

GRANTS MANAGEMENT

Grants Professional Training



INSTRUCTOR:
LETICIA A. JONES
GRANT ADVISOR & TRAINER
leticia@ecivis.com

For Additional Information,
Contact:
eCivis, Inc.
3452 E. Foothill Blvd., Floor 9
Pasadena, CA 91107
www.ecivis.com
877.232.4847

GRANTS MANAGEMENT

Grants Professional Training

- I. Table of Contents
- II. Presentation Slides
 - A. *Introduction*
 - B. *What Is Effective Grant Management?*
 - C. *Executing a Successful Grant Visit*
 - D. *Improving Communication Between Implementation and Reporting Staff*
 - E. *Practice Makes Perfect*
 - *Principles to Practice*
 - *Additional Research: Best Practices – “Guide to Opportunities for Improving Grant Accountability”*
- III. Exercises
 - A. *Test Your Grant Management Knowledge*
 - B. *Reporting Progress*
 - C. *Steps of Grants Management*
 - D. *Checklist for On-Site Visit*
 - E. *Action Plan for Improving Communication Between Implementation and Reporting Staff*
 - F. *Principles to Practice*
 - G. *Your Own Grants Management Best Practices*
 - H. *#1 Lesson Learned*
 - I. *Additional Research: “Guide to Opportunities for Improving Grant Accountability”*

IMPROVING GRANTS PERFORMANCE

eCivis

Grants Management



Leticia A. Jones
Grant Advisor & Trainer
www.eCivis.com

© 2008 eCivis, Inc.

Training Road Map



- Introduction
- What Is Effective Grant Management?
- Executing a Successful Site Visit
- Improving Communication Among Implementation & Reporting Staff
- Practice Makes Perfect
 - Principles to Practice
 - Homework: Best Practices

2

© 2008 eCivis, Inc.

Schedule

9:00 a.m. Introduction
*mid-morning break

12 - 1:00 p.m. Lunch
*mid-afternoon break

4:00 p.m. Adjourn



3

© 2008 eCivis, Inc.

Introductions

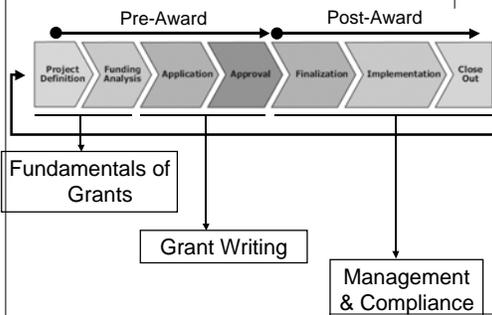
- Your Name
- Your Organization/ Department
- Your Level of Involvement in World of Grants
- Your #1 Grant Management Concern
- "What I would like to learn by the end of the workshop..."



© 2008 eCivis, Inc.

4

Grants: It's A Continuous Process



© 2008 eCivis, Inc.

5

What You Will Learn Today

- This is focused on *Federal* grants management
- How to effectively manage your grants
- How to effectively prepare for a site visit
- How to improve cross departmental communication
- Best practices in grants management

© 2008 eCivis, Inc.

6

The majority of grantees want to do the right thing....

...they just don't know what the right thing is.



7

© 2008 eCivis, Inc.

Training Road Map



- What Is Effective Grant Management?
- Executing a Successful Site Visit
- Improving Communication Among Implementation & Reporting Staff
- Practice Makes Perfect
 - Principles to Practice
 - Homework: Best Practices

8

© 2008 eCivis, Inc.

eCivis

IMPROVING GRANTS PERFORMANCE

What Is Effective Grants Management?



© 2008 eCivis, Inc.

Objectives

- Define steps in grants management
- Understand required reports
- Learn key aspects of grant monitoring process
- Learn what your granting agency is seeking from grants management process
- Understand grant risk factors

10 © 2008 eCivis, Inc.

Effective Grants Management

- Integral part of grants process
- Result of adequate overall oversight and monitoring of awards including
 - Project resources
 - Activities
 - Results



11 © 2008 eCivis, Inc.

Purpose of Effective Grants Management

- Accountability
- Program goals accomplished
- Agency performance goals – Specifically...
 - To assess adequate progress of program
 - Compliance with grant terms, laws and regulations
 - Federal funds expended as budgeted



12 © 2008 eCivis, Inc.

Getting Started

When does grant management begin?

Possible Answers:

- During grant implementation
- Once I'm contacted by the agency after the grant is completed
- When I have a problem with implementation
- Before the award is signed

13 © 2008 eCivis, Inc.

Grant Monitoring Is....

- Objective of determining if the terms and conditions of the award are being met
- Objective of determining if the goals are being met
- Ongoing assessment of the progress of the activities being funded

14 © 2008 eCivis, Inc.

Purpose of Monitoring

Provides oversight as required by agency

- What is the grantee doing?
- What is the grantee planning to do?
- What did the grantee say it would do?



15 © 2008 eCivis, Inc.

Formal or Informal

- Monitoring can be formal or informal
- Factors that determine monitoring level
 - Experience – grantee and grants officer
 - Dollar amount
 - Program visibility

16 © 2008 eCivis, Inc.

Basic Process of Monitoring



- Collect and review data
- Analyze
- Take action

17 © 2008 eCivis, Inc.

Monitoring Techniques

- Pre-award risk assessment
- Site visits
- Telephone calls
- Enforcement of prior approvals
- Analysis of reports
- Provide technical assistance
- Review audit reports
- Substantial involvement

18 © 2008 eCivis, Inc.

Risk Assessment: Types of Risk

- Recipient stability
- Geographic problems
- Amount of award
- Susceptibility to fraud
- New programs
- Public or congressional scrutiny
- Lack of discretion in making award



© 2008 eCivis, Inc.

Monitoring from the Grantor Perspective

- Are the grantees interchangeable or unique in capabilities?
- How does the granting agency choose grantees? Is there an adequate available pool?
- What is the impetus for the programs to be funded?

Grantor will apply a consistent approach to recipients and then customize accordingly

© 2008 eCivis, Inc.

Grantor Will Design a Monitoring Plan



Plan is based on:

- Techniques to be used
- Inherent risks with the grantee or the program
- Resources available for monitoring

Be sure to request a copy!

© 2008 eCivis, Inc.

Documentation of Monitoring by Grantor

- Trip reports
- Memos to the file
- Detail action taken
- Recommended actions



© 2008 eCivis, Inc.

22

Evaluate Inherent Risk

- Risk, as determined by grantor, can be program or financial
 - What is the dollar amount of the award?
 - Is the program susceptible to abuse?
 - Is the grantee susceptible to abuse?
 - Long-term grantees may have too much authority and control
 - What about geographic proximity of the grantee?
 - Prior problems with grantee?



© 2008 eCivis, Inc.

23

Problems and Resolution



Don't Hide From Problems!
Grantors WANT you to Succeed!
Problems CAN be resolved and require different levels of agency concern and action.

© 2008 eCivis, Inc.

24

Typical Problems

- Material problems
 - program or financial
- Immaterial problems
 - program or financial
- Intentional problems
 - disregard for grant terms, laws and regulations, fraud
- Unintentional problems
 - lack of experience and knowledge

25 © 2008 eCivis, Inc.

When Problems Arise . . .

- What will the granting agency do?
 - Phone call
 - Determine grantee solution
 - Recommend solution
 - Provide assistance
 - Make high-risk distinction



26 © 2008 eCivis, Inc.

Determine Agency Resources

- What is necessary and desirable as opposed to what is practical?
 - Corporate culture
 - What is the level of importance given to monitoring of programs?
 - Available staff
 - Travel funds

27 © 2008 eCivis, Inc.

