Competitive Federal Grant Pre-award Process

Federal Grants Kaizen Future State Map

Informal/formal notification of award → State agency has designated central point of contact for receiving formal notification. *Best Practice

Request LAC award → Receive approval from LAC. *Best practice

Develop detailed budget → Request from MMB new appropriation match/no match

MMB sends approval order → Enter budget into swift

Develop competitive RFP

RFP development includes check lists, guidance and templates for required communications. *Best Practice

RFP development includes anticipating FAQ’s, timelines, drafting responses, and assigning central point of contact. *Best Practice

Internal agency review and approval of RFP → 6 weeks for initial funding notification to RFP development

Post RFP → RFP posted for a minimum of 30-45 days

Recruit reviewers → Decide reviewers

Review and refine grant review tools

Contact/train reviewers → Schedule grant review

Receive applications → Internal screening of applications → Conflict of interest → Send applications to reviewers → External reviewers → Conduct grant review → Risk assessment → Review grant application scores

6 weeks to coordinate grants review process → Share outcomes → Decide sub recipient

Grant Sub-Recipients notified: Award/regret letters → 1-3 days to notify recipients → Negotiation → Finalize application → 2 weeks for negotiation

Draft agreement, encumbrance sheet, and Official Grant Award Notification (OGAN) template

Supplier contract in SWIFT if required → Enter Purchase Order in Swift

Review initial purchase order entry and signoff approval → Sign encumbrance certification → 3-5 days for encumbrance steps

Consider signatures at application point with OGAN model. *Best Practice

Review and confirm signatures → Consider electronic signatures → 2 weeks for signature process

Color Code Legend

Yellow = Process Points
Orange = Process Points and Internal Control
Purple = Time
Blue Diamond = Decision Points