
CHAPTER 9. Grant Processing Schedule

9-1 OBJECTIVE. The objective of this chapter is to describe the typical schedule for processing grant applications and executing grant agreement by local HUD Offices. Not all steps in the entire process are delineated, only the major phases of activities required to provide overall guidance for the timeliness of required actions. There are many variables that cannot be rigidly controlled to have a fixed schedule for all actions, such as the number of applications submitted to a particular HUD Office, the availability of staff at a particular time, other unanticipated priorities and conflicts, and so on.

9-2 GENERAL SCHEDULE. The grant application processing period begins the next day following the application deadline. The schedule below outlines processing steps and a general time frame. Most NOFA/Application Kits will specify a 60 day period for when applications are due (an exception to the 60 day period is likely for the HOPE 1 Implementation Grant Program). A more detailed schedule for any particular program may be issued by the Headquarters Program Division as deemed appropriate.

9-3 MAJOR PHASES. The major phases of activities for a typical grant processing cycle are as follows:

- A. NOFA PUBLISHED (HEADQUARTERS ACTION)
- B. APPLICATION DEADLINE (SPECIFIED IN NOFA)
- C. RECEIVING/ACKNOWLEDGING APPLICATIONS (1 WEEK)
 - 1. Time and date stamp applications upon receipt.
 - 2. Fill out application receipt master log.
 - 3. Enter application data into SMIRPH/MIRS.
 - 4. Send out application acknowledgement letters.
- D. SCREENING APPLICATIONS (1 MONTH)
 - 1. Receive instructions from Headquarters.

2. Review for deficiencies and send letters to applicants.
 3. Fill out corrected deficiencies log.
 4. Complete rescreening of all corrected deficiency submissions.
- E. THRESHOLD REVIEW (IF APPLICABLE, 2 WEEKS)
1. Receive instructions from Headquarters.
 2. Complete threshold review.
- F. REVIEW AND SCORING (1 MONTH)
1. Receive instructions from Headquarters.
 2. Grant Administrator trains reviewers and initiates review process.
 3. Complete review and scoring of applications passing screening and threshold review (as applicable).
 4. Grant Administrator/panel leader reviews score sheets.
 5. Scoring and funding data entered into SMIRPH/MIRS.
- G. REGIONAL OFFICES/HEADQUARTERS RANK APPLICATIONS (1 MONTH)
1. Regional Offices/Headquarters ranks all applications.
 2. Assistant Secretary approves grant selections/ notifies Regional Offices of selections.
- H. CONGRESSIONAL AND APPLICANT NOTIFICATIONS (2 WEEKS)
1. Regional Office or Local HUD Office prepares and submits Congressional notifications to Assistant Secretary for Congressional and Intergovernmental Relations.
 2. Regional Administrator or Field Office Manager/Director, Office of Indian Programs sends out approval and disapproval letters.
- I. EXECUTE GRANT AGREEMENT (2 MONTHS)
1. Local HUD Office prepare grant agreement package with required

forms and grant agreement provided by Headquarters.

2. Forward grant agreement in triplicate to grantee to review, complete and sign.
3. Review grant agreement packages completed by grantee.
4. Transmit one fully executed copy of grant agreement back to grantee advising of funds draw down requirements.
5. Send one copy of grant agreement to the Regional Accounting Division (RAD) and retain one copy in the grant file.
6. Grant agreement data entered into SMIRPH/MIRS.

NOTE: While the above general schedule is provided for planning purposes, there are often circumstances that necessitate a compressed schedule for a particular grant program to meet specific deadlines or due to unavoidable delays in NOFA issuance.