

**Prior Approvals for Grant Actions**

Action	Description	Is Prior Approval Required?	Is Grant Proposal Worksheet Required?	If not, what action is required? Other Comments
Letter of Intent	Specific funding opportunities might require a Letter of Intent from agencies planning to submit applications. Such letters usually are for the sponsor's planning purposes, usually are not binding, and might or might not include any budgetary information.	No	No	Copy letter of intent to Division Grants Coordinator and DHHS Grant Administration Coordinator (Floyd Jones)
Grant Proposal – New	Requesting funding from an external agency. This may be an initial request or a revised request for a first-time award or for supplemental funding.	Yes	Yes, 30-90 days in advance of grant deadline	
Grant Proposal - Renewal	New competitive segment (competing renewal).  Demonstrating progress for an additional year of funding within the awarded competing segment (non-competing renewal)  *Block Grants/Formula Funds – Complete sections for renewals. This will allow you to describe recent accomplishments and to define any adjustments you are making in the next year to better serve your population.	Yes	Yes, 30-90 days in advance of grant deadline	

Action	Description	Is Prior Approval Required?	Is Grant Proposal Worksheet Required?	If not, what action is required?
Award documents	Resulting award requires signature of agency official. May also require additional agency certifications/representations.	Yes	No, provided proposal and GPW were previously approved	Memo to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.
Pre-award Budget Revisions	Revised budgets requested by sponsoring entities to reflect imposed budget reductions should be accompanied by a change in scope of work or an explanation of how the reduction can be absorbed without a change in SOW.	No, unless a change in SOW or anticipated outcomes.	No, provided proposal and GPW were previously approved <sup>1</sup>	Cc to DHHS Grant Administration Coordinator if no Department approval required.  If meets threshold for Department approval, then Memo to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.
Post-award Budget Revision/Carryover Funds	Change in distribution across budget categories or budget periods with no change in total award value.	No, unless a change in SOW or anticipated outcomes.	No, provided proposal and GPW were previously approved <sup>1</sup>	Cc to DHHS Grant Administration Coordinator if no Department approval required.  If meets threshold for Department approval, then Memo to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.

Action	Description	Is Prior Approval Required?	Is Grant Proposal Worksheet Required?	If not, what action is required?
No-cost Time Extension	Extension of time to perform with no change of budget or scope.	No, unless a change in SOW or anticipated outcomes.	No, provided proposal and GPW were previously approved	Cc to DHHS Grant Administration Coordinator if no Department approval required.  If meets threshold for Department approval, then Memo to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.
De-obligate Funds	Reduce amount of existing award.	Yes	No, provided proposal and GPW were previously approved	Memo to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.
Change in Scope (post-award)	Modify scope of work, possibly but not necessarily in response to budget reduction.	Yes	No, provided proposal and GPW were previously approved <sup>1</sup>	Memo to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.
Interim Progress Report with No Budget Impact	Some sponsors may require interim reporting on program activities separate from the non-competing renewal process.	No	No	Please copy DHHS Grant Administration Coordinator (Floyd Jones) on correspondence to sponsor. For web-based reporting, please forward documentation that the report was submitted.

Action	Description	Is Prior Approval Required?	Is Grant Proposal Worksheet Required?	If not, what action is required?
Change in PI/Key Personnel		No	No	Please copy Division Business Official and DHHS Grant Administration Coordinator (Floyd Jones) on correspondence with sponsor.
Add/Change Subrecipients		No	No	Please copy Division Business Official and DHHS Grant Administration Coordinator (Floyd Jones) on correspondence with sponsor.
Close-out Documents	Invention Reports and any other final reporting documents requiring agency signature.	Yes	No	Email to DHHS Grants Administration Coordinator (Floyd Jones) including appropriate documentation.
Relinquish Award	Terminate award prior to completion, possibly but not necessarily as part of transfer to another agency.	Yes	No	Email to DHHS Grant Administration Coordinator (Floyd Jones) including explanation and appropriate documentation.

<sup>1</sup> These actions do not require a Grant Proposal Worksheet. However, if the requested modifications result in significant changes to Service and Goal alignment, a revised Grant Proposal Worksheet may be needed.