

## Section 7.2.12: Removal of Special Terms and Conditions Related to Programmatic Requirements Withholding Funds

### PURPOSE AND POLICY

This grant adjustment is used when the subgrantee has met the terms set forth in a programmatic special condition of its award that triggers a release of funds and/or removes a withholding of funds special condition. If a subgrantee has a delinquent audit report or an outdated indirect cost rate, these issues would need to be addressed and cleared before the special condition can be removed. The Office of Grants and Federal Resources (GFR) recommends that grant adjustments are processed via the eCivis Subrecipient Manager (SRM).

### PROCEDURE

These procedures are the minimum steps an agency should take when reviewing a request to remove special terms and conditions. If additional review and approval is necessary (i.e., review and approval of a board, etc.), these additional steps should be included in the grantor agency's policy.

1. **Subrecipient submits a grant adjustment request**

The subrecipient submits a grant adjustment request once he/she believes the terms set forth in a special condition of its award have been met, usually after conferring with the grant program manager.

2. **Review the grant adjustment request**

The grant program manager reviews the request, preferably via the eCivis SRM. The grant program manager routes the adjustment request to the first-line supervisor.

If the first-line supervisor has additional questions regarding the request, the grant adjustment request is sent back to the grant program manager. If the grant program manager can make the necessary changes, he or she resubmits the grant adjustment request for approval. If the subgrantee needs to make the requested changes, the grant program manager asks the subgrantee to revise the grant adjustment request and re-submit it to the grant program manager.

If the request is put on hold, the grant program manager includes a note in the eCivis SRM explaining why the grant adjustment request is on hold.

Once the first-line supervisor determines that the request is acceptable, he or she approves the grant adjustment request and routes to the grantor agency's finance manager.

3. **Approve or deny the grant adjustment request and notify the subgrantee**

If the first-line supervisor approves the request, the request moves to the grantor agency's finance manager. The grantor agency's finance manager reviews and approves the adjustment request. The grant program manager notifies the subgrantee of the approval in

writing (email), preferably via the eCivis SRM. Once the approval has been made, the grant program manager takes the steps necessary to ensure the funds are released.

If the first-line supervisor, grantor agency's finance manager or other responsible party within the grantor agency denies the request, the grant program manager notifies the subgrantee in writing (email) regarding the denial, preferably via the eCivis SRM.

If the first-line supervisor or grantor agency's finance manager places the request on hold, the grant program manager records an explanation in the grant file and notifies the subgrantee, preferably via the eCivis SRM.

4. **Record of the grant adjustment disposition**

Once the grant adjustment request has final approval (or denial), the grant program manager records the change in the award file, preferably via the eCivis SRM.