

Grant Management 101

It Starts Before You Get the Award...

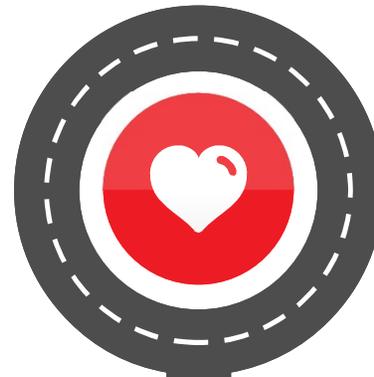
Pre-Award



Notice of
Funding
Opportunity
(NOFO)



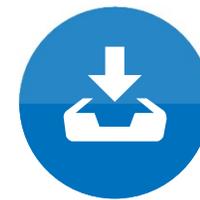
Budgeting
Process



Getting Started



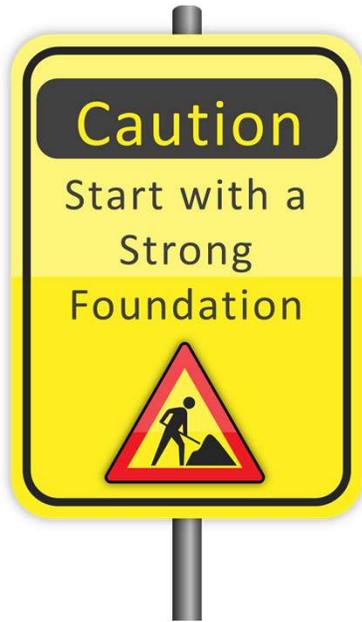
Risk
Assessment



Reporting
Requirements

Getting everyone on the same page to effectively manage your grants starts before you even receive the award.

Getting Started



Award Notice



Identify agency or funding restrictions and communicate them to the rest of the grant management team.

Internal Controls



Design internal control systems to prevent, detect and deter waste, fraud and abuse of grant funds, and support efficient and effective operations.

Procurement



Ensure your procurements support full and open competition to the extent required, and that funds do not flow to excluded parties.

Time and Effort



Provide reasonable assurance that the charges for labor are accurate, allowable, and properly allocated.

Period of Performance

Provide oversight of contractors and ensure contract administration as required.



Train staff on proper documentation and provide for record retention.

Now the hard work begins to deliver on the program objectives, stay in compliance with the regulations, and most importantly, help the people that you intended to help!

MyFedTrainer.com
#grantready



Procurement



Documentation

Support timely, accurate and complete reporting of program results.



Reporting

Period of Performance

Provide oversight of subrecipients and monitor for compliance with all the award terms and conditions.



Subrecipients

Minimize the time between receipt and disbursement of funds



Payment Management

Partner with auditors to complete Single Audit as required and resolve areas of noncompliance.

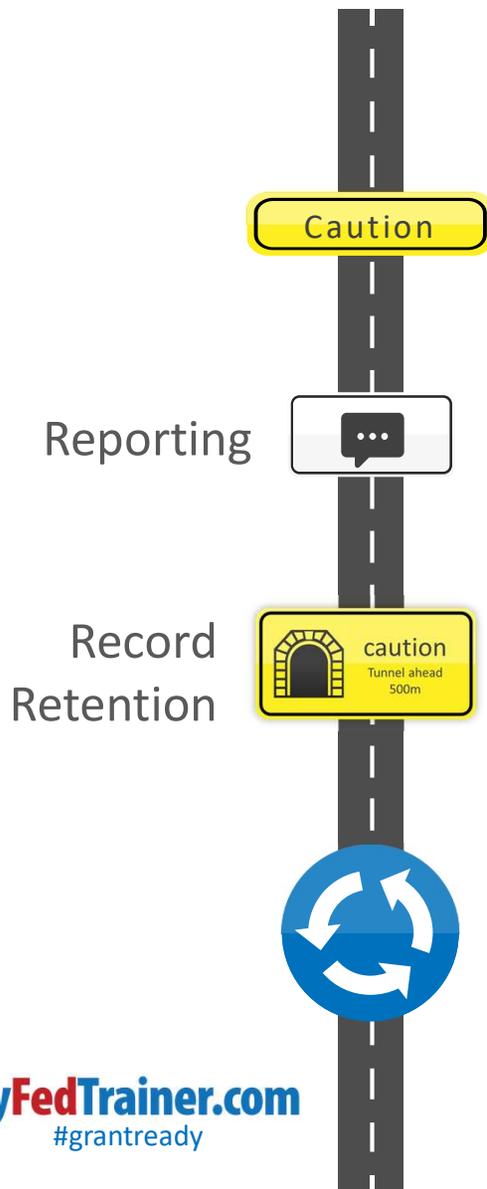


Audits

More and more auditors are reviewing end of grant spending for reasonableness and necessity. *(It's not just about obligating the last dollar on the last day anymore!)*



Watch end of grant spending



Closeout

Reporting

At closeout, you have 120 days as a prime recipient or 90 days as a subrecipient to complete the final reporting on your program.

Record Retention

At closeout you will have record retention requirements for a wide variety of records for at least the 3 year “general” rule and possibly much longer.

Savvy organizations are constantly looking ahead to the next grant-funded project or program, ready to start the grant lifecycle all over again.



When you arrive at the end of the period of performance, it is time to complete final reports on your program or project, make final adjustments for payments with your funder and finish documenting achievement of program objectives

But Grant Management
Doesn't End at the End of the
Grant..

Post-Award

Post-Award

Property Management



If you bought property such as equipment with federal funding you will have additional reporting and tracking requirements.

Audits



If you have more than \$750,000 in expenditures from federal sources, your Single Audit must be submitted to the Federal Audit Clearinghouse.

Program Income



If your award generates program income, you may need to follow additional reporting instructions from your funder.

Adjustments to Indirect Costs



If your negotiated indirect cost rate requires a final adjustment, you may be processing adjustments to previously billed costs log after the award is done.



Great grant management is no accident!
You can develop the skills to arrive safe and sound!
Being #grantready means that your organization is ready for
“prime-time” with the vision, people, skills and systems in place
to make it easy for funders to choose your solution.