**Grant Renewals Standard Operating Procedures**

The purpose of Standard Operating Procedures for grant renewals is to ensure timely processing of grants that were procured and included a renewal option in the grant agreement. All grants that include a renewal option must be signed by the Procurement Director on or before June 30 of each fiscal year to prevent the grant from expiring/terminating and to ensure there is no break in the services beginning July 01.

The program office shall perform the following tasks in the planning phase for developing a grant renewal packet.

* Contact Grants Management and/or program budget designee for available funds.
* Visit the Procurement webpage to review the Timelines for Submission of Grants to meet deadlines for submission of renewals and pay close attention to the *Important Notes* section.
* Review current grant to ensure services and monitoring are on task for completion by fiscal year-end.
* Begin reviewing program budgets for the continuation of services in the next fiscal year, program office shall review payments.
* Review solicitation, scope of work, grant begin and end date, modification number, priority, and renewal clause for the number of renewals remaining, etc.
* Visit the Procurement webpage to obtain and complete the appropriate grant modification/renewal documents:
* Renewal grant template
* Justification Form
* SBE Item, if required
* Submit grant renewal packet(s) to the Grants and Grants Submission Portal for procurement’s review.

Upon submission of the packet to the Grants and Contracts Submission Portal , the Office of Procurement shall:

* The Office Director retrieves the packet from the log and assigns the renewal packet to a grant analyst (AGA).
* The AGA shall review the packet for completeness and recommend a secondary review by the Procurement Director and Grants Management Executive Director to ensure packet is in compliance with state/federal rules and regulations.
* Email packet to the program office to complete or request revisions and collaborate with the program contact person to finalize the renewal.

Upon receipt of requested revisions and the grant renewal does not require a board approval, the AGA shall email the program office designee the signed Justification Form and a request to obtain final signatures.

* Obtain the renewal grant approved by the procurement office and email the subgrantee a PDF copy of the renewal agreement.
* Upon receipt of the grant, mirror the signed grant with the procurement approved version to ensure there were no revisions made to the agreement.
* Follow the program’s internal processes to obtain the Chief Officer’s signature.
* Email the signed grant to the AGA to obtain the Procurement Director’s final signature prior to June 30.
* The AGA shall compare the renewal grant approved by the procurement office and submit the renewal grant to Procurement Director for a final signature prior to June 30.

Upon receipt of requested revisions and the grant renewal does require board approval(s):

* The AGA shall contact the Procurement Director to confirm the program revisions were made to prepare and submit an agenda item placement request to the Grants Management Executive Director and Chief of Operations for review and approval.
* The packet shall be retained in the procurement office until board approval(s) are obtained.
* The AGA shall email the program office designee the signed Justification Form and a request to obtain final signatures.

The program office shall perform the following tasks:

* Obtain the renewal grant approved by the procurement office and email the vendor a PDF copy of the renewal grant agreement.
* Upon receipt of the grant mirror the signed grant with the procurement approved version to ensure there were no revisions made to the agreement.
* Follow the program’s internal processes to obtain the Chief Officer’s signature.
* Email the signed grant to the AGA to obtain the Procurement Director’s final signature on or prior to June 30.
* The AGA shall compare the renewal grant approved by the procurement office and submits the renewal grant to Procurement Director for a final signature prior to June 30.

Upon the execution of the grant renewal, the program is responsible for:

* Monitoring the grant to begin work effective July 1.
* Managing the grant services/travel, reimbursements, and payments.