

# The ABCs of Grants Management Part 3

5/24/2022



# Grant Humor

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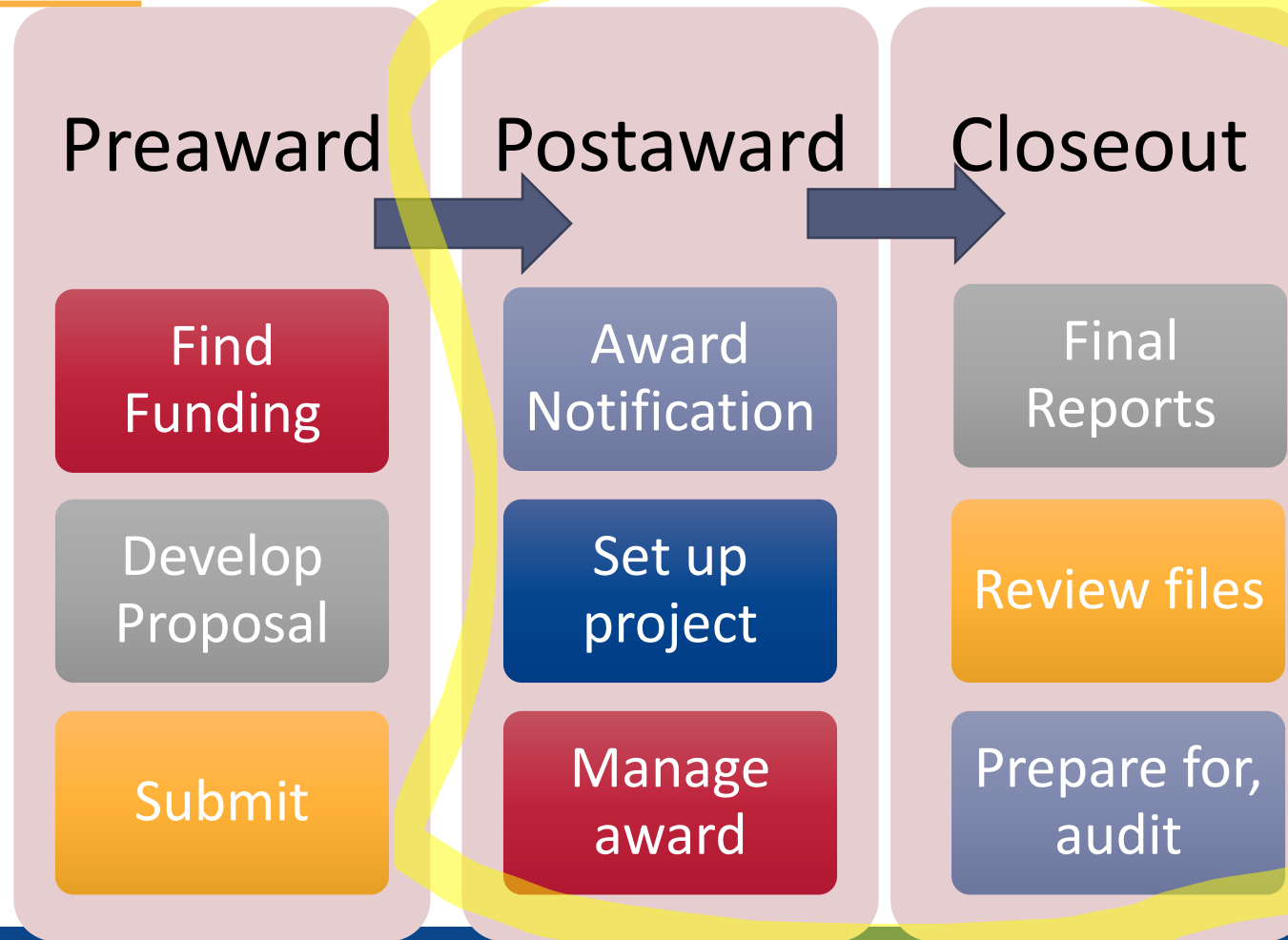
# What will you learn?

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- Have a basic understanding of the post award process
- Identify key items, requirements in notice of awards
- Have a general understanding of the Uniform Grant Guidance & impact on post award process
- Value of reporting requirements and to use them as an opportunity to tell the story
- Learn key items to effectively close out a grant
- Steps to prepare for a potential audit

# Grant Lifecycle



# What is meant by Post-award?

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- Activities that occur after a grant has been awarded
  - Review Notice of Award, grant agreement
  - Review grant application
  - Set up meeting with project team
  - Implement project
  - Purchase, expend grant funds
  - Monitor activity
  - Reporting
  - Evaluation
  - Closeout

# Poll Question #1

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**Post award management is .....**

**Select one:**

- A. Is easy to do**
- B. Is not necessary, just spend the funds**
- C. Is way too confusing, challenging**
- D. Is necessary and if done correctly, may lead to future awards**

# Key Requirements –Notice of Award, Grant Agreement

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- Print it out, re-read the document, highlight sections
- Due dates for reports
- Any special conditions
- Any limits on spending, approvals required
- Review organization name is correct, tax id #, project director listed
- Compare award amount with budget
- Explain how to invoice, draw down funds
- Federal regulations, state requirements, laws
- Funder contacts



# Notice of Awards/Grant Agreements

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- Identify Key Items in a Notice of Award/Agreement
  - Raise your hand or put your comments in the Chat feature



