

FREE BUT NOT EASY; HOW TO COMPETE FOR AND MANAGE GRANTS



#FGFOA2023

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#6615008





Why did you choose this session?



Agenda

- Why Grants?
- Locate Grants
- Life Cycle
- Q & A





Why would your organization NOT go for a grant?



Why Not?

- Too competitive
- Timely
- Lack of knowledge
- Organizational structure





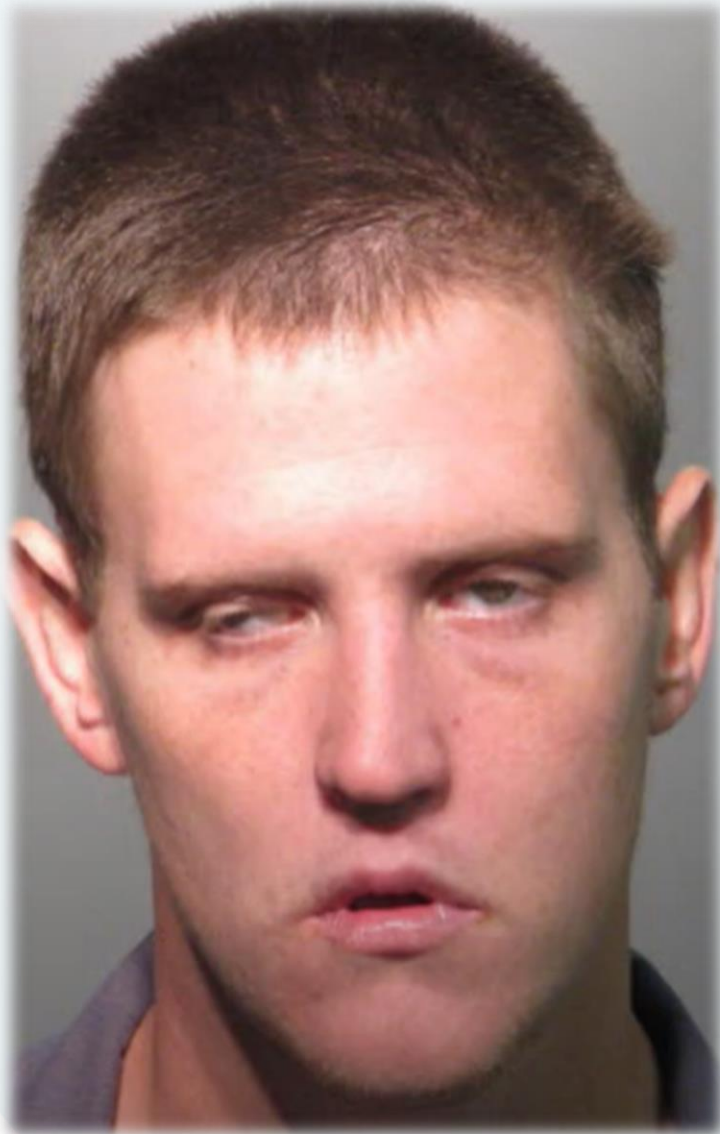
Why would your organization go for Grants?



