2019-20 Contracting Overview – Next Steps

1. Please review the documents available at: https://sfmohcd.org/community-development-forms-and-documents

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.