



## GRANT ADMINISTRATION PROCESS

This document outlines the standard process for administering grant programs approved by the Montana Early Childhood Account Board (MECA).

### TABLE 1: PLANNING PHASE

During this phase, staff collaborate with leadership and the MECA Board to finalize program design, funding allocations, and required approvals.

**Estimated Timeline:** 4-6 Weeks

Action Required	Responsible Party	Approval(s) Needed	Final Documents
Draft grant guidance including: <ul style="list-style-type: none"> <li>• Eligibility requirements</li> <li>• Allowable uses</li> <li>• Reporting expectations</li> <li>• Application questions</li> </ul>	MECA Board Specialist	1. Section Supervisor 2. Bureau Chief	<ul style="list-style-type: none"> <li>• Grant Guidance</li> <li>• Application Outline</li> </ul>
Present grant guidance, application structure, and funding recommendations to Board for approval.	MECA Board Specialist	MECA Board	<ul style="list-style-type: none"> <li>• Board- Approved Grant Guidance</li> <li>• Board-Approved Application</li> <li>• Approved Funding Allocation</li> </ul>



<p>Submit Acquisition Planning and Implementation Form (API)</p>	<p>Section Supervisor</p>	<ol style="list-style-type: none"> <li>1. DPHHS Fiscal Staff</li> <li>2. DPHHS Procurement</li> <li>3. Bureau Chief</li> <li>4. Division Administrator</li> <li>5. DOA</li> </ol>	<ul style="list-style-type: none"> <li>• Approved API</li> </ul>
<p>Establish grant timeline, including:</p> <ul style="list-style-type: none"> <li>• Application open/close dates</li> <li>• Review period</li> <li>• Award notification timeline</li> <li>• Data reporting timeline (if applicable)</li> <li>• Closeout deadlines</li> </ul>	<p>MECA Board Specialist</p>	<ol style="list-style-type: none"> <li>1. Section Supervisor</li> </ol>	<ul style="list-style-type: none"> <li>• Grant Timeline</li> </ul>
<p>Develop all required grant administration documents within Submittable, including:</p> <ul style="list-style-type: none"> <li>• Internal Review Process</li> <li>• Risk Assessment</li> <li>• Data collection/final expenditure report</li> </ul>	<p>MECA Board Specialist with support from the Quality Specialists</p>	<ol style="list-style-type: none"> <li>1. DPHHS Procurement</li> <li>2. DPHHS Fiscal Bureau Chief</li> <li>3. BFSD Division Administrator</li> </ol>	<ul style="list-style-type: none"> <li>• Internal Review Process</li> <li>• Risk Assessment</li> <li>• Data collection/final expenditure report</li> <li>• Award Agreements</li> <li>• Frequently Asked Questions</li> </ul>



<ul style="list-style-type: none"> <li>• Award Agreements</li> <li>• Frequently Asked Questions (FAQs)</li> <li>• Award Letter</li> </ul>			<ul style="list-style-type: none"> <li>• Award Letter</li> </ul>
Create and configure application within Submittable	MECA Board Specialist with support from the Quality Specialists	<ol style="list-style-type: none"> <li>1. Section Supervisor</li> <li>2. DPHHS Procurement</li> </ol>	<ul style="list-style-type: none"> <li>• Final Application</li> </ul>
Post grant related documents to the MECA Website: <ul style="list-style-type: none"> <li>• Grant Guidance</li> <li>• FAQs</li> </ul>	Communication Director's Office Staff	<ol style="list-style-type: none"> <li>1. Communication Director</li> </ol>	<ul style="list-style-type: none"> <li>• Public-Facing Grant Materials</li> </ul>

## TABLE 2: SOLICITATION AND APPLICATION PHASE

During this phase, staff focus on announcing the funding opportunity, supporting applicants, and collecting submissions.  
**Estimated Timeline:** 4-6 Weeks

Action Required	Responsible Party	Approval(s) Needed	Final Documents
Notify eligible entities of funding opportunity through press release and GovDelivery communications	MECA Board Specialist	<ol style="list-style-type: none"> <li>1. Section Supervisor</li> <li>2. Communication Director's Office staff</li> <li>3. Communication Director</li> </ol>	<ul style="list-style-type: none"> <li>• Press Release</li> <li>• GovDelivery Content</li> </ul>
Provide technical assistance through	MECA Board Specialist		<ul style="list-style-type: none"> <li>• Webinar Materials/Recording</li> </ul>



webinars and/or office hours			
Maintain and update the FAQ document on an ongoing basis throughout the application period.	MECA Board Specialist	<ol style="list-style-type: none"> <li>1. Section Supervisor</li> <li>2. Communication Director's Office staff</li> </ol>	<ul style="list-style-type: none"> <li>• Updated FAQ Log</li> </ul>
Receive applications and initiate preliminary review for completeness and eligibility.	MECA Board Specialist with support from the Quality Specialists		<ul style="list-style-type: none"> <li>• Application Tracking Log (applicants, requested amounts, proposed use of funds)</li> </ul>

### TABLE 3: APPLICATION REVIEW PHASE

During this phase, staff focus on reviewing submitted applications for completeness, eligibility, risk, and alignment with program priorities.