Reasons for Assessment

- Familiarization visit
 - Staff, business practices
- High dollars
- Program visibility
- Prior negative history
- Complex compliance requirements
- When requested by recipient
- Documentation review

28 © 2008 eCivis, Inc.

Prior to Visit, Grantor Will. . .

- Notify recipient Point of Contact
 - Discuss objectives for visit, including documents to review
- Notify program and financial officials
- Review grant file
- Determine issues to discuss



29 © 2008 eCivis, Inc.

While on Site . . .

- Conduct entrance discussion with officials
- Observe project activities
- Review program and financial records
 - Compare to submitted reports
- Property records, if applicable

30 © 2008 eCivis, Inc.

After the Visit the Grantor Will. . .



- Prepare report
- Document findings
 - Negative and positive
- Review and adjust monitoring plan, if necessary
 - This will be shared with grantee

31 © 2008 eCivis, Inc.

Purpose of Reports

- May serve as only visible indicators of program activity and expenditure of funds
- Program and financial reports should encompass the same period of time for comparison and analysis purposes
- Read and analyze!



32 © 2008 eCivis, Inc.

Program Reports

- Format
 - No standard government-wide format
- Frequency
 - Not more than quarterly or less than annually
- Content
 - Comparison of actual results with stated goals and objectives
 - Reasons goals and objectives were not met
 - Other information as appropriate
 - Significant events that occurred

33 © 2008 eCivis, Inc.

Submission Requirements

- Quarterly or semiannual reports are due 30 days after the reporting period
- Annual reports due 90 days after the grant year
- Final expenditure/progress report is due 90 days after end of grant period or termination of grant

EXAMPLE:

Quarter	Due No Later Than
March	April 30 th
June	July 31 st
September	October 31 st
December	January 30 th

34 © 2008 eCivis, Inc.

Reporting Progress

In your groups, address each of the provided scenarios and decide how you will measure and report on each by referencing the following:

- Actual vs. Target Goal
- Reasons for slippage
- Additional information explaining cost overruns or high unit costs



35 © 2008 eCivis, Inc.

Report Review

- Do the reports –
 - Provide sufficient information?
 - Show that adequate progress is being made?
 - Raise red flags?
 - Contain information that is useful for performance measures and ExpectMore initiative?

36 © 2008 eCivis, Inc.

Financial Reports

- Purpose
 - To certify expenditure of funds
 - Evaluate project progress
 - Account for funds
 - Show cash needs
- Your Grantor will:
 - Compare to progress report
 - Does progress correlate to amounts expended?
 - Are the program & financial reports consistent?



37 © 2008 eCivis, Inc.

What Are Performance Measures?

- An attempt to assess the impact and value of programs
- To demonstrate program accountability
- To address the question of "What are programs trying to accomplish?"

38 © 2008 eCivis, Inc.

Gathering Performance Measures



- Evaluations
- Data collection
- Analysis of data
- Questionnaires
- Reports

39 © 2008 eCivis, Inc.

Definition of Results

- Significant, intended, measurable change in the condition or change in recipient country or institutions
- Results oriented assistance instrument – achieves results that contribute to the performance goals



40 © 2008 eCivis, Inc.

Planning Results Oriented Assistance

- Develop a vision
 - Mission Performance Plan
 - Grant Performance Plan
- Develop measurement system
- Determine how to achieve specific program goals

41 © 2008 eCivis, Inc.

Considerations



- What lends itself to being measured?
- What are the resources needed to achieve program results?
- Political, economic, geographic factors

42 © 2008 eCivis, Inc.

Grants Management Steps

In groups of 3-4, discuss the steps of grant management

- What are they?
- Which are the most important? Why?
- What steps does your organization do well?
- What areas could be improved?



- Apply above to sub-awards.

43 © 2008 eCivis, Inc.

Typical Grant Management Steps

1. All Pre-Award, including Application, etc. completed
2. Grant Award Notification
3. Compare award w/ application
 - Scope / budget
4. Approving body accepts
5. Contractual procedures
6. Kick-Off Meeting
 - Meet w/ key project managers
 - Deadlines, responsibilities, etc.

44 © 2008 eCivis, Inc.

Typical Grant Management Steps CONTINUED

7. Reporting (fiscal / program)
 - Timely submittal, approvals
 - Internal: Billings, reimbursement claiming
 - Necessary drawdown
 - Justification for any delays
 - Amendments, Formal modifications
8. Close-Out
 - Final report
 - Ownership
 - Record-keeping
 - Resolve accounts
 - Final site visit
 - Post-Meeting: Close-out meeting 2-3 months prior to close
9. Post-Close Out Requirements

45 © 2008 eCivis, Inc.

Summary

- Defined steps in grants management
- Understand required reports
- Learned key aspects of grant monitoring process
- Learned what your granting agency is seeking from grants management process
- Understand grant risk factors

46 © 2008 eCivis, Inc.

Training Road Map



- What Is Effective Grant Management?
- Executing a Successful Site Visit
- Improving Communication Among Implementation & Reporting Staff
- Practice Makes Perfect
 - Principles to Practice
 - Homework: Best Practices

47 © 2008 eCivis, Inc.

eCivis

Executing a Successful Site Visit



IMPROVING GRANTS PERFORMANCE

© 2008 eCivis, Inc.

Objectives

- Understand common activities of a site visit
- Learn how to set expectations and mutual goals for the site visit
- Understand what you get out of the site visit – this is not all about the grantor
- Learn how to handle the “extras”

49 © 2008 eCivis, Inc.

Request for an Onsite Visit

- Typically receive 10 to 60 days notice
 - Varies by granting agency
 - Few grants have random, unannounced visits
- Contact is given to your Point of Contact (POC)
 - Ensure this information is always up-to-date so that you have maximum lead time

50 © 2008 eCivis, Inc.

Request Method

- Granting agency will typically make the request via the Point-of-Contact through
 - Phone
 - Email
 - Letter

A black and white photograph of a sign that reads "You Have Mail!". The sign is white with black text and is mounted on a dark background.

51 © 2008 eCivis, Inc.

Double Check your Records

- Double check your records and ensure they are all up-to-date
 - Compliance reports
 - Financial data
 - Recent budget
 - Evaluation data (in progress or completed)



55 © 2008 eCivis, Inc.

Best Practice

City of North Miami Beach, FL

Keeps a binder for each grant, organized by year, with all up-to-date information. It operates as a “reference library” where staff can review the binders but not remove them from the office.

Everything is ready for any onsite visit!

56 © 2008 eCivis, Inc.

Capital Improvement Projects

- Prepare extra copies of any blueprints
- Allow access to job-site for inspections or photographs of progress



Don't forget the extra hard hats for your visitors!

57 © 2008 eCivis, Inc.

Prepare a Quiet Space

- Arrange for a conference room or large office for the grantor
 - Phone
 - Easy fax access
 - Internet access
 - Other work tools

58 © 2008 eCivis, Inc.

eCivis Clients....

Practice. Practice. Practice.

When in doubt:
Do a run through of any presentation before the grantor comes onsite.

59 © 2008 eCivis, Inc.

How Onsite Visits Help You

- Use this time to get all of your questions and concerns answered
 - Reporting requirements
 - Allowable expenses
 - Project period
 - Implementation progress
 - Evaluation criteria
 - Close-out
 - Additional funding



60 © 2008 eCivis, Inc.

The “Extras”

- Provide a nice breakfast/lunch*
 - Make a reservation at a nicer restaurant
- Politely offer to pay for lunch*
 - If grantor protests, don’t insist this is not a bribe
- Ask if he/she needs help arranging tourist excursions
 - Not buying tickets to Disneyland but recommending hotels and where to buy discount tickets
 - Providing transportation to nearby famous park for a casual hike

*IF PERMITTED

© 2008 eCivis, Inc.