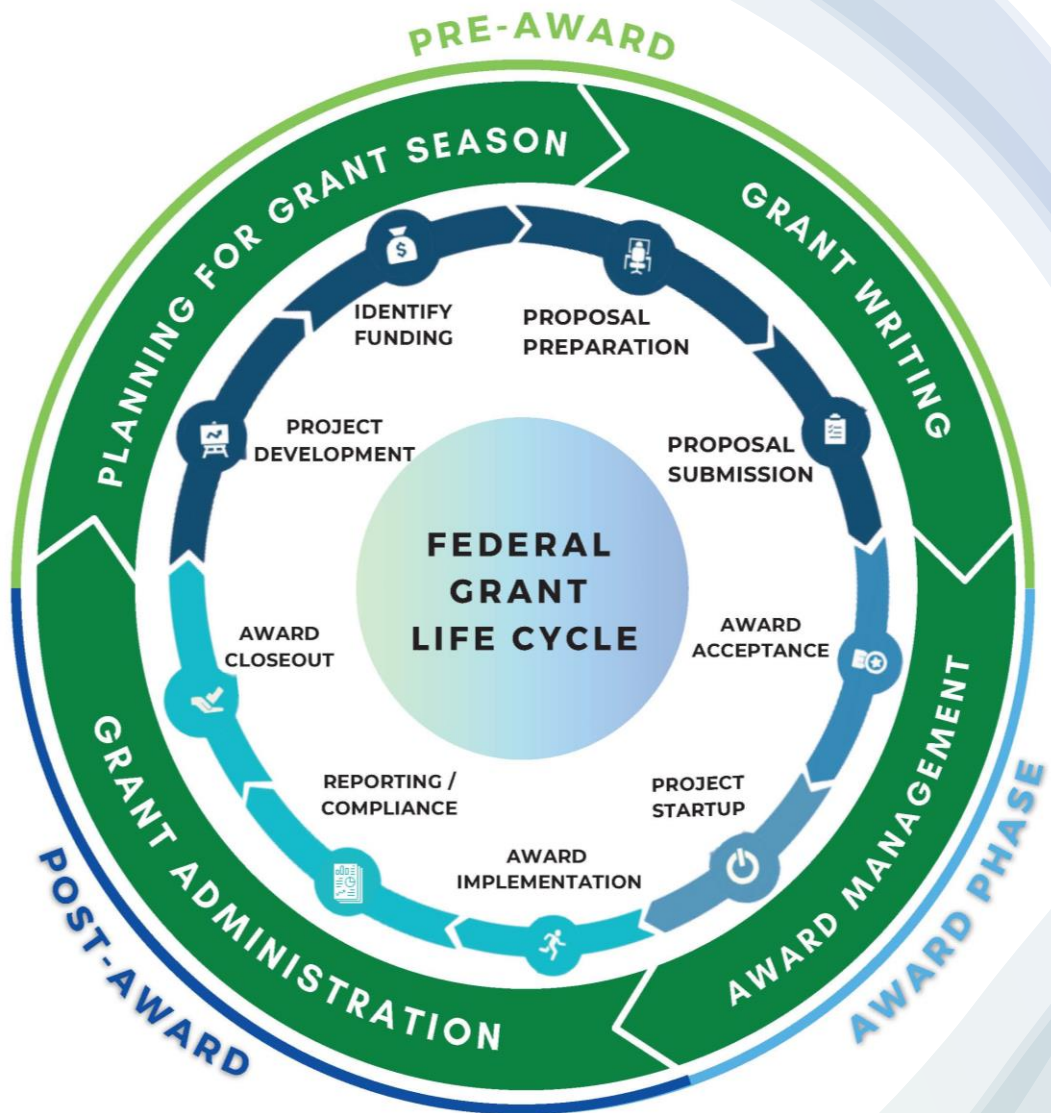
Go for It!

- Free money
- Assist the general fund
- Gain data
- See if things work
- Gain access to technical centers and new networks





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Grant Life Cycle

Who Funds Grants?

1. Government (grants.gov)
2. Private Business and Corporations
3. Foundations



Types of Government Grants

- Mandatory- given out based on the condition of authorizing statues (everyone that meets eligibility earns the funding)
- Formula/Block Grant –specific type of federal financial assistance for a broadly defined function (HUD)
- Discretionary (Competitive)- federal agency selects the awardee based on merit and eligibility



Notice of Funds Available (NOFA)

EXAMPLE

[NOFA EXAMPLE.pdf](#)



