



# State of Wisconsin Department of Administration

*Tony Evers, Governor*

*Kathy Blumenfeld, Secretary*

*David Pawlisch, Division Administrator*

## Policy Number:

ADM-03-2014

## Title:

Executing Grant Agreements (Contracts) and Amendments

## Effective Date:

September 29, 2014

## Revised Date:

April 15, 2026

## Description:

Process and signature authority for executing and amending grant agreements (contracts) for Division of Energy, Housing and Community Resources (DEHCR) programs.

## Purpose:

Establish a consistent process, criteria, and appropriate approval and signing authority level for grant agreements (contracts) and amendments based upon award amount (contract), or scope of the proposed contract revision (amendment).

## Policy:

Agreement and Amendment protocols as outlined below in both summary table and listing formats.

## Policy Summary Tables

In the summary tables that follow, the position names for the Approvals and Signature Authority required are in acronym format as follows:

- BD = Bureau Director
- DDA = Deputy Division Administrator
- DA = Division Administrator

- ADS = Assistant Deputy Secretary

**Grant Agreement Routing Summary Table**

<b>Grant Agreement Type</b>	<b>Routing Approval Required</b>	<b>Signature Authority Required</b>	<b>Document Required</b>
Awards greater than \$500,000	DDA/DA/ADS	ADS	Agreement
Awards \$500,000 or less	BD/DDA/DA/ADS	DA/ADS	Agreement

**Amendment Routing Summary Table**

<b>Agreement Amendment Purpose</b>	<b>Routing Approval Required</b>	<b>Signature Authority Required</b>	<b>Document Required</b>
Extend Performance Period	BD/DDA/DA/ADS	DA	Letter Amendment
Move funding between existing Activity Budget Lines or from Admin Budget Line to and Activity Budget Lines.	BD/DDA/DA	DA	Letter
Change scope of project.	BD/DDA/DA/ADS	DA/ADS	Amendment
Increase DEHCR funding - greater than \$500,000.	BD/DDA/DA/ADS	ADS	Amendment
Increase DEHCR funding - \$500,000 or less.	BD/DDA/DA/ADS	DA/ADS	Amendment
Change in contract provision (match, funding source, etc.)	BD/DDA/DA/ADS	DA/ADS	Amendment

**Policy Requirements List**

**Grant Agreement Type**

**Awards greater than \$500,000**

1. Approval from Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Assistant Deputy Secretary
3. Document needed is an agreement
4. Routing slip is required
5. After documents have been signed by all parties, DEHCR fiscal team is to send agreement to grantee and bureau level program staff

**Awards of \$500,000 or less**

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Division Administrator and Assistant Deputy Secretary
3. Document needed is an agreement
4. Routing slip is required
5. After documents have been signed by all parties, DEHCR fiscal team is to send agreement to grantee and bureau level program staff

### **Grant Agreement Amendments**

#### Extend Performance Period

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Division Administrator
3. Document needed is a letter amendment
4. Routing slip is required
5. Route to Deputy Division Administrator and Division Administrator
6. After documents have been signed by all parties, DEHCR fiscal team is to send amendment to grantee and bureau level program staff

#### Move funding between existing Activity Budget Lines, or from Admin Budget Line to the Activity Budget Lines

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator
2. Signature Authority from Division Administrator
3. Document needed is a letter amendment
4. Routing slip is required
5. Route to Deputy Division Administrator and Division Administrator
6. After documents have been signed by all parties, DEHCR fiscal team is to send amendment to grantee and bureau level program staff

#### Change scope of project

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Division Administrator and Assistant Deputy Secretary
3. Document needed is an amendment
4. Routing slip is required
5. Route to Deputy Division Administrator, Division Administrator, DOA Legal, and Assistant Deputy Secretary
6. After documents have been signed by all parties, DEHCR fiscal team is to send amendment to grantee and bureau level program staff

#### Increase DEHCR funding - greater than \$500,000.

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Assistant Deputy Secretary
3. Document needed is an amendment
4. Routing slip is required
5. Route to Deputy Division Administrator, Division Administrator, DOA Legal, and Assistant Deputy Secretary
6. After documents have been signed by all parties, DEHCR fiscal team is to send amendment to grantee and bureau level program staff

#### Increase DEHCR funding, \$500,000 or less

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Division Administrator and Assistant Deputy Secretary

3. Document needed is an amendment
4. Routing slip is required
5. Route to Deputy Division Administrator, Division Administrator, DOA Legal, and Assistant Deputy Secretary
6. After documents have been signed by all parties, DEHCR fiscal team is to send amendment to grantee and bureau level program staff

Change in contract provision such as match, funding source, etc.

1. Approval from Bureau Director, Deputy Division Administrator, Division Administrator, and Assistant Deputy Secretary
2. Signature Authority from Division Administrator and Assistant Deputy Secretary
3. Document needed is an amendment
4. Routing slip is required
5. Route to Deputy Division Administrator, Division Administrator, DOA Legal, and Assistant Deputy Secretary
6. After documents have been signed by all parties, DEHCR fiscal team is to send amendment to grantee and bureau level program staff

**Process for Review, Approval, and Signature**

- All amendments and agreements that require signatures are routed via DocuSign.
- The sender needs to include a routing slip as the first page.
  - If documents are being routed to the Assistant Deputy Secretary, their assistant needs to be included in the DocuSign routing as “receives a copy”.
  - Start with the Routing Slip template (located in the DEHCR [Routing Slips folder](#)) and customize to reflect the required process noted in the table below.
- Once everyone has signed off, the sender is to download the approved documents and save them in the program file.