



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY

Division of Energy, Housing and
Community Resources
P.O. Box 7970
Madison, WI 53707-7970

POLICY: ADM03-2014

TITLE: Executing Grant Agreements (Contracts) and Amendments

EFFECTIVE DATE: September 29, 2014

REVISED: October 27, 2015

OVERVIEW:

Description:

Process and signature authority for executing and amending grant agreements (contracts) for Division of Energy, Housing and Community Resources (DEHCR) programs.

Purpose:

Establish a consistent process, criteria, and appropriate approval/signing authority level for grant agreements (contracts) and amendments based upon award amount (contract), or scope of the proposed contract revision (amendment).

Policy:

Agreement and Amendment protocols:

Grant Agreement Type	Approval	Signature Authority	Document
Awards greater than \$500,000	DDA/DA/ADS	ADS	Agreement
Awards \$500,000 or less	BD/DDA/DA/ADS	DA/ADS	Agreement

Agreement Amendment Purpose	Approval	Signature Authority	Document
Extend Performance Period	BD/DDA/DA/ADS	DA	Letter Amendment
Move funding between existing Activity Budget Lines or from Admin Budget Line to and Activity Budget Line(s).	BD/DDA/DA	DA	Letter Amendment
Change scope of project.	BD/DDA/DA/ADS	DA/ADS	Amendment
Increase DEHCR funding - greater than \$500,000.	BD/DDA/DA/ADS	ADS	Amendment
Increase DEHCR funding - \$500,000 or less.	BD/DDA/DA/ADS	DA/ADS	Amendment
Change in contract provision (match, funding source, etc.)	BD/DDA/DA/ADS	DA/ADS	Amendment

DA – Division Administrator ADS – Assistant Deputy Secretary BD – Bureau Director
DDA – Deputy Division Administrator Fiscal – DECHR Fiscal Team

Process for obtaining review, approval, and signature:

Any document (Agreements or Amendments) that requires division administrator approval, legal review, or signing by the Secretary's Office is circulated in a green file folder with a Routing Slip stapled to the front of the folder. Inform the Bureau Director when the Grant Agreement or Amendment is being circulated.

Use the current Routing Slip template (located at G:\Housing\ADMIN BOH\DOA Routing Slips) to customize a Routing Slip that reflects the required process noted in the table below.

Grant Agreement Type	16.54 Routing Slip Required	--- Route To ---				Return To
		DDA	DA	Legal	ADS	
Awards greater than \$500,000	Yes	Yes	Yes	Yes	Yes	Fiscal
Awards \$500,000 or less	Yes	Yes	Yes	Yes	NA	Fiscal

Agreement Amendment Type	16.54 Routing Slip Required	--- Route To ---			Return To	
		DA	Legal	ADS		
Letter Amendment	Yes	Yes	Yes	NA	NA	Fiscal
Amendment	Yes	Yes	Yes	Yes	Yes	Fiscal

**Please provide a copy of the Award Letter to the DEHCR Fiscal Team for tracking expenditure projections.