

Coastal Conservancy Processes for Grantees

YOU

SCC

STATE

1) Grant Agreement



Provide Contact Info of Agreement Signer



Complete STD 204 Form



Prepare and Send Grant Agreement



Sign Grant Agreement



Grant Agreement Executed

2) Conditions Precedent



Submit Authorizing Resolution



Submit Proof of Insurance



Submit Work Program



Submit Other Conditions in Grant Agreement



Review Conditions Precedent and Send Notice to Proceed

3) Request for Disbursement (RFD)



Submit RFD form, Progress Report, and Receipts



Review and Approve Prior to Sending for Signature



Sign RFD on DocuSign



SCC Forwards to State Controller



State Controller Mails You a Check

6) Grant Completion



Submit all Deliverables listed in Work Program



Submit Final RFD with "Release of Withholding"



Provide Documentation of Match Letter (if needed)



Project Completion Audit



Complete SCC Grant Survey

Note: Numbers correspond to sections in the Grantee Manual. Not all processes depicted are linear and can occur simultaneously.