

Provider Stabilization

Grant Agreement and Required Documents Completion

The following items are to be completed in order to move forward with a fully executed Grant Agreement. Please submit all of the required documents within the timeframe out lined in the award letter. Applications with inaccurate or missing documents will be considered incomplete and will not be processed in a timely manner and may delay the Grant Agreement process.

Please note: The Grant Agreement and FFATA form **must** be filled out **electronically** as typed-out PDF documents through Adobe and returned via email. Please **do not** print and write the required information and submit a scan.

This checklist is provided to explain what sections of each document need to be completed.

Signature Page:

- 1. Enter entity name and mailing address as it appears in Award Letter.
- 2. Enter name(s) and title(s) of the individual(s) signing the agreement. These must be printed or typed in the appropriate place on the agreement. Electronic signatures will be accepted. Please see the Signature Requirements document in order to determine who shall be signing the agreement.

Grant Agreement:

- 1. Do not fill out the SAP # section.
- 2. Enter entity name as it appears in Award Letter (not including the DUNS #) under the section “Grant Agreement Between the Pennsylvania Department of Drug and Alcohol Programs AND”.
- 3. Enter entity name as it appears in Award Letter (not including the DUNS #) within the first paragraph of the agreement.
- 4. Enter the total Grant Agreement dollar amount as it appears in the Award Letter into sections III and V.
- 5. Enter the DUNS number as it appears on the Award Letter into Section VIII.

Grant Agreement - Appendix A - Work Statement:

- 1. Do not fill out SAP# section
- Grant Agreement - Appendix B - Invoice Template:
 - 1. Do not fill out Appendix B at this time.
- Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet (FFATA) Form:
 - 1. Complete the separate FFATA form per directions on the document.
 - 2. Do not fill out the SAP Document # section.
 - 3. Enter the DUNS number as it appears on the Award Letter.
- W-9 Form:
 - 1. Complete the separate W-9 form per directions on the document.
 - 2. Fill out top section where applicable.
 - 3. Fill out Part I, Taxpayer Identification Number (TIN), with Employer Identification Number.
 - 4. Sign and date in Part II.

If you have any questions or concerns, please contact the Division of Specialty Grants at RA-DAGRANTSMGMT@pa.gov.

Once all of the required documents are completed properly and signed, please return all of the documents **separately** to the Division of Specialty Grants at RA-DAGRANTSMGMT@pa.gov.

There shall be **three separate attachments** returned:

- Grant Agreement which is filled out as instructed and signed according to the signature requirements – Typed out electronic copy to be returned
- FFATA Subrecipient Data Sheet – Typed out electronic copy to be returned
- W-9 Form – Scanned PDF copy

We look forward to potentially partnering with your organization!