Grants Management Checklist

	Submit the Contract Details Form based on your final award amount (ASAP) • Visit https://dosgrants.com/and log in. • Navigate to the Grant Record Details page of your grant (Grants tab, My Grants, select "Details"). Scroll down to Forms and Reports, click Edit Contract Details Form. • Complete all sections of the form: Deliverables, Budget, Scope of Work, and Contact Info. **Please do not change Deliverable 1.** The Introductory package of requirements in Deliverable 1 is pre-populated and the same for all grantees. • *Initiates creation and release of Grant Award Agreement*
	Submit a current Substitute W-9 Form on file with the Division of Financial Services • Visit flvendor.myfloridacfo.com and follow on-screen instructions • **All grantees must submit the Substitute W-9 every year by the time they return their Grant Award Agreement.** For additional information, see the Substitute W-9 FAQ document.
	Set up Direct Deposit (ASAP) • Print out and complete the Florida CFO Vendor Direct Deposit Authorization form. Mail it to the address provided in the form instructions. • Only required for grantees who have not previously received Direct Deposit from the state or must change their account information.
	Sign and return your Grant Award Agreement (due July 31, 2021) • Once Division staff approve your Contract Details, your Contract Form will be released to you in the DOSgrants system. Click on Edit Contract under the Forms and Reports section of the Grant Record Details page. • Once approved, the grantee's authorized official should sign and upload the agreement in DOSgrants ASAP, but no later than July 31. **Applicants who fail to upload the agreement by the hard deadline of August 31 will have their grants rescinded** by the Division.
	Request Payment 1 (by September 30) • The Division will begin executing signed contracts on August 1. Once your contract is fully executed in the DOSgrants system and you have completed the Deliverable 1 requirements, you may submit Payment Request 1. • **Please note: Payment 1 is no longer an advanced payment.** You will need to upload documentation showing completion of the introductory package of requirements, including Timeline of Grant Activities and Grants Management Quiz confirmation.
	After Payment 1 is expended and Deliverable 2 has been executed, request Payment 2 (Available October 1, Request before December 31) • Update and submit your expenditure log prior to requesting payment.
	Submit the Midyear Progress Report (July 1 – December 31) no later than January 30 • On your Grant Record Details Page, under Progress Reports, click Edit. • Complete all sections of the report and submit **no later than January 31. Failure to do so will result in your organization being put in non-compliance. Non-compliance history will be reported to panelists reviewing your next grant application.**

	After Payment 2 is expended and Deliverable 3 has been executed Request Payment 3 (Available January 1, Request before March 31) • Update your expenditure log prior to requesting payment.
	After Payment 3 is expended and Deliverable 4 has been executed, request Payment 4 (by 1st week in June and NO LATER than June 30) • Update and submit your expenditure log prior to requesting payment. • Submit your last payment request no later than June 30, but preferably by the 1st week in June to avoid processing delays due to end of Florida State FY (June 30).
	After Payment 4 is expended, submit Grant Funds Expenditure Log • Update and submit your expenditure log to reflect full amount awarded.
	At the end of the grant period, submit the Final Report (no later than July 30) • On your Grant Record Details Page, under Progress Reports, click Edit. • Complete all sections of the Final Report and Submit **no later than July 31. Failure to do so will result in your organization being in non-compliance. Non-compliance history will be reported to panelists reviewing your next grant application**
	Submit a Contract Details Amendment for any grant changes if needed • Required in advance for any deviations from the Contract Details as outlined in the Grant Award Agreement. • Navigate to the Grant Record Details page of your grant (Grants tab, My Grants, select "Details"). Scroll down to Change Requests, click "Add Change Request."
	Complete the Florida Single Audit Act (FSAA) Certification Form and upload your Single Audit, if applicable (due 9 months after your organization's FYE). • All organizations receiving grant funds from the Division are now required to complete their FSAA compliance in the DOSgrants system. **All organizations are required to complete the certification form**, whether or not your organization is required to complete an annual audit. • Due 9 months after the Fiscal Year-end date, for every year in which you receive grant funds. • Navigate to your Organization Details Page (Organization tab, View My Organizations, click 'Details'). Select the 'Single Audit Act' tab. **The day after your FYE passes, a Pending Certification Form will appear in the queue**. See FSAA tutorial for full details, available on our website here.

Additional information:

• Visit the Division's Grant Resources page.
• For a full webinar on the Florida Single Audit Act compliance requirement in DOSgrants, visit the Division's Payment and Financial Resources page.
• Contact your Program Manager with any questions.