

CONTRACTS 1.0

Departmental Grant Authority -- 1.15

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POLICY

A Departmental Grant Authority is to be used if five or more grants for the same or similar type of services are to be issued to contractors.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

Expedite the processing of grants by insuring direct grant approval by the Department of Health and the Department of Finance and Administration.

PROCEDURE

A Departmental Grant Authority (DGA) will be processed in accordance with Bureau Policy 1.1.

NECESSARY FORMS:

1. Departmental Grant Authority Format (DGA)
2. TDH Contract Processing Worksheet
3. F&A Contract Summary Sheet

4. F&A Contract Summary Sheet Supplemental Schedule (as applicable)

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305