




Attachment D Grants Management Packet

Document Instructions

This document contains some of the information and forms OSDH needs to contract with a potential RRR awardee. Please follow the instructions in the table below for each component. Required documents must be submitted for the application to be considered. OSDH may disqualify an applicant if submitted forms are materially inaccurate or present a compliance risk. Additional forms will be required if an award is made. Submitting these forms does not create a contract with OSDH.

Document title	Description	Instruction	File Access
OSDH Subrecipient Terms and Conditions	These are the applicable OSDH terms and conditions for this RRR program.	Please review, and attest that you have reviewed and understand all the clauses when you submit the application form	 OSDH Subrecipient Terms and Conditions
Requested Exceptions to OSDH Subrecipient Terms and Conditions	If an applicant must request exceptions to the terms and conditions described and linked above, this form must be completed and returned with the application. If a form with requested exceptions is not submitted with the application, a subrecipient may not initiate negotiations on the terms when awarded the funding and contract.	If applicant anticipates requesting exceptions, please fill out the form according to the example and upload. If the applicant does not anticipate requesting exception please do not fill out or upload.	 Requested Exceptions to OSDH Subrecipient
Subrecipient questionnaire (SRQ)	Required grants management form	Please fill out entirely and upload. Please provide a link to your audit / financial report in the SRQ or as an additional attachment	 SRQ-BLANK.pdf
Certificate of Insurance	Certificate of insurance for the applicant must be provided	Please upload a certificate of insurance	N/A
Indirect cost rate	Applicant's federally approved indirect cost letter (if applicable)	Please submit federally approved indirect cost rate letter (if applicable)	N/A