

## **GRANT APPLICATION PROCEDURES:**

### **GRANT APPLICATION GUIDELINES:**

All FEDERAL GRANTS for which an application is submitted

All new Federal programs funds not previously received

Any Non-Federal grant project totaling over \$10,000 or for which at least \$10,000 will be received in any SFY (**this includes all agreements**). Money requested must follow this approval process. (These do not apply to agreement money that will total less than \$10,000 in any SFY)

### **APPLICATION STEPS:**

- Submit all applications, 30 days in advance of application due date, to OFO/Finance for review and appropriate signatures. It is required that your director initial all boxes requiring the Executive Directors signature.
- After the application has been reviewed and all mistakes and omissions corrected, the budget director will review the application for correctness then it will be submitted to the Executive Director to review and signature.
- It will then be submitted to the Executive Director for approval. He/she will sign the application and the signed application will be returned to you.
- **Complete the online GOPB form** for Federal & Non-Federal Grants via their web site at
  - <http://grants.utah.gov/gmLogin.aspx>
  - **If the Grant was awarded in the past, and this current request is for another award for money from the same grant then don't open a new grant request on GOPB. Pull up the previous application that was awarded and enter the new grant information for the new year.**

### **FORMS & INFORMATION REQUIRED:**

- Federal Only - Standard Form 424 (if required by the federal agency).
- GOPB Budget Impact form (see OFO for a copy).
- Program Abstract/Summary
- Be sure and include indirect costs as appropriate
- Monitoring Questions
  - Brief description of compliance requirements associated with the grant
  - Name and title of division employee responsible to ensure grant compliance
  - Brief description of how required compliance will be monitored by the division

### **GENERAL EXPECTATIONS FOR THE APPLICATION:**

All application forms, assurances, and certifications are to be signed by the Executive Director.

- Authorized Representative is Ann Williamson
- Title is Executive Director

Make sure the following information on the documents is correct:

- Legal Name: Utah Department of Human Services
- Address: 195 North 1950 West, Salt Lake City, UT 84116
- (Please don't use your division office's address)
- Organizational DUNS: **878593383**

- Please **DO NOT** submit applications to Grantors or sign agreements before being approved by our Executive Director and submitting to GOPB (for grants).

- **EIN: 87-6000545 Please see note below:**

- To those with Grant Application and Processing Responsibilities:
- Issues have recently come up related to DHS Grants being placed on the wrong Federal Payment Account Number (PAN), due to not using the correct 12 digit EIN (including prefix and suffix) on grant applications. For example, one grant was placed on a PAN that has been inactive for over 16 years (and correcting this is not a simple thing). Only using the 9 digit Utah EIN of 876000545 can even result in a DHS Grant being placed on another Utah Agency's PAN.
- For correct Federal grant PAN placement and associated FFR/272 reporting, the EIN for DHS grants always begins with a "1", followed by the State of Utah EIN of 876000545, and ends with a two digit suffix.
- It is important that the PAN EIN and associated Grant Application EIN are the same. **Therefore, the following EINs need to be used on DHS Grant Applications** (all divisions use only suffix A8--except DAAS):

<b>EIN (12 digits)</b>	<b>PAN(s) Using</b>	<b>Divisions that should use and other Description</b>
<b>1876000545A8</b>	Y176P, 0802G and V649B	<b>All Divisions</b> --(DAAS uses for a limited number of grants) Type of Grant and how Feds want to track it are things determining the PAN used for any particular grant. For example, all Block grants are on PAN V649B.
<b>1876000545A9</b>	7906G & 7906P	<b>DAAS only</b> --Type of Grant and how Feds want to track it are things determining the PAN used.
<b>1876000545G1</b>	3K54B	<b>DAAS only</b> --Only used for Title V (SCSEP) Grants

- Note: The prefix "1" is simply an additional identifier to differentiate DHS grants from other Utah Agencies' grants.
- I would like Lynn to distribute this email notice to all of those that have the responsibility of applying for DHS Federal Grants. Please let me know, if you have any questions.

## **FEDERAL GRANT APPLICATION GUIDELINES:**

All grant money requested must follow this approval process.

1. If the grant covers more than one state fiscal year, approval must be received by the legislature to spend the funds in the additional year. This can be obtained by:
  - a. Separating the expected grant expenditure in the Federal Funds Request Summary report prepared each year
2. If the grant actual award is 25% more than the amount detailed in the Federal Funds Request Summary report the EAC has to approve the additional funds through the normal application process. If the amount exceeds that appropriated and one of the following also applies, EAC approval is needed as well.
  - a. Require the addition of one or more permanent full time or part time employees
  - b. Require new state money as match
  - c. Require the state to comply with new conditions
3. Reduction in federal funds requires the agency to reduce programs supported by those funds proportionate to the reduction, **unless** the legislature funds the reduction. The reduction should be reported to the EAC.