

PROCEDURE #	7.11A	EFFECTIVE DATE	REVISED DATE
TITLE:	AWARDING GRANT FUNDS	8/1/26	
<u>ATTACHMENT TO</u>		REVIEW DATES	
POLICY #:	7.11		
POLICY TITLE:	MONITORING GRANT FUNDED ACTIVITIES		
CHAPTER:	QUALITY MANAGEMENT		

I. PURPOSE

To identify the requirements and process for awarding grant funded contracts to programs with Region 3 PIHP/Lakeshore Regional Entity (LRE).

II. PROCEDURES

- A. LRE shall work in cooperation with interested provider organization(s) to secure grant funding for an identified need or engage in a competitive bidding procedure for grant funding already secured. In order to win an award, providers must demonstrate:
1. Staff have the licensure and/or certification necessary to complete the scope of work.
 2. Provider is able to implement all administrative and programmatic requirements of the grant.
 3. The capacity to meet all federal and state reporting requirements.
- B. LRE shall assign a grant manager to each grant-funded program/activity who shall ensure timely implementation, maintain ongoing communication, and ensure adherence to reporting requirements. The grant manager shall discuss any concerns with the contractor to provide an opportunity for collaborative review and feedback.
- C. Within six months of a grant-funded program's implementation, LRE shall review the selected provider to ensure fidelity to all administrative and programmatic requirements, including the collection and storage of accurate and complete data records for all activities.
- D. LRE shall require, at least annually, a written status report of program deliverables. Reporting frequency shall be based on grant-specific requirements.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
8/1/26	NEW Procedure	COO, Compliance Officer