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Set the Tone

- Remembering the 3 C's of Grant Writing:
 1. Clear
 2. Concise
 3. Compelling





Clear

- Tell the story
- Display the need
- Show how the project will meet the needs



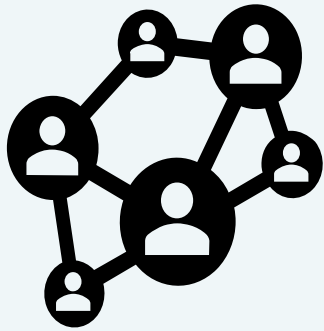
Concise

Leave the flowers for
Valentine's day

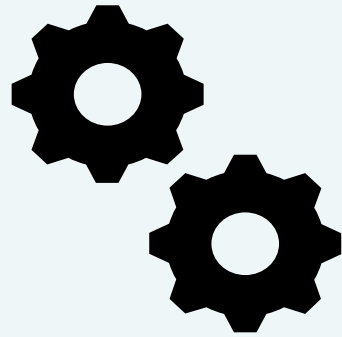


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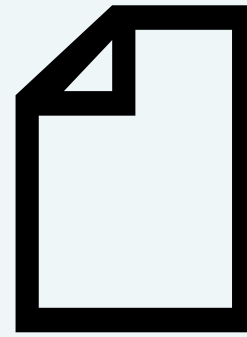
Compelling



Resources



Capabilities



**Supporting
Documents**



**Timeline
(SMART)**



SMART GOAL

| | |
|----------|---|
| S | Specific: Define a clear, specific goal. |
| M | Measurable: Make sure you can track progress. |
| A | Attainable: Create a goal that is realistic. |
| R | Relevant: Ensure your goal aligns with the organization. |
| T | Time-bound: Assign a target date to keep accountable. |



SMART Goal Example

We will distribute 75 pool alarms.

We will distribute 75 pool alarms each grant fiscal year at two local libraries (TBD) in our County.



Financial Budget

- Eligible
- Matches the project narrative
- Realistic and detailed
- Matching funds
- Administration cost



Administration Cost

Set % that can be applied to *direct* cost

- Expenses incurred by recipients in support of the day-to-day operations of their organization





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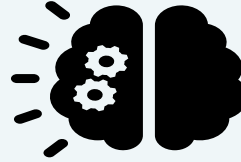
Implementation and Support



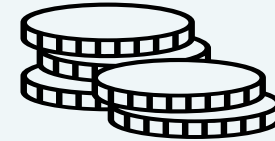
Rules & Regulations



Re-Read



Organize



Finances



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Rules and Regulations

- Review Your Notice of Award
- Review Awarding Entities Regulations and Requirements
- Understand Expectations



Re-Read

- Review what you wrote
- Note objectives to accomplish
- Identify project components



Organize

- Policy and Procedure
- Partner Agreements
- Purchasing
- Data Tracking







Grant Reporting

- Process of documenting how funds were used
- Includes:
 - Programmatic Reporting
 - Financial Reporting



Programmatic Reporting

- Purpose
 - Provides support to grantor that grant was used for its intended purpose and includes performance metrics indicating overall impact of the grant on the community or organization
- Types of Programmatic Reporting
 - Narrative
 - Performance Evaluations
- Must be filed timely & accurately
- Identify Program Manager responsible for tracking and reporting
- Can be required in conjunction with Financial Reporting or independently



Financial Reporting

- Purpose
 - Provide timely & accurate financial reports of grants for period covered to support report of funds earned (advance grants) or reimbursement request (cost reimbursable grants)
- Frequency-depends on individual grant, for example:
 - Monthly
 - Quarterly
 - Semi-Annually
- Types
 - Invoice Submission: Non-Federal Cost Reimbursable Grants
 - Electronically via Federal or State reporting website: Advance and Cost Reimbursable



Compliance Monitoring

- Purpose
- Monitoring
 - Control Environment
 - Documentation
- Regulatory Requirements
- Internal Auditing



Purpose

- Ongoing process to ensure requirements are met as prescribed by the grantor for administration, management, reporting, & adherence to all applicable laws
 - Document all decisions made throughout the grant lifecycle
 - Receipts, financial statements, & programmatic data accumulation process decisions
- Ensures grant will be used for its intended purpose with proper oversight
- Protects the organization from potential legal or financial liabilities by ensuring funds are managed responsibly



