



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 D&B report for the grant which must be submitted to DCH no 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?

- Research
- Training
- Federally Qualified Health Centers (FQHC)
- Migrant Farm Workers
- Rural Health Homeless
- Project Stronger Together
- HIV Prevention
- Cancer Control
- 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?

For all solicitations conducted by records request may be directed to the following designee at DCH:

Cynthia Fey
Legal Assistant
General Counsel Division
Georgia Department of Community Health
2 Peachtree Street, 40th Floor
Atlanta, GA 30303
Email: cfey@dch.ga.gov
Office: 404-657-7495
Fax: 404-657-7200

10. What is allowed for allocation for administrative expenditures?

DCH will allow up to **9.27%** 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 advances in rare extreme hardship. This applies to DCH as the recipient of HRSA funds and sub-recipients.