



# Mayor's Office of Housing and Community Development

## 2018-19 Contracting Overview – Next Steps

1. Please review the following documents on the MOHCD website – Community Development – Grantee Forms and Documents
  - Operating Procedures Manual
  - GMS User Guide
2. Review and Update Agency Information on GMS – please make sure to update board member list;
3. Gather Items from Checklist of Required Documents and Upload Them to GMS 2018-19 “Agency Docs” by Wednesday, June 13th
4. Online Grant Negotiation on GMS
  - Edit and Update Narrative, Activities & Outcomes, Neighborhoods Served forms (copied forward from 2017-18 workplans for most program areas); Discuss Any Workplan Changes with Grant Coordinator
  - NOTE: For Eviction Prevention & Workforce Development projects, which have new Activities and Outcomes options, Activities & Outcomes and Neighborhoods Served will not be copied forward, and agency will need to complete these forms from scratch
  - Complete Budget
5. Timeline Goals
  - Agency Discuss Workplans with Grant Coordinators and Approves All Forms by Wednesday, June 13<sup>th</sup>
  - Update Agency Information and Upload all documents onto 2018-19 Agency Docs page by Wednesday, June 13<sup>th</sup>
  - Grant Coordinator, Fiscal and Manager Approvals by Wednesday June 20<sup>th</sup>
  - Grant Agreements available to print by Wednesday, June 20<sup>th</sup>
6. Print and Return Two Original, Signed Grant Agreements to MOHCD by Friday, June 29<sup>th</sup>
  - Grant Agreements will be available to print from GMS once negotiations and approvals are complete
  - They only require one agency signature this year – If the grant agreement is not being signed by Board President/Chair, upload a board resolution authorizing the position of the individual (i.e., “Executive Director”) who signed the agreement to do so
  - Contracts must be encumbered in July in order for grantees to be reimbursed for services provided in July (Controller’s Office requirement) – in order to meet this deadline we need to receive signed grant agreements by June 29<sup>th</sup> [please contact your Grant Coordinator immediately if issues arise in meeting this deadline]

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