Monitoring

- Compliance owner
 - Identify someone with sufficient knowledge and experience in grants management
 - Understanding of organizational policies
 - Understanding of jurisdictional laws
 - This role will create organizational wide processes, procedures, and internal controls
- Budgets & Financial Records
 - Grant Expenditures must be monitored to ensure they do not exceed budget tolerance & notify program manager of risk of underspending grant award
 - Ensures only allowable and allocable expenditures are charged to the grant
 - Ensures any budget amendments needed are identified timely and receives approval of grantor before charges are made to the grant



Regulatory Requirements

- State & Local Laws
 - Research state & local laws-some have additional procurement requirements
 - Open Records Act-ensure records are accessible to comply with local open records laws
- Federal Laws
 - Office of Management and Budget(OMB)
 - 2 CFR 200-Uniform Guidance
 - Administrative requirements, cost principles, & audit requirements for grants
 - 2 CFR 200 Appendix II
 - Contract Requirements
 - Environmental
 - NEPA-National Environmental Protection Agency
 - Clean Air Act
 - Equal Employment Opportunity Council (EEOC)
 - Title VI of the Civil Rights Act of 1964
 - Title IX of the Education Amendments of 1972



Regulatory Requirements Continued

- Federal
 - Debarment & Suspension Checks
 - Sam.gov
 - Byrd Anti-lobbying
 - Drug Free Workplace
 - Marijuana not allowed
- Federal Acquisition Regulation (FAR)
 - Ensures purchasing procedures are fair, equitable, & impartial
- Single Audit Act
 - Subject to single audit if expend \$750,000 or more in federal funds during a fiscal year



Internal Auditing

- Reviews proper separation of duties to ensure dual sign-off on expenditure requests and checks
- Ongoing & periodic evaluation of internal controls
 - Communication of program deficiencies
 - Prepare corrective action plan
- Annual review of risk assessment
 - Review actions are following established policies and procedures
- Asset Review
 - Ensure all assets purchased with grant funds are properly identified and status including disposition of assets are in compliance with each unique grant's requirements



Closeout

- Should be considered part of the overall process of grant compliance
 - Start as soon as grant awarded
 - Identify closeout requirements and meet the requirements incrementally
- Timely Closeout Requirements
 - All grant requirements met including financial and programmatic reporting
 - All expenditures paid and products/services received during grant period of performance
 - Identify any special requirements allowing final payments to occur after end of grant period but before closeout-not allowed on all grants
 - Identify grant specific requirements such as time frame for final financial request for reimbursement or reporting to agency



Grant Tips & Tricks

- Create a calendar reminder for each grant compliance or reporting deadline
- Don't wait until the last day to complete reporting
 - Agency websites can be down which can delay reporting
- Have a grant compliance oversight position(s) dedicated to review of all grant expenditures and verification that all grant deadlines are met timely
 - Should include review of purchases that would meet micro purchase thresholds
 - Review all purchases for allowability
- Subrecipient vs Vendor Determination
 - Create a checklist for determination and keep for auditing purpose



Grant Tips & Tricks Continued

- Ensure all contracts are reviewed by someone knowledgeable of grant contract requirements-Not just the legal department
 - FTA Grants subject to DBE-Must have a knowledgeable DBE Officer
 - DBE: Disadvantage Business Enterprise
- Subscriptions
 - Be sure subscription purchases do not cover periods beyond the grant period of performance
 - Allocation of costs for time period within the grant may be necessary
- Incrementally prepare for Single Audit
 - Organize grant information such as ALN & Other agreements in a logical and easy to access format



Grant Tips & Tricks Continued

- Important: Print copies of Suspension & Debarment checks of vendors & Subrecipients
- FFATA: Federal Funding Accountability & Transparency Act
 - Very Important: Be sure filed within 30 days of signed subrecipient contract
 - Print proof of timely filed document.
- Carefully verify purchases meet Buy America requirement if applicable to your grant
- EEOC Compliance:
 - Complete early with your HR department
 - New Reporting Platform in Fall 2023



Q & A



Resources

- Grants.gov
- Grant Space
- The Foundation Center

