

Grants, Pre-award Applicant Review Policy

Chapter 5: Finance

Policy Number: PL504.01, replaces Policy 240.02
Effective Date: 02/14/2018
Responsible Manager: Director, Agency Project Planning Office
Approval: /s/ Dan Pollock, Deputy Commissioner

Policy Statement

MDH grant programs must conduct a pre-award review of a grant applicant prior to notifying applicant that they have been selected for a grant award. Only applicants recommended for funding after programmatic evaluation are subject to this policy. The pre-award review not only ensures that MDH makes informed decisions before granting funds, but also equips program staff with information to provide appropriate technical assistance and conduct monitoring activities that minimize risk and ensure grant program success.

See the [MDH Pre-award Applicant Review Guidance](#) for how to follow this policy.

Applicability

This policy applies to all MDH staff and management.

Applicant Type	Pre-Award Activity
Community Health Board (CHB)	Follow the CHB Risk Assessment and Plan (CHB's will follow a separate process based on sampling)
Individual	Review past performance
All Other Applicant Types	Complete a Pre-award Assessment and Plan

Rationale

The purpose of the policy is to outline MDH standards for conducting the pre-award review (as required by Office of Grants Management Policy 08-06, Office of Grants Management Policy 08-13, and the federal Office of Management and Budget's Uniform Guidance at 2 CFR 200), and standards for working with organizations with various experience in grants management. These reviews allow MDH to better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grant funds. This process is one way in which MDH exhibits diligence as a grantor, aptitude as a partner, and helps to ensure successful programs.

Roles & Responsibilities

Grants Managers or other assigned staff

- Conduct pre-award activities as stated in the policy

MDH Grants Coordinator (APP Office)

- Provide technical assistance and guidance to grant managers

Related Information

- [MDH Pre-award Applicant Review Guidance](#)
- [Pre-award Assessment and Plan](#)
- [Due Diligence Review Form](#)
- [Grant Closeout Evaluation](#)
- [Community Health Board Risk Assessment and Plan](#)

Contact

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