

Grant Administration Frequently Asked Questions

INTRODUCTION / GENERAL INFO

1. What is the purpose of Grant Administration?

- 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.

2. Are grant announcements posted?

All grant announcements are posted to DCH Website. See the below link.

http://dch.georgia.gov/00/channel_title/0,2094,31446711_98666602,00.html

3. When will the grantee receive notification of the outcome of the competitive solicitation?

The grantee is notified via mail and/or email of the results of the solicitation.

Applicants, who do not meet the minimum requirements, are non-responsive and/or non-responsible in providing adequate responses, may be 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.

4. How can an entity become a sub-recipient of a grant?

The state department (pass-through entity) receives a federal award and is responsible for administering and disbursing the federal award as a sub-recipient and the award is disbursed to non-profit organizations, universities, or targeted programs to support the initiative.

5. What is required from the grantee prior to awarding a grant?

Before awarding a grant of over \$25,000 to nongovernmental organization, DCH will require applicants to submit recent financial statements. Grantees are responsible for providing an **annual Dun and Bradstreet (D&B) Supplier Evaluation Report (SER) Report** for the grant which must be submitted to DCH no

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later than 30 days after receipt of Letter of Intent to Award and before the issuance of the Notice of Award. The D&B report must include the supplier report that references the commercial credit score and the financial stress score.

6. What is the difference between a grant and a contract?

Best Practices Grant vs. Contract

Grant Agreement (sub-recipients)	Contract Agreement (Vendors)
Typically a not-for-profit or government entity that provides services to a government entity or the public such as a city, town, hospital, or university.	Vendor provides goods or services commercially to both government and non-government entities.
Determines who is eligible to receive what federal financial assistance and how the federal funds will be used to fulfill the federal program purposes.	Vendor operates in a competitive environment.
Is subject to federal sub-recipient monitoring requirements; has responsibility for adherence to applicable federal program compliance requirements.	Provides similar goods or services to many different purchasers.
Uses the federal funds to carry out a program of the entity as compared to providing goods or services for a program of the pass-through entity.	Vendor provides the goods or services ancillary to the operation of the federal program.
Has responsibility for programmatic decision making delegated from the initial grant recipient.	Is not subject to the compliance requirements of the federal program

7. What are some of the sponsored programs?

- Federally Qualified Health Centers (FQHC)
- Migrant Farm Workers
- Rural Health Homeless/ Rural Health Network
- Georgia Health Information Exchange
- Georgia Cancer for Oncology and Research and Education
- Small Hospital Improvement Program (SHIP)
- Medicare Rural Hospital Flexibility (FLEX)
- Community Health Needs Assessment

8. How long are grants posted to the DCH website?

Competitive Grant Posting Guidelines	
If the Estimated Grant Value is...	Then, the Posting Period is...
Up to \$25,000 and (all Direct Awards)	Minimum of Five (5) Calendar Days
\$25,001 - \$100,000	Minimum of Ten (10) Calendar Days
\$100,001 or more	Minimum of Fifteen (15) Calendar Days

9. Who do I contact to receive copies of grant applications or documents pertaining to an award?

All requests for copies of solicitations should be directed to the following at DCH:

Legal Assistant
 Georgia Department of Community Health
 2 Peachtree Street, 40th Floor
 Atlanta, GA 30303
 Email: OpenRecordsRequest@dch.ga.gov
 Office: (404) 463-5291
 Fax: (404) 463-5025

10. What is allowed for allocation for administrative expenditures?

DCH will allow up to **9.27 percent** of the total grant award to be allocated as administrative expenditures, unless otherwise approved or allowable by grant funding source, and documented within the Notice of Intent to Award.

11. Are grant advances allowed?

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. Advances are allowed based on source of funding. Grantees that do not have sufficient funds from other sources may be considered eligible for grant advances. However, Health Resources and Services Administration (HRSA) funds are not available as an option to subsidize cash flow. HRSA only allows

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advances in rare extreme hardship. This applies to DCH as the recipient of HRSA funds and sub-recipients.

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.

Grant advances may not be used for any purpose other than the performance of Grantee's obligations under the grant Agreement. Grant advances shall reduce the amount of compensation the Grantee is otherwise authorized to receive under the grant award. Recoupment of the grant advance, if necessary, may be effected by DCH through withholding of the outstanding portion of the Maximum Award Amount payable to the Grantee. Upon the termination of this Agreement for any reason, Grantee shall immediately return any unexpended grant advances to DCH.

Upon approval of the request and review of the D&B SER, the amount advanced will cover the estimated needs of the grantee for the period of one quarter, not to exceed 25 percent of the total grant amount, without considerations for extraordinary circumstances such as disasters and legislative intent.

12. Who do I contact if there is an appeal, complaint or protest regarding a grant solicitation?

Appeals, complaints or protest (ACP) must be submitted in writing, signed by an authorized grantee official. An ACP has been "filed" when it has been received by the Agency Procurement Officer (APO). Failure to file within the timeframe established in the chart below will not be considered. Although the grant specialist may elect to provide individual notice of the NOIA to participating grantees as a courtesy, there is no requirement for personal notice. Grantees are responsible for checking the DCH website as applicable to view the NOIA.

Type of Protest	Protest Filing Deadline
Challenge to Competitive Solicitation Process	Two business days prior to the closing date and time of the solicitation as identified on the DCH website or within the posted application.
Challenge to Direct	Prior to the closing date and time of the Direct Award Notice as

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GEORGIA DEPARTMENT
OF COMMUNITY HEALTH

Award Notice	published on the DCH website.
Challenge to Notice of Intent to Award (competitive process only)	In the event the state entity posts a Notice of Intent to Award, the protest filing period begins and no grant award may occur until after at least ten calendar days have passed from the publication date of the Notice of Intent to Award.

All protests must be submitted to the following address:

Department of Community Health
Office of Procurement and Grant Administration
2 Peachtree Street, NW
35th Floor
Atlanta, Georgia 30303-3159