



2019-20 Contracting Overview – Next Steps

1. **Please review the documents available at:**
<https://sfmohcd.org/community-development-forms-and-documents>
 - Including Operating Procedures Manual, GMS User Guide
2. **Review & Update Agency Information on GMS – make sure to update board member list**
3. **Gather Items from Checklist of Required Documents**
4. **Begin planning and preparing project budget for 2019-20**
5. **Update Agency User Roles**
6. **Online Grant Negotiation on GMS will be available once board approves final recommendations, scheduled for May 14th**
 - Edit and Update Narrative, Activities & Outcomes, Neighborhoods Served forms (copied forward from 2018-19 workplans for most program areas); Discuss Any Workplan Changes with Grant Coordinator
 - NOTE: For Eviction Prevention 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
7. **Timeline Goals**
 - Discuss Workplans with Grant Coordinators and Approve All Forms by Friday, June 7th
 - Update Agency Information, Upload all documents onto “2018-19 Agency Docs” by Friday, June 7th
 - Grant Coordinator, Fiscal and Manager Approvals by Friday, June 21st
 - Grant Agreements/Appendices available to print by Friday, June 21st
8. **If this is a new one-year grant agreement - Print and Return Two Original, Signed Grant Agreements to MOHCD by Friday, June 29th**
 - Grant Agreements will be available to print from GMS once negotiations and approvals are complete
 - They only require one agency signature – 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) – we must receive signed grant agreements by June 29th
9. **If this is the second year of a two-year grant agreement, the “Grant Agreement” PDF link on GMS will only generate a 2019-20 Appendix A – simply attach that appendix to your two-year grant agreement. No document needs to be signed or returned.**