



# Mayor's Office of Housing and Community Development

## 2017-18 Contracting Overview – Next Steps

1. Please review the following documents on the MOHCD website – Community Development – Grantee Forms and Documents
  - Operating Procedures Manual
  - Grantee Document Checklist
  - GMS User Guide
2. Review and Update Agency Information on GMS – add CFO and COO names, and list of board members (names, and other boards on which they serve; explanation required if agency currently has less than the minimum requirement of 7 active board members); add DUNS Number
3. Gather Items from Checklist of Required Documents and Upload Them to GMS 2017-18 “Agency Docs”
4. Online Grant Negotiation on GMS - Complete Agency Draft of Narrative, Activities & Outcomes, Neighborhoods Served, and Budget – Discuss Any Workplan Changes with Grant Coordinator
5. Timeline Goals
  - Agency Discuss Workplans with Grant Coordinators and Approves All Forms by Friday, June 2<sup>nd</sup>
  - Update Agency Information and Upload all documents onto 2017-18 Agency Docs page by Friday, June 2<sup>nd</sup>
  - Grant Coordinator, Fiscal and Manager Approvals Week of June 5<sup>th</sup>
  - Grant Agreements available to print by week of June 12<sup>th</sup>
6. Print and Return Two Original, Signed Grant Agreements to MOHCD by June 28<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 28<sup>th</sup> [please contact your Grant Coordinator immediately if issues arise in meeting this deadline]