



## **OVERVIEW OF GRANT ADMINISTRATION POLICY AND PROCEDURE MANUAL- REVISION 1**

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The purpose of Revision 1 to the Grant Administration Policy and Procedure is to incorporate new and updated policies for Grant Signatory Approval as follows:

**Section:**

**Procedure Was:**

**Procedure Is:**

2.24

*Letter of Intent*

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.

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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.

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 Chief Financial Officer and Chief Operating Officer for awards below \$100,000 and the Commissioner of DCH remaining as the last signatory in the execution process for awards above \$100,000.

**Section:**

**Procedure Was:**

**Procedure Is:**

2.26

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

*Preparation of Award Package*

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

Using the Blue Routing Sheet, the award package is circulated to the following key staff as part of the review for signatory approval :

Awards below \$100,000 require:

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

Awards above \$100, 000 require:

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