPP. A copy of the audit must be submitted to DCH upon request.

### 4.4 Record Retention Requirements

Per the regulations established by the Secretary of State and in accordance with the Uniform Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule), grantees are required to retain documentation related to the grant on file in the event an audit is conducted and/or the need to retrieve grant records arises. Such requirements regarding retention of records shall be included in the Notice of Award package. Please see Section 4.4.1 for a detail schedule of record retention as defined by the Secretary of State.

#### 4.4.1 Record Retention Schedule

| Record Title                                                         | Description                                                                                         | Retention                                                         | Legal Citation                                                                                               | Retention Classification | Archival Instructions                | Number |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|--------|
| <b>Federal and State Grant Project Files, Non-Education Agencies</b> | Records documenting federal and state-funded grant projects                                         | 3 years after submission of final financial report                | Uniform Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule) | Temporary - Short Term   |                                      | 01-012 |
| <b>Federal and State Grant Project Files, Education Agencies</b>     | Records documenting grants to school systems and education agencies from federal and state agencies | 5 years after submission of final report or denial of application | US DOE guidelines                                                                                            | Temporary - Short Term   |                                      | 01-013 |
| <b>Federal and State Grant Reports</b>                               | Final narrative summary submitted according to grant requirements of the funding agency             | Permanent                                                         | Uniform Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule) | Permanent                | Transfer to Archives every 1-4 years | 02-010 |

| <b>Record Title</b>                                                                     | <b>Description</b>                                                                                                                                                                                     | <b>Retention</b>                         | <b>Legal Citation</b>                                                                                   | <b>Retention Classification</b> | <b>Archival Instructions</b> | <b>Number</b> |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------|---------------|
| <b>Cooperative Federal Programs Budget Preparation, Project, and Allocation Records</b> | Records used to develop, estimate, propose, and plan the preliminary budget requests for cooperative state/federal programs and reflects the process by which annual budget allotments are distributed | 5 years after the end of the fiscal year | O.C.G.A. 9-3-25; OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments | Temporary - Short Term          |                              | 05-004        |
| <b>Membership Registrations</b>                                                         | Records used to grant borrower or viewing privileges to patrons                                                                                                                                        | 2 years after expiration of membership   |                                                                                                         | Temporary - Short Term          |                              | 11-003        |

## GLOSSARY OF TERMS

- ◆ DCH State of Georgia Department of Community Health
- ◆ GAAP Generally Accepted Accounting Principles
- ◆ GPD Grant Planning Document
- ◆ LOI Letter of Intent (Letter of Intent to Award)
- ◆ NOA Notice of Award
- ◆ OCGA Official Code of Georgia Annotated (State Statute)
- ◆ OMB U.S. Office of Management and Budget
- ◆ PSA Public Service Announcement
- ◆ RFCG Request for Competitive Grant
- ◆ RFGA Request for Grant Application
- ◆ RTFG Request to Fund Grantee
- ◆ TA Technical Assistance

## APPENDICES

|                                            |   |
|--------------------------------------------|---|
| Grantee Report Card .....                  | A |
| Request for Competitive Grant (RFCG) ..... | B |
| Request for Grant Application (RFGA) ..... | C |
| Request to Fund Grantee RTFG) .....        | D |
| Grant Planning Document .....              | E |
| Budget Format and Budget Narrative .....   | F |
| Letter of Intent (LOI) .....               | G |
| Notice of Award (NOA) Cover .....          | H |
| Notice of Award (NOA) .....                | I |
| Scope of Services and Deliverables .....   | J |
| DCH Statement of Ethics .....              | K |
| DCH Ethics in Procurement Policy .....     | L |
| Business Associate Agreement .....         | M |
| Fiscal Budget Report .....                 | N |
| Grantee Invoice Balance Sheet .....        | O |
| Grantee Invoice Checklist .....            | P |
| Program Manager Invoice Checklist .....    | Q |