From: AACH
To: AACH
Subject: [EXTERNAL] African-American Cultural and Historical Grant Awards
Date: Wednesday, June 8, 2022 10:05:15 AM

THIS EMAIL IS FROM AN EXTERNAL EMAIL ACCOUNT

Dear Grantee,

Congratulations, your organization has been awarded an African-American Cultural and Historical Grant from the Department of State. We are in the beginning stages of drafting your Grant Award Agreement (GAA). During the next few weeks we hope to begin working with you on the scope, deliverables, and budget of the agreements. We will assign each project a grant manager who will be your main point of contact and who will be in touch with you directly.

If the project contact you identified at the time of application has changed, please reply to this message so that we may update our files and ensure that all information is received by your organization. In the meantime, we wish to offer the following information and actions to help you get started:

- **Documentation –** If you have not yet done so, please provide a copy of your Florida Substitute W9 from the Department of Financial Services. This is different from the Federal W-9. If the State form was not provided in the application, it must be provided prior to GAA execution.
- **UEI Number.** If you have not already done so, register for a UEI number at sam.gov and add that number to your organization details page in dosgrants.com. Reporting requirements require that you complete the full registration. If you have only received the number, but not completed the full registration, please do that as soon as possible.
- **Procurement** – Note that all services in these grants must be competitively procured in accordance with Chapter 287 of Florida Statute and Chapter 60A-1.002 of Florida Administrative Code. This includes the services of architects and engineers who may have been specifically identified in the application.
- **Draft contracts** – All contracts with service providers must be reviewed and approved by the Department in draft form prior to the solicitation of contacted services. Once you have successfully fulfilled your procurement requirements, you can prepare a draft contract for review and approval by our Division. However, please wait until the GAA for your project has been executed to submit those for our review; only after the GAA has been fully executed will we review any contracts. If possible use or refer to AIA contracts for guidance.
- **Construction Drawings**- Unless noted otherwise, all projects must complete 100% Construction Drawings prior to work commencing. Work done prior to the completion of construction drawings potentially may not be covered by the grant

In the near future we will be providing a link to the how to manage your grant webinar which you will be required to watch as part of your deliverables. Information about that will be forthcoming. We look forward to working with you and help you preserve Florida's African-American cultural and historical legacy.

African American Cultural and Historical Grants Team