

DPH Process for the Grant Proposal Worksheet (GPW)

- The DPH program person responsible for the grant should complete the Grant Proposal Worksheet for either a New or Renewal grant and work with Danette Brantham and Angie Murray/Mildred Christmas in securing DPH Budget Office signature (for match/Maintenance of Effort) and DPH Division Director signature before submitting a single GPW to Dr. Randall Williams (Deputy Secretary of Health Services) and Beth Coberly (DHHS Budget and Analysis (B&A)).
- Angie/Mildred will send the signed GPW by email to Dr. Williams and Beth Coberly, with cc to Danette, Angie, Mildred, and the DPH program person responsible for the grant.
- Dr. Williams will review and communicate by email his approval or disapproval for the grant application. This may involve a short phone conversation if he has questions about the grant.
- Dr. Williams will receive the actual grant application from Floyd Jones during DHHS routing, and he can review it at that time for any additional details he may be interested in.

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Additional Notes:

- The purpose of the revisions to the GPW is to reduce the amount of time program staff is spending on this document. Please be brief in your submissions – report only on the major activities of the grant that support the Open Window services.
- As per original instructions by the Department (as noted in the GPW form instructions), a copy of the grant announcement should be sent with the GPW. This is a new request and folks are sometimes forgetting to send this information.
- If Beth seeks additional clarification of grant SMART goals (or other information in the GPW), please provide her this information. Dr. Williams has indicated B&A's clarification is independent of his approval for DPH to apply for the grant, so clarification by email should suffice. DPH staff members who are submitting SMART goals and appropriately referencing prior year's work (for renewals) are not generally getting requests for additional information.