

SUBGRANT LIFECYCLE

Below is a brief overview of the process for developing, implementing, and closing out a subgrant between the Bureau of Behavioral Health Wellness and Prevention (BBHWP) and our community providers.

1. BUREAU FUNDING AUTHORITY (PRE-AWARD)

- a. BBHWP grant application submission and Notice of Award (NOA) from our federal funding partner or budget approval from the Legislature, and
- b. Work Program completion to approve BBHWP budget authority.

2. SUBGRANT FUNDING AUTHORITY

- a. BBHWP approvals of applications from a competitive Notice of Funding Opportunity (NOFO)/Request for Application (RFA), or
- b. Ongoing funding with a current provider, and
- c. Award notification to the provider.

3. SUBGRANT BUDGET & SCOPE OF WORK (SOW) NEGOTIATIONS

- a. Negotiations between BBHWP and the provider on the awarded project's budget and Scope of Work (SOW), and
- b. Completion of subrecipient questionnaire, and
- c. Total budget finalization once the federal Notice of Award (NOA) is received by BBHWP or the state budget is approved.

4. SUBGRANT PACKET DEVELOPMENT & EXECUTION

- a. BBHWP development of full subgrant packet, and
- b. BBHWP internal review of subgrant packet, and
- c. Provider and BBHWP Bureau Chief and Administrator approve/sign subgrant packet creating an executed subgrant, and
- d. Notice of Subaward, Request for Reimbursement (RFR) Workbook, Request for Reimbursement (RFR) Procedures, and Grants Instructions and Requirements (GIR) sent to the provider, and
- e. BBHWP and the provider determine monthly meeting and site monitor schedule.

5. SUBGRANT MONTHLY REIMBURSEMENTS & MONITORING

- a. Provider submission of Request for Reimbursement (RFR) and backup documentation into Smartsheet by the 15th of the following month, and
- b. BBHWP review and approval of Request for Reimbursements (RFR) and backup documentation, and request for any modifications, as needed, and

- c. Provider submission of any required data reports, and
- d. 1:1 meeting between BBHWP and the provider for discussion of most recent Request for Reimbursement (RFR), client load, spending, Scope of Work (SOW) progress, successes, challenges, and any needed technical assistance.

6. SUBGRANT QUARTERLY MONITORING

- a. Provider submission of quarterly report, and
- b. BBHWP review of quarterly report, and
- c. Review of any budget modification needs based on current spending, and
- d. Feedback and discussion between BBHWP and the provider on most recent quarterly report during 1:1 meeting.

7. SUBGRANT BIANNUAL MONITORING

- a. Spend plans for providers under or over-spending their budget, and/or
- b. Amendments to increase or decrease funding, as necessary, or
- c. Budget modifications based on current spending, and
- d. Budget planning for new fiscal year for providers receiving continued funding, and
- e. BBHWP site or virtual provider visit, if needed.

8. SUBGRANT ANNUAL MONITORING

- a. BBHWP site or virtual provider visit, and
- b. Mini application for continued funding, if needed, and
- c. Any required provider annual report.

9. SUBGRANT CLOSE OUT

- a. Final Request for Reimbursement (RFR) and backup documentation submission into Smartsheet by the 15th of the following month for federally funded subgrants or by July 7th of the following month for state funded subgrants, and
- b. Final quarterly report 30 days after close (e.g., due by October 30 for a subgrant ending on September 30), and
- c. BBHWP Final Report (90 days after closure), and
- d. BBHWP fiscal reconciliation and closure, and
- e. Single audit within 9 months of close out for providers with grants of 750K or more.

If you have any questions about this process, please reach out to your assigned BBHWP program staff.