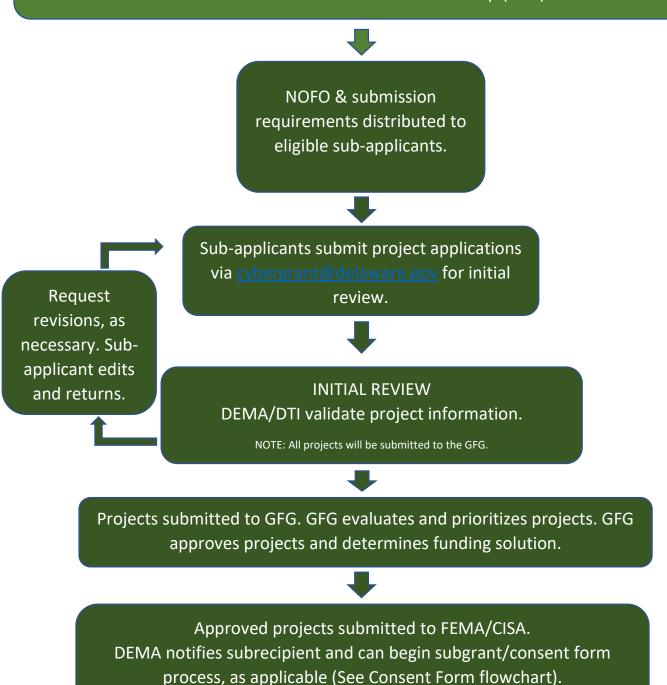
SLCGP Submission Process

Pre-Award

FY XX' Notice of Funding Opportunity (NOFO) released.
State Administrative Agency (SAA) develops Program Guide and distributes Program
Guide and NOFO to the Grant Focus Group (GFG).





NOTE: Projects approved by GFG for funding still must be reviewed and approved by FEMA/CISA prior to project work beginning.

SLCGP Submission Process

Post-Award

Federal Award Notification to SAA

NOTE: Federal award approval initiates the 45 day pass-through requirement.



SAA Notifies Subrecipient



Procurement

Procurement method would be determined on a case-by-case basis. Direct purchases would occur if it were more efficient, cost-effective, or if procurement via subgrant would create a burden of undue hardship or financial constraint on a local or rural subrecipient, limiting their ability to participate or benefit from the awarded project.



Subgrant



SAA sends subgrant form to subrecipient.



Subrecipient returns signed form to SAA.

SAA compiles subgrant.



Direct Purchase



Subrecipient coordinates purchase through SAA utilizing the appropriate procurement procedures.



SAA processes order request.
Once approved, places order
with vendor.

SAA pays vendor directly.



SLCGP Submission Process

SAA sends Acceptance
Statement to subrecipient.
Subrecipient signs and
returns to SAA, formalizing
the agreement.



Subrecipient begins project. Procures items/services through the appropriate procurement methods, then requests reimbursement of funds from SAA.

Equipment/services provided.



Equipment Monitoring & disposition occurs based on 2 CFR 200 & NOFO requirements for asset tracking.



Reporting requirements for subgrants:

- Progress Reports: Completed by subrecipient and sent to SAA quarterly (Jan 15th, April 15th, July 15th, Oct. 15th)
- Reimbursement Voucher: Completed by subrecipient and sent to SAA as reimbursements are necessary.
 - Reimbursement voucher must include proof of payment and invoice(s).



Monitoring and disposition occurs based on 2 CFR 200 and NOFO requirements for asset tracking.