

DBH Grant Process & Timeline

| Action | Description | Entity Responsible | Accelerated Timeframe | Regular or Outside Timeframe | Comments |
|----------------------------------|--|--------------------|---|------------------------------|----------|
| Hold Public Forum Pre-NOFA & RFA | Seek and provide an opportunity for community input through a public forum on the RFA prior to any agency drafting, including scope of work, award amount and number of grants, deliverables, performance metrics, evaluation criteria, etc. | DBH | May, 2018 | May, 2018 | |
| Draft NOFA & RFA | DBH drafts the RFA in accordance with District grant-making guidelines and taking into consideration the Task Force recommendations and other public input received | DBH | June, 2018 | June, 2018 | |
| Post NOFA | Post the Notice of Funding Availability in accordance with grant-making guidelines | DBH | July, 2018 | 2 weeks | |
| Post RFA | Post the Request for Application in accordance with grant-making guidelines | DBH | July 2018- Under accelerated process, the NOFA and RFA can be released the same day and open for at least two weeks | 4 weeks | |
| Receive Applications | Providers submit applications in response to the NOFA and RFA | Applicants | July-August (14 - 30 days) | August- September (30 days) | |
| Panel Review | Panel reviews and evaluates applications and makes recommendation to DBH Director | Review Panel | August-September, 2018 | September, 2018 | |
| Director Review | DBH Director reviews recommendations and makes final decisions | DBH | September, 2018 | October, 2018? | |

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|---|---|---|--|------------------------------|----------|
| FY 19 Funds loaded and available to DBH | Funds for the new FY are not available to the agency to spend until they are appropriately "loaded" in the financial system | OCFO & DBH Agency Fiscal Officer | October 15, 2018 | November 1, 2018 | |
| Create Grant Agreement | Fiscal Services will create grant agreements when funds become available | DBH Fiscal Services | 2 weeks | 4 weeks | |
| Finalize Grant Awards | Grant agreements are fully executed by Provider and DBH Director | DBH Fiscal Services, DBH Director, Provider | 1week | 1 week? | |
| Grant Award Management | Ensure sub-grantee is achieving goals and objectives set forth in the approved application & grant agreement by monitoring programmatic and financial performance | DBH | Continuous until grant closeout (September 2019) | | |