# Sample Notice of Award

<b>1. DATE ISSUED</b> MM/DD/YYYY 04/10/2020		<b>1a. SUPERSEDES AWARD NOTICE</b> dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES                  ASSISTANT SECRETARY FOR PREPAREDNESS &amp; RESPONSE</b>  200 C Street, SW Washington, DC 20024  <b>NOTICE OF AWARD</b> AUTHORIZATION (Legislation/Regulations) Pub. L. 109-148 119 Stat. 2680, 2786 (2005)
<b>2. CFDA NO.</b> 93.889 - National Bioterrorism Hospital Preparedness Program				
<b>3. ASSISTANCE TYPE</b> Formula Grant				
<b>4. GRANT NO.</b> 1 U3REP200648-01-00 Formerly		<b>5. TYPE OF AWARD</b> Other		
<b>4a. FAIN</b> U3REP200648		<b>5a. ACTION TYPE</b> New		
<b>6. PROJECT PERIOD</b> MM/DD/YYYY From 04/10/2020		Through 04/09/2025 MM/DD/YYYY		
<b>7. BUDGET PERIOD</b> MM/DD/YYYY From 04/10/2020		Through 04/09/2021 MM/DD/YYYY		
<b>8. TITLE OF PROJECT (OR PROGRAM)</b> South Dakota Covid-19 Activities Response Effort (SD CARE)				
<b>9a. GRANTEE NAME AND ADDRESS</b> SDAHO Healthcare, Research, Education, and Trust 3708 W Brooks Pl Sioux Falls, SD 57106-4207		<b>9b. GRANTEE PROJECT DIRECTOR</b> Kristen Bunt 3708 West Brooks Place Sioux Falls, SD 57110-4207 Phone: 6053612281		
<b>10a. GRANTEE AUTHORIZING OFFICIAL</b> Kristen Bunt 3708 West Brooks Place Sioux Falls, SD 57110-4207 Phone: 6053612281		<b>10b. FEDERAL PROJECT OFFICER</b> Ms. Jennifer Hannah 395 E Street, SW. 10th Flr, Suite 1075, RM 39 Washington, DC 20201 Phone: 202-245-0722		
<b>ALL AMOUNTS ARE SHOWN IN USD</b>				
<b>11. APPROVED BUDGET</b> (Excludes Direct Assistance) I Financial Assistance from the Federal Awarding Agency Only		<b>12. AWARD COMPUTATION</b> a. Amount of Federal Financial Assistance (from item 11m)		
		560,338.00		

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# Sample Notice of Award/Grant Agreement

E. Consultant will not purchase capital assets or equipment using State funds.

F. Consultant agrees to:

1. Provide one designated staff person to provide training and technical assistance to healthcare facilities and providers statewide. This designated person will:
  - a. Recruit healthcare systems and independent healthcare facilities to pilot and implement projects focused on the integration of evidence-based opioid interventions in emergency departments and other healthcare settings.
  - b. Provide technical assistance the healthcare systems and independent healthcare facilities to integrate workflows focused on evidence-based opioid interventions in emergency departments and other healthcare settings, including, but not limited to:
    - i. Opioid Use Disorder (OUD) screenings such as the Clinical Opioid Withdrawal Scale (COWS) or the Screener and Opioid Assessment for Patients with Pain-Revised (SOAPP-R).

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04/2021 - ch

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EM - 5/11/2021

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- ii. Initiation or referral to Medication Assisted Treatment (MAT).
- iii. Referrals to appropriate opioid use disorder treatment.

- c. Assist healthcare systems and independent healthcare facilities in integrating workflows and evidence-based opioid interventions into their Electronic Medical Records (EMRs).
  - d. Provide in-person training and educational opportunities to healthcare providers and professionals statewide, focused on topics such as reducing stigma around Opioid Use Disorders (OUD), identifying and diagnosing OUD, access and utilization of the Prescription Drug Monitoring Program (PDMP), and opioid prescribing guidelines for acute and chronic/non-cancer pain.
  - e. Work with the State to complete evaluation efforts
2. Provide Monthly reports of progress to the Opioid Program Director.
  3. Maintain regular communication with the Opioid Program Director.
  4. Participate in Opioid Program and Office of Chronic Disease Prevention and Health Promotion staff meetings and other program specific meetings as appropriate.
  5. Participate in CDC and other meetings and/or trainings as appropriate.

G. INSURANCE: Consultant agrees, at its sole cost and expense, to maintain the following insurance:

1. Commercial General Liability Insurance:

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# Poll Question #2

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**Based on the Uniform Grant Guidance, which of the following costs require written prior approval:**

**Select one:**

- A. Pre award costs**
- B. Equipment**
- C. Travel**
- D. Subawards**
- E. All the above**

# What is meant by Uniform Grant Guidance (UGG)?

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- Requirements, compliance regulations for federal awards, federal pass-through grants, aka 2CFR Part 200, UGG
  - Previously there were multiple circulars, now streamlined into document
  - Refer to guidance on pre award requirements, post award management, cost principles, and audit
    - Thompson Publishing <http://grants.complianceexpert.com>
    - Grants.gov
    - Code of Federal Regulations [UGG](#)
    - Available on Multiple websites



# What are a few key items in UGG that pertain to Post Award Management?

Standards for:

- Financial and program management
- Property standards
- Procurement standards
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention
- Remedies for non-compliance



# What are a few key items in UGG that pertain to Post Award Management?

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Standards for:

- Closeout
- Post Closeout requirements
- Collection of Amounts due
- Cost Principles
- Audit





# Reporting

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- Tell your story
  - Critical that it's done right
  - Include pictures, data to support your work
  - Make sure to include all required items
  - On site visit
  - Budget and the progress made on the project need to be in alignment
  - Never hesitate to ask questions



# Closeout

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- Know what is required
- Retain documentation
- Work in collaboration with Finance
- Sign off process
- Be audit ready



# Audit

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- Change your mindset
- Prepare for audit from the start
- Documentation
- Follow the rules, clarify the rules
- Keep files complete, no gaps or missing information
- Work with finance contact

# Q & A

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# Thank you!

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