EXERCISE: Onsite Visit Checklist

Working in groups of 3-4,

1. Create a checklist to prepare for an onsite visit.
2. How would you modify for your sub-awardees / sub-recipients?

Write on flipchart and share with class.



© 2008 eCivis, Inc.

Sample Checklist for Site Visit

- Follow-up letter re: site visit
 - Identify list of items to be reviewed -- timesheets, invoices, performance evals, etc.
- Notify everyone involved
- Double-check current records (hard copy vs. e-copies)
 - Financial
 - Progress
 - E-copies: Single Audit, HR, Accounting, Travel, Record-Keeping, Procurement
- Establish agenda and expectations

© 2008 eCivis, Inc.

Sample Checklist for Site Visit CONTINUED

- Arrange provisions
 - Space, equipments, transportation, keys to room, access to copier, etc.
- Review Work Plan / Timeline
- Address Corrective Actions
- Follow-Up



64 © 2008 eCivis, Inc.

Summary

- Understand common activities of a site visit
- Learned how to set expectations and mutual goals for the site visit
- Understand what you get out of the site visit – this is not all about the grantor
- Learned how to handle the “extras”

65 © 2008 eCivis, Inc.

Training Road Map



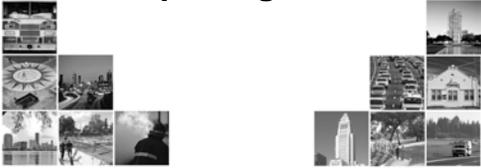
- What Is Effective Grant Management?
- Executing a Successful Site Visit
- Improving Communication Among Implementation & Reporting Staff
- Practice Makes Perfect
 - Principles to Practice
 - Homework: Best Practices

66 © 2008 eCivis, Inc.

eCivis

IMPROVING GRANTS PERFORMANCE

Improving Communication Among Implementation and Reporting Staff



© 2008 eCivis, Inc.

Objectives

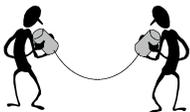
- Learn the most effective tool for improving communication for reporting purposes
- Understand how group work techniques can simplify the process
- Learn how role definition can help you meet deadlines
- Learn how to keep the relationship with the program officer when the implementation staff is not complying

68

© 2008 eCivis, Inc.

Communication is Essential

- Compliance professionals should create an easy-to-understand list of key deadlines, name of responsible individual, allowable costs, reimbursement schedule and other key information for reports
- Aids implementation staff in knowing what is due and when



69

© 2008 eCivis, Inc.

Best Practice Tip

Create a “mini-contract” between compliance and implementation staff.

This demonstrates how important this information is to all staff.



70

© 2008 eCivis, Inc.

Assign Leaders

- Avoid chasing multiple staff for the information that you need
- Assign a lead compliance staff member
- Assign a lead implementation staff member
- These staff are the key staff in the project and are ultimately responsible for all deadlines

71

© 2008 eCivis, Inc.

Roles & Responsibilities

- Clearly define internal roles and responsibilities
 - All compliance staff
 - All implementation staff
 - Each leader

TIP: place on a special intranet page so all staff has easy reference!



72

© 2008 eCivis, Inc.

Don't Reinvent the Wheel

Use proven communication techniques for teams

- Regularly scheduled meetings
 - Attendance may be mandatory
- Discussion/working groups
- Committees
 - Formal
 - Ad hoc

73 © 2008 eCivis, Inc.

Cross Training

Cited by federal government as most effective technique for successful grants compliance

- Train staff for appreciation of each other's role
 - Implementation staff must be trained in Compliance tasks
 - Compliance staff must be trained in Implementation tasks and project management

74 © 2008 eCivis, Inc.

How to Train

- Classes can be
 - Online
 - In-person (seminar style)
 - Hosted onsite
- Select a company that is familiar with grants and local governments versus non-profit grant management

75 © 2008 eCivis, Inc.

Use Technology



- Take advantage of teamwork tools in
 - Microsoft Project and Office
 - Word Perfect
 - Adobe
- Track who has contributed what information and when
- Makes it easier to track and complete necessary reports

76 © 2008 eCivis, Inc.

Real-Time Software

- By using real-time software in project management and financial applications
 - Reduces redundancy
 - Reduces cost of management and compliance burden
 - Improves grant tracking



77 © 2008 eCivis, Inc.

Want MORE Collaboration



Set up a special intranet site just for this project

78 © 2008 eCivis, Inc.

When Compliance Has to Step In

- Recognize that Compliance may have to step in and get the information you need
- Preserve relationships, when possible
 - Other internal staff
 - Program Officer/Granting Agency
- Reach out to Program Officer and explain situation
 - This will keep a valuable relationship intact

79 © 2008 eCivis, Inc.

Exercise: Communication Action Plan

- Create your own action plan to improve your communication between compliance and implementation staff.
 - Think MACRO
 - Then MICRO



80 © 2008 eCivis, Inc.

Summary

- Learned the most effective tool for improving communication for reporting purposes
- Understand how group work techniques can simplify the process
- Learned how role definition can help you meet deadlines
- Learned how to keep the relationship with the program officer when the implementation staff is not complying

81 © 2008 eCivis, Inc.

Training Road Map



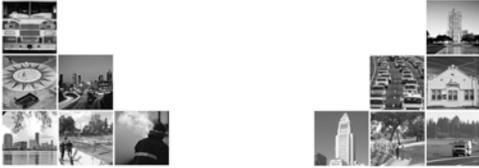
- What Is Effective Grant Management?
- Executing a Successful Site Visit
- Improving Communication Among Implementation & Reporting Staff
- Practice Makes Perfect
 - Principles to Practice
 - Homework: Best Practices

82 © 2008 eCivis, Inc.

eCivis

IMPROVING GRANTS PERFORMANCE

Practice Makes Perfect



© 2008 eCivis, Inc.

EXERCISE: Principles to Practice

- Objective: To ensure proper management and compliance of the grant-funded project in accordance with the terms, conditions, rules, regulations, and policies outlined within the Grant Agreement and in accordance with your own organization's policies and requirements.
- Directions:
 - Reference Grant Award Agreement
 - In your group, respond to the questions and situations based upon your knowledge and experience.



84 © 2008 eCivis, Inc.

HOMEWORK: Best Practices

Review the provided document entitled "Guide to Opportunities for Improving Grant Accountability."

1. Identify 1 promising practice that could be used within your department and/or organization.
2. Determine how this practice could be implemented.



85 © 2008 eCivis, Inc.

eCivis

IMPROVING GRANTS PERFORMANCE

Concluding Remarks



© 2008 eCivis, Inc.

Summary



- What Is Effective Grant Management?
- Executing a Successful Site Visit
- Improving Communication Among Implementation & Reporting Staff
- Practice Makes Perfect
 - Principles to Practice
 - Homework: Best Practices

87 © 2008 eCivis, Inc.

#1 Lesson Learned

In your groups,

1. Identify your #1 Lesson Learned.
2. Identify what you can do immediately to apply lesson. What can you do within the next 3 – 6 months?



88 © 2008 eCivis, Inc.

Moving Forward



"A journey of a thousand miles begins with a single step."
~ Lao-tzu
Chinese Philosopher

Determine What You Can Do

- Immediately
- Next 3 – 6 months
- Within next 12 months

89 © 2008 eCivis, Inc.

Questions?



For Additional Information

- Visit www.ecivis.com
- Email info@ecivis.com
- Call 877.232.4847

eCivis
CHANGING THE WAY YOU VIEW GRANTS
tools and training for locating, applying and managing funding
© 2008 eCivis, Inc.

