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| Document Type: ¹ | <input checked="" type="checkbox"/> Policy & Procedure | <input type="checkbox"/> Process Guideline | Adopted: | 5/4/2023 |
| | <input type="checkbox"/> Plan | <input type="checkbox"/> System Description | Last Reviewed: | 7/22/2024 |
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Revisions: _____

Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH and its subcontractors¹.
- The requirements herein apply both to GCBH and its subcontractors. Additionally, subcontractors must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which subcontractors are responsible.

PURPOSE: To provide guidance on GCBH BH-ASO’s subcontracting process for the CBRA grant consistent with the Department of Commerce guidelines and the Grant Agreement between GCBH BH-ASO and the Department of Commerce.

DEFINITIONS

- I. **Community Behavioral Health Rental Assistance Program (CBRA):** Program to provide a rental subsidy for high-risk individuals with behavioral health conditions.
- II. **Subgrantee:** An organization with which Greater Columbia Behavioral Health, LLC is subcontracted with for the provision of the CBRA program.

POLICY

- A. GCBH BH-ASO will be in compliance with all subgrantee management requirements of the CBRA grant agreement with the Department of Commerce.

PROCEDURE

- 1. GCBH BH-ASO will receive prior approval from the Department of Commerce prior to entering into an agreement with any other nonprofit or governmental housing assistance organizations who operate programs to end homelessness with a defined service area.
- 2. GCBH BH-ASO will ensure subgrantee agreements are time-limited and have defined roles and responsibilities for each party as well as detailed budgets and performance terms.
- 3. GCBH BH-ASO will keep copies of all subcontracts with subgrantees and records related to subcontracts.
- 4. GCBH BH-ASO will ensure that every subcontract shall bind the subgrantee to follow all applicable terms of the grant. Every subcontract shall include a term that Commerce and


the State of Washington are not liable for claims or damages arising from a subgrantees performance of the subcontract.

5. GCBH BH-ASO, upon request, will provide Department of Commerce copies of subcontractor agreements and notify Department of Commerce if sub grants are terminated or modified during the grant period.
6. GCBH BH-ASO will notify the Department of Commerce of any change in selection of sub-grantees funded with CBRA, or changes in the interventions of those sub-grantees.

APPROVAL



Karen Richardson or Sindi Saunders, Co-Directors



Date