

Section 6.5.4: Award Issuance

PURPOSE AND POLICY

Guidelines should be established for the issuance of a subgrant award to ensure compliance with accepted standard and applicable rules, regulations and laws. Subgrantees are expected to review notifications and sign contracts before funding can be disbursed. The Office of Grants and Federal Resources (GFR) strongly recommends that grantors use the eCivis Subrecipient Manager (SRM) for managing the grant lifecycle, from the notice of funding availability (NOFA) to grant closeout.

PROCEDURE

1. Deliver award

The grant program manager sends the award package to the designated recipient (authorized representative or signatory) from the application.

The award package should contain the following documents:

- Award cover letter;
- Grant award document to be signed by the subgrantee and returned to the grantor;
- Project summary (if not incorporated in the award document)
- Attachments that outline special conditions placed upon the subgrantee if not incorporated in the award document;
- Multiple forms that will be used for the duration of the project, including progress report and financial report forms;
- Instructions and guidelines for reporting.

For awards funded in part or in full with federal funds, refer to Uniform Guidance §200.331 for specific elements that must be included in the award.

2. Award package acceptance

The subgrantee must accept and verify the award package either through signature, e-mail or other form deemed acceptable by the grantor. If the subgrantee does not accept the award within a reasonable timeframe, then the grant program manager should connect with the subgrantee immediately and provide it a deadline to accept the award or the subaward will no longer be available to it.

The subgrantee returns the subaward agreement to the grant program manager. The grant program manager receives and confirms receipt of award notification/contract from applicant.

3. Send rejection letters or denial notices to non-selected applicants

A grant program manager should not inform an applicant that it has been denied before all subgrants have been accepted by all subgrantees. If not all potential subgrantees accept their

award funding, then based on the peer reviews, other applicants may receive funding. The grant program manager can start the denial process once all grantor program funding has been accepted by the subgrantees.

4. Continually manage and administer grant

The grant program manager consults with his or her supervisor to establish grant management activities to be carried out over the lifecycle of the subgrant. Grants management duties include: monitoring grant performance and progress, reviewing and processing requests for changes in the subgrant as needed, providing technical assistance (TA) to the subgrantee regarding programmatic issues, conducting site visits, and the timely closing of the subgrants. These responsibilities are described in detail in chapters 7, 8 and 9. In performing these duties, the grant program manager coordinates programmatic, administrative, and financial management issues within his or her office as well as with other appropriate offices, as described in this manual. Supervisors are responsible for supporting grant program managers in prioritizing their workload and focusing on customer service. The eCivis SRM allows for automated grants management of the subgrant and has a task template to allow for customized task creation, submission, and acceptance.