90

EXERCISES / HANDOUTS

Grants Management

- A. Test Your Grant Management Knowledge** *Page 1*
- B. Reporting Progress** *Page 2*
- **Scenarios 1 – 3**
 - **Sample Progress Report Template**
- C. Steps of Grants Management**
- **Steps of Grants Management (Part 1)** *Page 7*
 - **Steps of Grants Management (Part 2)** *Page 9*
- D. Checklist for Onsite Visit** *Page 10*
- E. Action Plan for Improving Communication** *Page 11*
- F. Principles to Practice** *Page 13*
- G. Your Own Grant Management Best Practice** *Page 31*
- H. #1 Lesson Learned** *Page 32*
- I. Additional Research: Guide to Opportunities for Improving Grant Accountability** *Page 33*

TEST YOUR GRANT MANAGEMENT KNOWLEDGE

With a partner, match each of the following terms with the appropriate definition.

- _____ 1. Grant Award Agreement
- _____ 2. Progress Report
- _____ 3. Financial Status Report
- _____ 4. Direct Grant
- _____ 5. Cooperative Agreement
- _____ 6. In-Kind
- _____ 7. Grant Amendment
- _____ 8. Supplanting
- _____ 9. Monitoring
- _____ 10. Match
- _____ 11. Cost Principles
- _____ 12. Single Audit (A-133)

- A. A process whereby the programmatic and business management performance aspects of a grant are reviewed by assessing information gathered from various required reports, audits, site visits, and other sources.
- B. The single audit, also known as the OMB A-133 audit, is a rigorous, organization-wide audit or examination of an entity who expends \$500,000 or more of U.S. federal assistance received for its operations.
- C. A legally binding written understanding between a grantmaker and a grantee specifying terms for grant funds expenditure and reporting.
- D. The principles used in determining costs applicable to a specific grant program - (A-21, Educational Institutions (05/10/2004) [Relocated to 2 CFR, Part 220](#); A-87, State and Local Governments (05/10/2004) [Relocated to 2 CFR, Part 225](#); A-122, Non-Profit Organizations (05/10/2004) [Relocated to 2 CFR, Part 230](#)).
- E. The value of third party in-kind contributions and the portion of the costs of a federally assisted project of program not borne by the Federal Government. Matching or cost sharing may be required by law, regulation, or administrative decision of grantor. Costs used to satisfy matching or cost sharing requirements are subject to the same policies governing allowability as other costs under the approved budget.
- F. Periodic report submitted by the grantee and used by funding agency to assess progress and, except for the final progress report of a project period, to determine whether to provide funding for the budget period subsequent to that covered by the report. The frequency for submitting progress reports varies by funding agencies and their programs.
- G. Funding for programs that “support or stimulate a public purpose” and are awarded directly to an entity (and subsequently to a sub-contractor or sub-recipient) with limited federal programmatic oversight.
- H. Non-monetary means of support, including gifts of equipment and supplies, volunteer labor hours, property bequests, and other donated goods and services.
- I. Use of grant funds to pay for ongoing activities already budgeted or for the usual activities assigned to a position.
- J. A financial report showing the status of awarded funds for a specified period of time during the project period. The frequency and time interval for financial status reports varies by funding agencies.
- K. Same as direct grants but include significant oversight from the federal agency for program implementation.
- L. A written modification/change to the original Grant Award Agreement signed by the grantor and authorized representative of the recipient.

SCENARIO 2:

Suppose your City receives a \$250,000 grant from the Department and Health and Human Service to build a sustainable system of broadband technology access that fosters economic development, enhances educational opportunities, and increases access to health care information and services. The goals are as follows:

Goal 1: Provide a comprehensive system of community access to state-of-the-art information technology and Internet resources.

Objective: 35% of Friars Point residents will have gained the capacity to utilize community access sites by the end of Year 1; 70% by the end of Year 2.

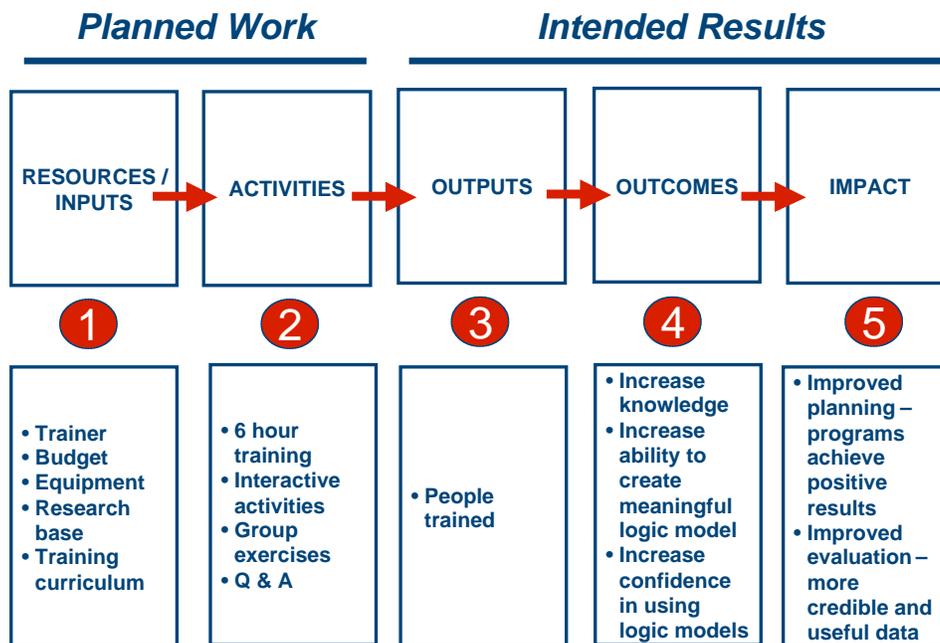
Goal 2: Utilize Internet-based technologies to support delivery of high quality basic education programs.

Objective 1: Provide adult literacy and numeracy activities to a minimum of 50 adults annually.

Objective 2: Involve a minimum of 50 children and youth and their families in intensive after school program providing computer-based learning activities in the FPES Homework Completion Initiative.

SCENARIO 3: A Logic Model Approach

Some Federal Agencies are now requiring the grantee to link activities to results through a logic model approach. How would you use the following to report results?



Complete the following based upon the Training Logic Model.

Evaluation Questions: What Do You Want to Know?				
▪ EX. Type of trainer	▪ EX. Type of sessions			
Indicators: How Will You Know You Are On Track?				
▪ EX. Trainer: Certification	▪ EX. Syllabus; 6 hours of curriculum			
Justification for Cost Overruns or Delays				

SAMPLE PROGRESS REPORT TEMPLATE

Progress Report # _____

Reporting Period: _____ to _____

Submittal Date _____

**Grant Agreement
No:** _____

Project Name: _____

Contractor Name: _____

I certify under penalty of law that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit. Based on my inquiry of the persons or persons who manage the project, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All information submitted in this document and all attachments conform to and is in accordance with the state and federal laws and I so here certify with my signature. I am aware that there are significant penalties for submitting false or misleading information.

Project Director: _____
Printed Name
Signature

Summary of Work Completed To Date *(See sample table below)*

Work Items for Review: The table should number and list all items for review included in the grant agreement. The information provided should be cumulative from the start of the project. The table should provide an at-a-glance status of the project work items.

Due Date: The due dates in this column should be identical to the grant agreement due dates. If a date change is made through formal modification or amendment, then the revised date can be inserted once the change has been approved.

% Of Work Complete: Cumulative percentage of work complete to date

Date Submitted: For items for review that are submitted more than once (i.e., progress reports), please leave previous submittal dates on the table so that there is a list of dates within the box. If a draft item for review is submitted, write "draft" after the date.

