

STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES FINANCE AND MANAGEMENT SERVICES POLICY & PROCEDURE MANUAL	SECTION: Grants Administration	Number: 258	Page: 1
	SUBJECT: Prompt Review and Approval of Grant Reports		
	SUPERCEDES NUMBER/PAGE: P&P approved		
	APPROVED: /s/ Bill Hogan	DATE: 1/15/09	

Policy:

Recipients of grant funds from the State of Alaska Department of Health and Social Services (DHSS) are required to submit program narrative and/or statistical reporting and cumulative fiscal reports in formats specified by the terms and conditions of the grant agreement.

DHSS recognizes a need for prompt review and approval of reporting, and issuance of payments to grantees providing services under DHSS grant award. This policy will provide for that by establishing a timely process for review and approval of grant reports.

The review and payment process will ensure all grant payments, where appropriate documentation has been provided and the grantee is in good standing, are processed within twenty-five days. The twenty-five calendar day count begins upon receipt of **all** required reporting with acceptable format and content.

Purpose:

- A. To clarify procedure for receipt and distribution of reporting required by terms and conditions of grant award.
- B. To outline the responsibilities of DHSS to ensure timely reports review and payment.
- C. To ensure that DHSS meets its responsibilities to grantees in the expenditure of public funds.

‘Reports’ and ‘reporting’ as referenced includes all reporting as required by terms and conditions of the grant agreement. This includes narrative and/or statistical reporting, fiscal reporting, and any other reporting as stipulated by the terms of the grant agreement.

Responsibilities:

DHSS Grants and Contracts is responsible for:

Promptly notifying grantees should administration of the grant be reassigned to a Grant Administrator other than that identified in the grant agreement; and

Confirming receipt of reporting submitted directly to the Grant Administrator by the grantee, though receipt of online reporting can be confirmed by submitting agency.

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Procedure:

1. Reports shall be reviewed by the designated Grant Administrator and, if technically acceptable, forwarded to the appropriate Program Manager. If reporting is technically unacceptable under terms of the agreement, the Grant Administrator will solicit revised reporting from the grantee.
2. Reports shall be reviewed by the Program Manager, with notification to the Grant Administrator of approval or rejection of the reporting. If reporting is rejected, the missing information or necessary revisions will be identified to the Grantee by the Program Manager. Once the Grantee provides the corrected information, the Program Manager will notify the Grant Administrator who will, in turn, file the corrected report.
3. Upon receipt of approval from the Program Manager, the Grant Administrator will submit a payment request to the Fiscal Section of Grants and Contracts.
4. The Fiscal Section of Grants and Contracts will review the payment request to ensure documentation is accurate and complete. The transaction will then be entered and certified.
5. The Grant Administrator shall maintain grant files of record, ensuring all reports are appropriately filed.