

PLANNING AND DEVELOPMENT 6.0

Grant Review Process -- 6.4

New Grant Proposals - 6.4.b

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All new grant proposals must be reviewed by the Commissioner of the Department of Health, Grants Division of the Department of Health, selected offices of the Bureau of Health Services and appropriate regional offices prior to being submitted to the funding agency.

APPLICABILITY

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

PURPOSE

To ensure the development of quality grants in areas related to Bureau of Health Services priorities and to ensure reasonable utilization of existing resources.

PROCEDURE

As soon as you have a general sense of what you want a new grant to fund, briefly summarize what the grant can be used for, how much money will be requested, and what you intend to propose. This summary should be sent to the Commissioner of the Department of Health and Assistant Commissioner for the Bureau of Health Services.

At least 20 working days before the submission of any new grant, either federally funded or otherwise:

Contact the Grants Division of the Department of Health to secure an appropriate (federal vs. non-federal funding source) grant application packet. This packet includes, but is not limited to **Application for Federal Assistance, SF-424**, Instructions, **Budget Information, SF-424A**, Checklist, Assurances, Certifications, Benefits Rate, and Indirect Cost Rate. If you received an application packet from the federal government, some of these forms will be included in the packet. However, in the packet sent to you from the Grants Division of the Department of Health, certain routine questions have already been completed on particular forms, and in some cases, the entire form has been completed. Therefore, the completed form needs to be substituted into your final application. Check each form carefully to verify all questions have been answered.

At least 15 working days before a new federal grant is to be submitted:

Submit federal funds website information to the Bureau Office. The Bureau Office will post this information on the State of Tennessee Federal Funds Website. Notice of the posting will be given to each member of the general assembly by the Department of Finance and Administration.

At least 10 working days before the grant is to be submitted:

One (1) copy of the final draft must be submitted to the Grants Division of the Department of Health for processing with proper authorities for review and signatures.

Two (2) copies of the final draft must be submitted to the Bureau Office. The Bureau Office will distribute a copy to the Commissioner's Office. A completed **HSA Grant Review Checklist** must be submitted with the Bureau's copy. The Bureau Office will be responsible for distributing a copy of the budget to the Fiscal Services Section of the Bureau of Health Services for review and for providing review comments back to staff responsible for developing the grant.

No grant shall be submitted to the funding agency without prior approval from the Grants Division of the Department of Health and the Bureau Office. New federal grants also require prior approval from the Commissioner of Health.

A copy of the final grant without attachments/exhibits should be sent to the Fiscal Services Section of the Bureau of Health Services (FSS) upon submission of the grant to the funding agency.

When the applicant receives notification of final funding decision, a copy of that notification (grant award, approval, disapproval, etc.) must be sent to the Bureau

Office, FSS and the Grants Division of the Department of Health. The Bureau Office will post the final disposition on the State of Tennessee Federal Funds Website.

A copy of any revisions/amendments to a grant should be sent to the FSS and the Grants Division of the Department of Health upon submission to the funding agency.

NECESSARY FORMS

1. Application for Federal Assistance, SF-424 (if applicable)
2. HSA Grant Review Checklist
3. Budget Information, SF-424A

REFERENCE DOCUMENT

T.C.A. 4-4-124

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305