Work Item	Items for Review #	Due Date	% Of Work Complete	Date Submitted
EXHIBIT A	1.1 PAEP	(mm/dd/yy)	(__ %)	(mm/dd/yy)
	1.2 Monitoring Plan			
	1.3 Quality Assurance Plan			
EXHIBIT C	6. CEQA/NEPA Documents			
EXHIBIT D	Adjoining Land Owner Notification			

List of Items for Review

(Include only the items for review, by sub-item number, listed on the Table of Items for Review in Exhibit A)

- _____
- _____

Progress Report Narrative**Introduction**

(Provide a brief one or two sentence introduction or summary of the report (e.g., "During the reporting period, project activities focused on completing design of the pipeline segments 1, 3, and 4" or "... focused on monitoring activities and repairing process or system failures or deficiencies" or ... "focused on improving system efficiency," etc.)

Summary of Activities

(List each work item from Exhibit A (Work To Be Performed) in every progress report. However, limit narrative descriptions to work performed during the reporting period. Provide, by sub-item number, a brief description of milestones, successes, and problems or issues encountered during the reporting period.

Item 1 - Project Administration (Cumulative ___% complete)

(Describe for each work item, the activities, problems, successes, milestones OR "No work performed this period" OR "Complete")

Item 2 - _____ (Cumulative ___% complete)

(Describe for each work item, the activities, problems, successes, milestones OR "No work performed this period" OR "Complete")

(Continue with all work items in Exhibit A, Work To Be Performed)

Additional Instructions

- Clearly label each item for review with work-item number.
- If a document is not a grant item for review, do not include under the list of items for review or in the narrative. Label as "Extra Item for Review" and provide one copy.
- Number all pages including pictures, laboratory data, diagrams, etc.

EXERCISE: Steps of Grants Management (Part 1)

In your groups, discuss and identify the steps of grant management based upon current policy and actual practices as follows:

What are the key steps?

Which are the most important? Why?

What steps does your organization do well?

What areas could be improved?

Apply a step further: Do you require any of the above of your sub-awardees / sub-recipients? Why or why not? Identify key areas for improvement.

Remember, you are responsible for the monitoring of your sub-grantees. Ultimately, you will be held responsible for any work that they are to complete on your behalf. Make sure that you build in the same controls with them that your granting agency has done with you.

KEY SUB-AWARDEE / SUB-RECIPIENT GRANT MANAGEMENT STEPS:

- Inform the sub-recipients of Federal funds and identify the Federal grant number, CFDA title, and Federal agency.
- Advise sub-recipients of requirement imposed on them by Federal laws and grant terms.
- Monitor the activities of sub-recipients as necessary to ensure that Federal funds are used in accordance with the terms and conditions of the primary grant.
- Request the Federal agency to extend the grant period whenever a sub-recipient's project cannot be completed or reported on time.
- Require sub-recipients to give the pass-through entity and auditors access to the records and financial statements as necessary to comply with OMB Circular A-133.
- Keep sub-recipient's report submissions on file for minimum of three years from the date of receipt.

HANDOUT: Steps of Grants Management (Part 2)

This checklist can be used as a tool to review your grant activity on a monthly basis in correspondence with the monthly budget to actual expense report provided by the accounting office. It can also be used as a tool to remind you of other reporting and programmatic items required by the grant.

GRANT EXPENDITURES	Required Action
1. Is grant spending rate on track for full expenditure of the grant award?	
2. Are expenses allowable and properly categorized?	
3. Are allocations of expenses properly recorded?	
4. Does it appear that the grant will be overspent in total? a. Are transfers needed? b. How will overage be covered?	
5. Is the grant overspent by line items? a. Does the grant allow line items to be overspent by any %? b. Is a budget amendment needed?	
6. Matching: a. Are we meeting our required match? b. Is the match recorded properly in fund ##? c. Has the accounting department been provided with proper matching documentation (i.e. time logs etc.)?	
7. Are indirect charges properly recorded?	
POST-AWARD REPORTING (PAR)	Required Action
8. Financial reports a. Who is responsible? b. When is the due date? c. Any special instructions?	
9. Program / Narrative Report a. Who is responsible? b. When is the due date? c. Any special instructions? d. Who coordinates entire package? e. Will there be a need for a grant extension?	

HANDOUT: EXAMPLES OF WHAT OTHERS HAVE SAID

GENERAL:

- Face-to-face time
- E-mails
- Kick-Off Meeting
- Tele / Web conferencing
- Grant Management Forum -- Finance
 - Fiscal sheet to track budget line items w/ % spent quarterly >> Shared drive
- Organized sharing in shared files
- Team training

SPECIFIC:

(November 2006)

- City of Los Angeles, Housing Authority: Implementation of Oracle software for better financial tracking. Technology also makes the process easier.
- Tulare County: Cross train staff for each grant regarding management issues. For grants research, staff will identify potential opportunities and then forward them to other agencies and departments who are eligible to apply and may have a need.
- San Bernardino County, Sheriff: Reconfigured document processing pertaining to payment documents for grants management and compliance. Management and compliance team now reviews invoices before they are processed for payment to ensure it is an allowable expense. Grants are also updated in real time for expenditures.
- Workforce Development Board (for Torrance): Implemented an internal tracking system to anticipate reporting issues. Compares reports with state data for comparison of pre and post wages to uncover issues before they grow into large ones. This ensures that the management and compliance are forward thinking.
- San Bernardino County, Public Health: Developing written procedures for grants expenditures, management and compliance. Also, hiring a centralized grant coordinator for the entire county who assists with research, training, etc.

Principles to Practice

Reference document: Grant Award Agreement

Objective: To ensure proper management and compliance of the grant-funded project in accordance with the terms, conditions, rules, regulations, and policies outlined within the Grant Agreement and in accordance with your own organization's policies and requirements.

Directions: In your group, address the following questions and situations based upon your knowledge and experience.

1. First, identify the basics.

Grant Agreement No.	
Title of Grant Project	
Funding Agency	
Contact Person(s)	
Contact Person Phone / Email	
Grantee Contact	
Grant Start Date	10.15.06*
Grant End Date	
Amount of Grant	

2. Based upon the current agreement, as-is, can expenses be incurred?

Yes No

Why or why not? _____

3. Upon receipt of the grant agreement, identify your initial key steps as the grant administrator.

4. Is a standard form used to request reimbursement of expenses?

Yes No

If, yes, identify the required form. _____

5. What additional information must be submitted with the request for reimbursement?
Why is this necessary?

6. At a minimum, how often must a request for funds be submitted? _____

7. A previous discussion occurred between your predecessor and the granting agency regarding reallocation of funds to supplies in the amount of \$7,000. You are now requesting reimbursement for this and other costs. The granting agency denies your request for the \$7,000 in supply costs. Why? How could this have been prevented?

8. The first performance report is due to the granting agency to address the Plan of Work Elements I and II. What should be included? Reference the Plan Elements.

9. When is the next performance report due? _____

10. It is May 15, 2008. You are advised by the Consultant that at least 6 more months are required to complete the project. Is this permissible in accordance with the Agreement?

