



Award Process

New Hampshire Department of Justice
Grants Management Unit



Award Process

- ▶ Application for funding
- ▶ Application approved
- ▶ P-37 contract
- ▶ Exhibits
- ▶ Governor and Council Approval



Contract

- ▶ Fully executed P-37. Notarized
- ▶ Exhibits (A, B, C)
- ▶ Special Conditions – **Very Important**
- ▶ Initial and date each page
- ▶ Certificate of Authority, dated after date on contract
- ▶ Certificate of Good Standing – Non profits only. Date on or after April 1 of grant year
- ▶ Non profits must have financials posted online
- ▶ Certificate of Insurance



Award

- ▶ Award letter from Attorney General
- ▶ Award document detailing key information
- ▶ First Expenditure Report



Expenditure Reports

- ▶ Expenditure Reports are due on or before the 15th of the month after the quarter ends
 - E.G. Due October 15th, for quarter ending 9/30
 - Expenditure Reports must be submitted even if not requesting reimbursement
 - Late expenditure reports increases risk.



Monitoring

- ▶ Ensuring conditions of award are being completed
- ▶ Desk reviews, off site monitoring, on site monitoring
 - See other PowerPoint for more information on monitoring



Questions or Comments

- ▶ Please contact your assigned grant manager or GMU Manager:

Tom Kaempfer

(603)271-8090

Thomas.Kaempfer@doj.nh.gov

