

# Important Grant Payment Dates/Processes

Program Operations Funding FY2018-19

Grant Start Date: July 1, 2018

*Please note: Failure to submit complete contracting requirements may result in delayed grant payments.*



## For Agencies receiving funds from **Ann Arbor Area Community Foundation:**

*All AAACF grants will be paid via mailed check in full within two weeks of receiving signed contract.*

*Questions? Contact Katie Van Dusen, kvandusen@aaacf.org.*

## For Agencies receiving funds from **United Way of Washtenaw County:**

*All UWWC grants will be paid on a monthly distribution cycle (typically on or around the first of each month) via direct deposit. Questions? Contact Amanda Reel, areel@uwwashtenaw.org.*

## For Agencies receiving funds from **Saint Joseph Mercy Hospital Ann Arbor:**

*All SJMHAA grants will be paid via mailed check in full no later than August 31, 2018. Questions? Contact Elisabeth Vanderpool, elisabeth.vanderpool@stjoeshealth.org.*

## For Agencies receiving funds through the Washtenaw County **Office of Community & Economic Development\*:**

*An invoice must be submitted to trigger the disbursement of each advance and must include a request for 25% of the total grant in writing on the agency's letterhead using the OCED-specific format. Expenditure reports are also required. See timeline below. Questions? Contact Kimson Johnson, johnsonk@washtenaw.org.*

OCED Grant Payment Timeline	
Action	Due Date
FY 2018-19 Grant Start Date	July 1, 2018
Initial 25% Advance	Upon contract execution & receipt of first invoice
First Expenditure Report Due	No later than October 31, 2018
Second 25% Advance	Upon submission of second invoice and approval of first expenditure Report
Second Expenditure Report Due	No later than January 31, 2019
Third 25% Advance	Upon submission of third invoice and approval of second expenditure report and semi-annual program report
Third Expenditure Report Due	No later than April 30, 2019
Fourth 25% Advance	Upon submission fourth invoice and approval of third expenditure report
Year-end Program Report AND Final Expenditure Report Due	July 31, 2019

*\* For those agencies receiving CDBG funding, OCED staff will email separate instructions for contracts and invoicing.*