Yes No

If, yes, what is the appropriate course of action? _____

11. The project is complete. In accordance with the Agreement, what must be done?

GRANT AGREEMENT NO. 69-5A12-6-9902**Between**

THE COUNTY OF PEORIA
 (Hereinafter referred to as **PEORIA COUNTY**)

And

UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE (ILLINOIS)
 (Hereinafter referred to as the **NRCS**)

PROJECT TITLE: Regional Stormwater Management Plan for Peoria, Tazewell, and Woodford County -- Congressional Earmark

PERFORMANCE PERIOD: In effect through June 30, 2008

FUNDING APPROVED: \$155,925

AUTHORITY: Public Law 109-97 (House Report 109-255 at 16)

PURPOSE: Stormwater management in the Illinois River

SECTION I – STATEMENT OF WORK

- A. Furnish all necessary personnel, services, facilities, materials, and tools to perform to the reasonable expectations of the NRCS, the work described in this Agreement. The abovementioned project will be performed as described in Attachment B, Plan of Work/Budget, which is hereby made part of the Agreement.
- B. Performance of this Agreement will be completed within the Performance Period. Expenditures incurred before or after the Performance Period shall not be eligible for payment under this Agreement.

SECTION II – FUNDING

- A. The Project cost is estimated to be \$154,999. The funding approved by NRCS for this Agreement shall not exceed \$155,925.

Funds are to cover actual expenses related to carrying out the terms of this Agreement only. All costs shall comply with Attachment B, Plan of Work/Budget, attached hereto and incorporated herein. All costs in excess of \$155,925 are the sole responsibility of PEORIA COUNTY.

- B. The furnishing of financial and other assistance by NRCS is contingent upon the continuing availability of appropriations by Congress from which payment may be made and shall not obligate NRCS if Congress fails to so appropriate.

SECTION III – PEORIA COUNTY RESPONSIBILITIES

- A. Appoint an authorized representative who shall the authority to act for PEORIA COUNTY, listing their duties, responsibilities, and authorities to assure satisfactory performance of the work covered by this Agreement. Furnish such information in writing to the NRCS.
- B. Be responsible for administrative expenses necessary to arrange for and carry out the work described above. These administrative matters include, but shall not be limited to facilities, clerical expenses, and legal counsel.
- C. Be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services furnished by PEORIA COUNTY under this agreement. PEORIA COUNTY shall, without additional compensation, correct or revise any errors or deficiencies in its services.
- D. Take reasonable and necessary actions to dispose of all contractual administrative issues arising out of any contracts awarded under this Agreement. This includes, but is not limited to disputes, claims, and protests of award, source, litigation that may result from the project. Such actions will be at the expense of PEORIA COUNTY, including any legal expenses. PEORIA COUNTY will advise, consult with, and obtain prior written concurrence of NRCS on any such matters in which NRCS could have financial interest.
- E. Acknowledge NRCS support on any publications written or published, or any audiovisual produced with NRCS financial support and, if feasible, on any publications reporting the results of, or describing this supported activity.
- F. Hold and save NRCS free from all claims or causes of action whatsoever resulting from the obligations undertaken by PEORIA COUNTY under this Agreement or resulting from the work provided for in this Agreement.
- G. Comply with Attachment A – Special Provisions, which is attached and incorporated as part of this agreement.

SECTION IV – NRCS RESPONSIBILITES

- A. Appoint a Government Representative and alternate to provide technical assistance and consultation in the conduct of this Agreement.
- B. Make payment to PEORIA COUNTY for NRCS's share of actual direct expenses related to carrying out the terms of this Agreement, not to exceed \$155,925, upon receipt of a properly completed Standard Form 270 with the required supporting documentation as specified in VI.A.

SECTION V – LIAISONS

- A. The following individuals are designated as contacts for this Agreement:

PEORIA COUNTY

Scott A. Sorrel, AIC
 County of Peoria, County Administration
 324 Main Street, Room 502
 Peoria, IL 61602
 309-672-6052 voice; 309-672-6054 fax
ssorrel@co.peoria.il.us

NATURAL RESOURCES CONSERVATION SERVICE (NRCS)		
--	--	--

Government Representative

Ivan Dozier
2118 West Park Court
Champaign, IL 61821
217-353-6602
217-353-6676 facsimile
ivan.dozier@il.usda.gov

Government Representative (Alternate)

Jody Rendziak
899 Jay Street
Elgin, IL 60120
847-608-8165, ext. 2
847-608-8302
jody.rendziak@il.usda.gov

Administrative:

Bernita Clark
2118 West Park Court
Champaign, IL 61821
217-353-6615
217-353-6677 facsimile
bernita.clark@il.usda.gov

SECTION VI – PAYMENT

- A. All requests for reimbursement of expenses incurred and expended for this project shall be submitted on Standard Form 270 and accompanied by a narrative as described below. All costs shall relate to the budget and programmatic authority, be allowable under the cost principles (OMB Circular A-87), be allocable to the agreement, and be reasonable. At a minimum, the narrative shall show the quantities and cost per items and shall be summarized by budget category.

Reimbursement: A narrative of the funds requested and supporting documentation (i.e. -- paid invoices, receipts, contracts, time sheets, etc.) for actual expenses incurred for this project shall accompany all requests for reimbursement.

The NRCS may withhold payment to PEORIA COUNTY if progress in completing the scope of work does not meet the project schedule contained in the plan of work.

- B. Requests for payment shall be signed by an authorized representative of PEORIA COUNTY and shall be submitted no more frequently than quarterly, nor less frequently every six months.
- C. It is the intent of this Agreement to grant funding in order to reimburse PEORIA COUNTY for the cost of the Project as estimated in the Budget. Therefore, the NRCS shall not reimburse or otherwise pay PEORIA COUNTY for any item in excess of the Funding Approved. Should the Budget be in excess of the Funding Approved, the NRCS shall only be responsible for providing the amount of the Funding Approved.
- D. Expenditures made by PEORIA COUNTY will not be ineligible for reimbursement solely because of minor deviations from the Budget if the requested reimbursement is an expenditure qualifying under SECTION I. A minor deviation shall be deemed to be one in which the expenditure is within ten percent (10%) of the budget line item. In no event, however, shall total reimbursable expenditures of PEORIA COUNTY exceed the Funding Approved.
- E. **Final Payment:** Within 60 days after the end of the Performance Period, PEORIA COUNTY shall provide the NRCS with a final SF-270 marked "Final" for all reimbursable items claimed by PEORIA COUNTY. The final SF-270 shall also include a summary of total reimbursable items, categorized according to the budget line item. PEORIA COUNTY will return to the NRCS with the final invoice any interest income derived from advanced funds in excess of \$250, and any unused Funding Approved in the possession of PEORIA COUNTY.
- F. Mail report of expenditures, request for reimbursement, and the final invoice to Bernita Clark at USDA-NRCS, 2118 West Park Court, Champaign, Illinois 61821

SECTION VII - REPORTS

- A. PEORIA COUNTY shall provide a written quarterly performance report to the State Conservationist on the status of the Agreement activities. Performance reports should include at a minimum a statement of progress, including the results to date and a comparison of actual accomplishments with proposed goals for the period as defined in the budget/plan of work, any current problems or unusual developments or delays, and work to be performed during the succeeding period.
- B. PEORIA COUNTY shall file a final report detailing in specificity the actions taken in connection with, and the results of the Project, within 60-days after the end of the Performance Period.
- C. The quarterly and final reports, along with any communications and correspondence not otherwise directed in the Agreement, shall be directed to the State Conservationist and mailed to 2118 West Park Court, Champaign, Illinois 61821.

SECTION VIII – MODIFICATIONS

- A. Any modification or waiver of the terms of the Agreement shall be binding only if evidenced in writing and signed by a duly authorized representative of the NRCS and PEORIA COUNTY.
- B. This Agreement may be amended in writing by mutual consent of the parties to this Agreement.
- C. The duration of the project may be renewed by an exchange of correspondence between the parties at least 30 days before the effective date of expiration.

