

WORKING ON A GRANT/LOAN AGREEMENT

1. TELL THE STORY:

The contract should tell the story about the grant. The preambles typically contain the appropriations under which the grant was funded, and the applicable action plans under which the program/project is to operate. This is helpful to those who come behind us (i.e. auditors/monitoring) who need to know the framework under which the contract operates.

2. AVOID THE FLUFF:

The scope of work should not have unnecessary narrative; the subrecipient agreement is not a sales pitch that describes the merits of the program.

3. DON'T MESS WITH BONNIE'S CONTRACT:

Other than plugging information into Preambles, the scope of work and the budget are really the only portions of the contracts that the program staff should be addressing. There should be no suggestion to the other party that they can change the form of the agreement. Requests for such changes need to be directed to the contract officer.

4. CLEAR EXPECTATIONS:

The scope of work should have the necessary detail so that the parties are clear on what is expected of the subrecipient.

- Describing the nature of the project or program with at least minimal standards of what is anticipated.
- Consider whether program policies and procedures need to be submitted for approval by OCD.
- Time Limits for Completion?
- Sources and Uses:

Contingencies on the project financing

If other financing falls through, is the project scalable?

Order of funding

- Acquisition or land? Site Control?

5. Any Special Issues?

6. Award Letter Preparation