



# Mayor's Office of Housing and Community Development

## Contracting Overview – Next Steps

1. Please review the following documents on the MOHCD website – Community Development – Grantee Forms and Documents
  - Operating Procedures Manual
  - Checklist of Required Documents
  - GMS User Guide
2. Gather Items from Checklist of Required Documents and Upload Them to GMS “Agency Docs”
3. Review and make all necessary adjustments to GMS workplan for each project
4. Timeline Goals
  - Review, edit and complete negotiations for Activities and Outcomes, Narrative and Neighborhoods Served by Friday, May 27<sup>th</sup>
  - Upload all documents onto 2016-17 Agency Docs page by Wednesday, June 1<sup>st</sup>
  - Complete Budget and Final Approvals by Agency and Grant Coordinator by Friday, June 10<sup>th</sup>
  - Fiscal and Manager approvals by MOHCD week of June 13<sup>th</sup>
  - Grant Agreements available to print by week of June 20<sup>th</sup>
5. Print and Return Two Original, Signed Grant Agreements to MOHCD by June 30<sup>th</sup>
  - Grant Agreements will be available to print from GMS once negotiations and approvals are complete
  - They must be signed by both Executive Director and Board President (unless another signatory is authorized) and include Appendix A – Interests in Other City Contracts
  - 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 30<sup>th</sup> [please contact your Grant Coordinator immediately if issues arise in meeting this deadline]