SECTION IX – TERMINATION

- A. This agreement may be suspended by NRCS if determined that corrective action by PEORIA COUNTY is needed to meet the provisions of this Agreement. Further, NRCS may suspend this agreement when it is evident that a termination is pending.
- B. The Agreement may be terminated by either party hereto at any time with or without cause by giving 30-days written notice of termination to the other party. Upon termination, funding shall immediately cease and PEORIA COUNTY shall submit a final invoice, return unused funds and interest, and prepare a final report as directed in SECTION VII.
- C. NRCS may terminate this Agreement in whole or in part if NRCS determines the recipient has failed to comply with any of the conditions of this agreement. NRCS shall promptly notify the recipient in writing of the determination and reasons for the termination, together with the effective date. Payments made by or recoveries made by NRCS under this termination shall be in accord with the legal rights and liabilities of NRCS and the recipient.
- D. The agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by either party to fulfill its obligations under this Agreement through no fault of the terminating party. No termination may be effected unless the other party is given: 1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate; and 2) an opportunity for consultation with the terminating party prior to termination.
- E. Upon submission of a final invoice, PEORIA COUNTY will be paid for costs that are reasonable, allocable to the project, and allowable under OMB Circular A-87 for work satisfactorily completed prior to the date of any termination.

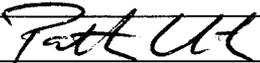
SECTION X – NON DISCRIMINATION

- A. By signing this agreement PEORIA COUNTY assures the Department of Agriculture that the program or activities provided for under this agreement will be conducted in compliance with all applicable Federal civil rights laws, rules, regulations, and policies.
- B. Similarly, PEORIA COUNTY hereby agrees to comply with all other applicable Federal and State civil rights and anti-discrimination laws.

SECTION XI – GENERAL PROVISIONS

- A. The Application for Federal Assistance submitted by PEORIA COUNTY dated _____, 2006, is hereby incorporated as Attachment C.
- B. This Agreement sets forth the entire understanding of the parties hereto and supersedes and all prior agreements, arrangements, and understanding relating to the subject matter hereof. This Agreement may not be assigned. It shall be binding upon and shall inure to the benefit of the successor of the parties hereto.
- C. Nothing shall be construed as obligating the parties to expend or as involving the United States in any contract or other obligation for future payment of money in excess of funds authorized by law and administratively made available.
- D. Funds contained in this agreement cannot be used for the purpose of (a) personal property, which includes equipment, gas for vehicles, pens, chairs, desks, etc., or (b) equipment or services relating to automated data processing, information technologies, or related items, or (c) costs of refreshments, meals, and other food for drink related items, clothing, or other apparel.
- E. Employees of PEORIA COUNTY shall remain its employees while carrying out their duties under this Agreement and shall not be considered as Federal employees or agents of the United States for any purpose under this Agreement.
- F. Employees of NRCS shall participate in efforts under this agreement solely as representative of the NRCS. To this end, they shall not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of PEORIA COUNTY. They also shall not assist PEORIA COUNTY with efforts to lobby Congress, or to raise money through fundraising efforts. Further, NRCS employees shall report to their immediate supervisor any negotiations with PEORIA COUNTY concerning future employment and shall refrain from participating in efforts regarding such party until approved by the NRCS.
- G. Privacy of personal information related to natural resources conservation programs will be in accordance with Section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171, 116 Stat. 235)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED September 28, 2006	Applicant Identifier GA No. 69-5A12-6-9902
5. APPLICANT INFORMATION			3. DATE RECEIVED BY STATE	State Application Identifier
Legal Name: COUNTY OF PEORIA			Organizational Unit: Department: COUNTY ADMINISTRATION	
Organizational DUNS: 071436208			Division:	
Address: Street: 324 MAIN STREET ROOM 502 City: PEORIA County: PEORIA State: IL			Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: MR. First Name: SCOTT Middle Name A Last Name SORREL Suffix:	
Zip Code 61602			Email: ssorrel@peoriacounty.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 37-6001763			Phone Number (give area code) 7 309-672-6052	Fax Number (give area code) 309-672-6054
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)			7. TYPE OF APPLICANT: (See back of form for Application Types) B. COUNTY Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): No CDFA - Earmark under House Report 109-255 at 16			9. NAME OF FEDERAL AGENCY: USDA NRCS	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Peoria, Tazewell, & Woodford Counties and all municipalities within			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Regional Stormwater Management Plan for Peoria, Tazewell and Woodford Counties	
13. PROPOSED PROJECT Start Date: Fall 2006			14. CONGRESSIONAL DISTRICTS OF: a. Applicant IL 18 (LaHood)	
Ending Date: Fall 2008			b. Project IL-18 (LaHood)	
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	155,925 ⁰⁰	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$	⁰⁰	DATE:	
c. State	\$	⁰⁰	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$	⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$	⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$	⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$	155,925 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix MR.	First Name F		Middle Name PATRICK	
Last Name URICH			Suffix	
b. Title COUNTY ADMINISTRATOR			c. Telephone Number (give area code) 309-672-6056	
d. Signature of Authorized Representative 			e. Date Signed SEPTEMBER 28, 2006	

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. IL Rvr StrmWtr Mngr	HR 109-255 at 16	\$	\$	\$ 155,925.00	\$ 0.00	\$ 155,925.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 155,925.00	\$ 0.00	\$ 155,925.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) IL Rvr StrmWtr Mngr	(2)	(3)	(4)	
a. Personnel	\$ 9,999.00	\$	\$	\$	\$ 9,999.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual	145,000.00				145,000.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	154,999.00	0.00	0.00	0.00	154,999.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 154,999.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 154,999.00

7. Program Income	\$	\$	\$ 0.00	\$ 0.00	\$ 0.00
-------------------	----	----	---------	---------	---------

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8. IL Rvr StrmWtr Mngt	\$	\$	\$	\$	0.00	
9.					0.00	
10.					0.00	
11.					0.00	
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00	
SECTION D - FORECASTED CASH NEEDS						
	Total for 1st Year	1st Quarter		2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 67,500.00	\$ 2,500.00	\$ 2,500.00	\$ 40,000.00	\$ 25,000.00	\$
14. Non-Federal	0.00					
15. TOTAL (sum of lines 13 and 14)	\$ 67,500.00	\$ 2,500.00	\$ 2,500.00	\$ 40,000.00	\$ 25,000.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program	FUTURE FUNDING PERIODS (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
16. IL Rvr StrmWtr Mngt	\$ 67,500.00	\$ 50,000.00	\$ 37,500.00	\$	0.00	
17.						
18.						
19.						
20. TOTAL (sum of lines 16-19)	\$ 67,500.00	\$ 50,000.00	\$ 37,500.00	\$	0.00	
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges: See detail schedule	22. Indirect Charges: Indirect rate is charged to NRCS at 10% of direct					
23. Remarks:						

REGIONAL STORMWATER MANAGEMENT PLAN
ATTACHMENT B, PLAN OF WORK/BUDGET
AGREEMENT NO. 69-5A12-6-9902

Name of Project:

Regional Stormwater Management Plan for Peoria, Tazewell and Woodford Counties

Point of Contact:

Matt Wahl, Director of Planning and Zoning
Peoria County
324 Main Street
Peoria, Illinois 61602

Proposed Award Amount:

\$155,000

Project Area:

Peoria, Tazewell and Woodford Counties, Illinois

Project Description:

Background

Peoria, Tazewell and Woodford Counties (also known as the Tri-County area) are located in central Illinois and are bisected by the Illinois River, into which the stormwater of the region flows. The Illinois River flows into the Mississippi River and from there into the Gulf of Mexico.

The Illinois River is, and has been, filling with sediment at a rapid rate. For example, the Peoria Lakes (a area of the river over a mile wide) have lost 77% of their original volume. The average depth of Upper Peoria Lake is only about two feet. The sedimentation not only reduces lake volume and depth but also impacts water quality, aquatic habitat, navigation, recreation, real estate values, and tourism.

