

Conditions of Award and Acceptance

The Grant Award. After completion of the review process, applications designated for approval are formally issued a Grant Award. This document includes:

- Name of recipient
- Grant period
- Type of federal funds
- Amount federal funds
- Grant number and
- Special conditions, as appropriate, that the grantee must meet if the award is accepted

A grant award document is broken down into 3 main sections:

Signature Page. This page details the name of the grantee, grant number, type of Federal funds, and end-date of the grant. This page must be signed by the authorized signing officials of both OJA and the grantee agency.

Attachments A, B, and/or C. These attachments detail the grant period, approved budget, and any general or special conditions of the grant.

Acknowledgement Notice. This section details the reporting requirements expected of the grantee, and must be signed by the Project Director.

A sample grant award document can be found in the appendix of this guide.

Award Notification and Acceptance. Upon approval, OJA will process and send the grantee **two** copies of signed grant award documents. Upon receipt, the grantee will have 30 days to do the following:

1. Read the entire grant award carefully
2. Contact OJA with any questions
3. Obtain the signature of the authorized official and project director(both copies)
4. Mail **one** copy of the award documents back to OJA (the other copy is kept for the grantee's records)

Upon OJA's receipt of the returned award document with all original signatures, the grant is considered to be active.

Authorized Signatures for Grant Awards. For local units of government, OJA requires that grant award documents are signed by the highest elected official. These individuals are typically:

Cities: Mayor or City Manager

Counties: County Board Chairperson or County Executive

For Non-Profit Organizations the officers or employees authorized to sign contracts is typically detailed in the by-laws of the organization.

Letters of Commitment do not require signatures.

Commencement of Grant Activities. Grant activities and related expenditures may not begin until the agreed upon start date of the grant.