Office of Community Planning

CBTP and EJ Grant Contracting Process

HQ: Sends Grant Award and Conditional Letters

District Contact Manger: Prepares Service Grant Request Form (ADM 360) Package

Grantee: Completes contract documents Revises scope of work, schedule, and fulfills grant award conditions

District Contract Manager and Grantee: Review required elements of the contract and any items specified as conditions for grant award

District Contract Manager: Sends Contract Request Package to HQ for Review Note: District Contract Manager retails originals of all district files

HQ Grant Manager: Reviews grant documents for spirit and intent, completeness, and consistency

HQ Grant Manager: Submits grant documents electronically to DOTP Resource Management Branch

RMB: sends Contract proposal to DPAC for processing. Reviews coding information Enters into DOTP Resource Management database for tracking

DPAC: Reviews contact and sends draft contract for final review, approval and signature by grantee, district and DPAC. Sends Encumbering Document to Accounting

District Contract Manager: Sends contract to Grantee to sign

Grantee: Signs Contract and Sends to District Grant Manager

District Grant Manager: Signs and sends copy to DPAC.

RMB: Tracks with DPAC and communicates progress monthly to the HQ Grant Program Manager