**Estimated Timeline:** 4-6 weeks

Action Required	Responsible Party	Approval(s) Needed	Final Documents
Review and verify applications for: <ul style="list-style-type: none"> <li>• Completion</li> <li>• Eligibility</li> <li>• Requested budget aligns with allowable uses and award amount</li> </ul>	MECA Board Specialist with support from the Quality Specialists		<ul style="list-style-type: none"> <li>• Updated Tracking Log</li> </ul>



Return any incomplete applications for corrections.	MECA Board Specialist with support from the Quality Specialists		
Conduct Risk assessment	MECA Board Specialist with support from the Quality Specialists		<ul style="list-style-type: none"> <li>• Risk Assessment Documentation</li> </ul>
Finalize list of eligible applicants from internal reviews and approve applications.	MECA Board Specialist with support from the Quality Specialists	Section Supervisor	<ul style="list-style-type: none"> <li>• Recommended Applicant List</li> </ul>
Notify applicants of award and non-award decisions.	MECA Board Specialist	Section Supervisor	<ul style="list-style-type: none"> <li>• Award and Denial Notification Letters</li> </ul>

#### **TABLE 4: AWARD AND CONTRACTING PHASE**

During this phase, staff focus on finalizing award agreements, verifying applicant compliance requirements, and issuing payments.

**Estimated Timeline:** 3-4 Weeks

<b>Action Required</b>	<b>Responsible Party</b>	<b>Approval(s) Needed</b>	<b>Final Documents</b>
Draft Award Agreements and verify applicant: <ul style="list-style-type: none"> <li>• Registered UEI number</li> <li>• W-9/EFT</li> </ul>	MECA Board Specialist with support from the Quality Specialists	1. DPHHS Procurement	<ul style="list-style-type: none"> <li>• Draft Award Agreements</li> </ul>
Obtain signed award agreements from all approved applicants	DPHHS Procurement		<ul style="list-style-type: none"> <li>• Executed Agreements</li> </ul>



Create and track required compliance labels in Submittable for each approved applicant (all must be completed before payment): <ul style="list-style-type: none"> <li>Signed Award Agreement</li> <li>Registered UEI</li> <li>W-9/EFT</li> </ul>	MECA Board Specialist with support from the Quality Specialists		<ul style="list-style-type: none"> <li>Submittable Tracking</li> </ul>
Submit payment batch documentation to fiscal staff.	MECA Board Specialist with support from the Quality Specialists	<ol style="list-style-type: none"> <li>Section Supervisor</li> <li>DPHHS Fiscal Staff</li> </ol>	<ul style="list-style-type: none"> <li>Payment Spreadsheet</li> </ul>
Approve and process payments through Submittable	DPHHS Fiscal Staff		Submittable Notification

### TABLE 5: GRANT MONITORING PHASE

During this phase, staff focus on supporting grantees, tracking progress, and ensuring compliance with grant requirements.

**Estimated Timeline:** Ongoing throughout grant period

Action Required	Responsible Party	Approval(s) Needed	Final Documents
Provide ongoing technical assistance to grantees as needed.	MECA Board Specialist		<ul style="list-style-type: none"> <li>TA Log</li> </ul>
Monitor grantee compliance with award requirements	MECA Board Specialist	Section Supervisor	<ul style="list-style-type: none"> <li>Monitoring Notes</li> </ul>



Conduct periodic check-ins or progress reporting (if applicable)	MECA Board Specialist		<ul style="list-style-type: none"> <li>Progress Reports</li> </ul>
Document and address any performance or compliance issues (if applicable)	MECA Board Specialist	Section Supervisor	<ul style="list-style-type: none"> <li>Compliance Resolution Documentation</li> </ul>

### TABLE 5: CLOSEOUT PHASE

During this phase, staff focus on ensuring all grant requirements have been fulfilled by awardees, including submission and approval of final expenditure reports from applicants and report outcomes to the MECA Board.

**Estimated Timeline:** 3-4 weeks

Action Required	Responsible Party	Approval(s) Needed	Final Documents
Create expenditure report in Submittable as an additional form	MECA Board Specialist	Section Supervisor	<ul style="list-style-type: none"> <li>Expenditure Report</li> </ul>
Send instructions for final expenditure report submission through Submittable.	MECA Board Specialist		<ul style="list-style-type: none"> <li>Closeout Instructions</li> </ul>
Review submitted final expenditure reports for completeness and compliance; return for correction if needed.	MECA Board Specialist with support from the Quality Specialists		<ul style="list-style-type: none"> <li>Final Closeout Log</li> </ul>
Approve final expenditure reports.	MECA Board Specialist with support from the Quality Specialists	1. Section Supervisor	<ul style="list-style-type: none"> <li>Internal Review Log</li> <li>Approved Label in Submittable</li> </ul>



Analyze outcome data and summarize grant impact.	MECA Board Specialist	1. Section Supervisor 2. Bureau Chief 3. Division Administrator	<ul style="list-style-type: none"><li>• Outcome Summary</li></ul>
Report outcomes and findings to MECA Board.	MECA Board Specialist	1. Section Supervisor	<ul style="list-style-type: none"><li>• Board Report</li></ul>
Ensure all grant records are maintained in accordance with record retention policies.	MECA Board Specialist		<ul style="list-style-type: none"><li>• Archived Grant Files Folder</li></ul>