

# PLANNING AND DEVELOPMENT 6.0

## Grant Review Process -- 6.4

### Recurring Grant Proposals -- 6.4.a

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**Date Issued:** December 31, 1998

**Date Last**

**Revised:**

**Signature:**

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

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#### **POLICY**

All regularly recurring grant proposals must be reviewed by the 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 Department, Regional and Central Office personnel.

#### **PURPOSE**

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

#### **PROCEDURE**

At least 20 working days before the recurring grant is to be submitted:

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 Rates. If you receive 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 recurring federal grant is to be submitted (if applicable):

For recurring federal grants with substantive changes and/or the addition of special funding for new programs under recurring grants, submit federal funds web site 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 recurring 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.

One (1) copy of the final draft must be submitted to the Bureau Office. A completed HSA Grant Review Checklist must be submitted with the final draft. 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.

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, if applicable.

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

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