A lack of stormwater management is the primary cause of degraded water quality in the Tri-County area. Stormwater speeds off rooftops, picks up oil, fertilizers, and pesticides from lawns and driveways, and in most cases rushes into a curb and gutter system where it discharges into local tributaries. The result is erosion and contamination issues.

The Illinois Environmental Protection Agency has placed the Illinois River and many of tributaries on its Section 303(d) list. These rivers no longer support the designated use of fish consumption due to PCBs and mercury metal contamination. The Illinois River

basin is also a major source of nutrient contamination to the nation's waterways, thus contributing to hypoxia in the gulf of Mexico. According to the National Oceanic and Atmospheric Administration, streams draining Illinois and Iowa contribute as much as 35% of the total nitrogen flux of the Mississippi River, and the majority of these nitrogen sources are associated with river basin runoff (1999).

As the population in the Tri-County area grows and the watersheds draining into the Illinois River undergo intense pressure from urbanization, community members and local, state and federal officials have responded to local environmental degradation of habitat and surface water quality. Over the last ten years, four watersheds draining into the Illinois River have been studied by Tri-County Regional Planning Commission and the Soil and Water Conservation District. In addition, jurisdictions in the urbanized area are responding to the Environmental Protection Agencies requirements of the NPDES Phase II Program. However, many of the watersheds draining into the Illinois River are not covered by Phase II regulations.

While these efforts have and will continue to make an impact on the overall effort to restore the ecological integrity of the Illinois River, the communities within the Tri-County area lack a comprehensive, cooperative strategy to mitigate the impacts of stormwater as a non-point source pollutant from the urbanized and rapidly urbanizing areas of the region.

A secondary reason exists for the development of a regional plan, and that is to create a level playing field for the development of the region. The Tri-County area consists of three counties and thirteen municipalities within the NPDES Phase II urbanized area, each with their own set of rules and regulations governing development. It is not uncommon for developers to play one community against another when developing property.

Methodology

Peoria County proposes to undertake the development of a Regional Stormwater Management Plan for the entire Tri-County area. The plan will consist of the following major elements:

- Problem Statement
- Baseline Information
- Twenty Year Goals and Objectives
- Action Items
 - Regulatory
 - Repair/Rehabilitation
- Implementation Strategy
- Evaluation/Monitoring
- Amendment or Revision Process

The planning process will be undertaken with significant public input. This will be accomplished in two ways. The first is a stakeholders committee. As with any planning

process, it is critical to include the stakeholders in order to ensure the plan will be accepted. A Stormwater Committee consisting of persons from the following organizations has been formed:

- County and municipal elected officials
- County and municipal public works and zoning staff
- Regional Planning Commission staff
- Consulting engineers
- Builders/developers
- Farm Bureau
- University of Illinois Extension office
- Environmental agencies/organizations

The second method of obtaining public input will be to hold forums to engage the public and those who will be impacted by the plan. Presentations will be made to groups such as the Home Builders Association and the Mayors Association.

Many, but not all, of the jurisdictions in the Tri-County area that will be covered by the Plan are also required to comply with NPDES Phase II regulations. The planning process will be timed with these efforts in order to ensure a comprehensive, coordinated stormwater management strategy.

The Scope of Work, Budget, and Schedule can be found on the following page. Please note that most Plan Elements include funding for public involvement and education. It is anticipated that Peoria County will contract with one or more consultants to undertake the work.

**SCOPE OF WORK, BUDGET AND SCHEDULE
REGIONAL STORMWATER MANAGEMENT PLAN**

PLAN ELEMENT	BUDGET
<p>2006</p> <p><u>I. Problem Statement</u> The Problem Statement will describe the reason for undertaking the RSMP, and include:</p> <ul style="list-style-type: none"> • Water quality issues, such as streams on the EPA 303 watch list • Amount of silt in the Illinois River • Estimated costs to local jurisdictions to maintain storm water channels • Estimated annual flood damage to the region 	\$2,500
<p><u>II. Baseline Information</u></p> <p>A. Technical Information</p> <ul style="list-style-type: none"> • Stormwater control measures currently in place • Stormwater and erosion control ordinances and enforcement • Impaired areas • Communities impacted by NPDES Phase II <p>B. Mapping</p> <ul style="list-style-type: none"> • Topography • High quality natural areas • Jurisdictional and watershed boundaries • Existing and projected development areas <p>C. Public Involvement – Community meetings to determine:</p> <ul style="list-style-type: none"> • Inventory of current plans/ordinances • Needs (e.g., impaired areas) 	\$40,000
<p><u>III. Twenty Year Goals and Objectives</u></p> <p>A. Public Involvement</p> <ul style="list-style-type: none"> • Public forums • Meetings with elected officials • Presentations to builders/developers <p>B. Development of Goals and Objectives</p>	\$25,000

PLAN ELEMENT	BUDGET
<p>2007</p> <p><u>IV. Action Items</u></p> <p>A. Action Items – Two major categories</p> <ul style="list-style-type: none"> • Regulatory/Permits (e.g., unified stormwater ordinance) • Repair/Rehabilitation Projects <p>B. Implementation Strategies and Schedule for Action Items</p> <ul style="list-style-type: none"> • Establish priorities • Sources of funds <p>C. Public Involvement</p> <ul style="list-style-type: none"> • Policy Focus Group • Technical Focus Group 	\$40,000
<p><u>V. Strategy for Implementing the Plan</u></p> <ul style="list-style-type: none"> • Establish governing/oversight board • Education/Outreach/training 	\$5,000
<p><u>VI. Evaluation/Monitoring</u></p> <p>A. Evaluating the Plan</p> <ul style="list-style-type: none"> • Number of jurisdictions involved • Ordinances passed <p>B. Monitoring the Results</p> <ul style="list-style-type: none"> • Improvement in water quality • Reduction in sediment loads 	\$2,500
<p><u>VII. Amendment or Revision Process</u></p> <ul style="list-style-type: none"> • Who has the authority • Public involvement 	\$2,500
<p>2008</p> <p><u>Plan Implementation</u></p> <ul style="list-style-type: none"> • Plan ratified by local jurisdictions • Education/Outreach/Training 	\$37,500
<p><u>TOTAL</u></p>	\$155,000

**PEORIA COUNTY, ILLINOIS
REGIONAL STORMWATER MANAGEMENT PLAN
BUDGET NARRATIVE**

Personnel (includes fringe benefits)	Wage Rate	Hours	Total
Peoria County			
Assistant Peoria County Administrator	\$43.25	20	\$865.00
Director of Planning & Zoning	\$55.19	166	\$9,133.95
Peoria County Subtotal		186	\$9,999
 Consultant: Tri-County Regional Planning Commission			
Planning Program Manager	\$50	1500	\$75,000
Planner II	\$50	900	\$45,000
Planner II	\$50	<u>500</u>	<u>\$25,000</u>
Consultant Subtotal		2900	\$145,000
 TOTAL DIRECT CHARGES			 \$154,999

EXERCISE: Your Own Grant Management Best Practice

In groups,

- Identify a best practice within your department or organization.
- Why is this a best practice?
- What was the improvement in management?
- What can other agencies take away from your experience?

My Best Practice:

Why is this a best practice?

What was the improvement in management?

What can other agencies take away from your experience?

EXERCISE: # 1 Lesson Learned

In your groups,

1. Identify your #1 Lesson Learned.
2. Identify what you can do immediately to apply lesson. What can you do within the next 3 – 6 months?

“HOMEWORK”: Furthering Your Grant Accountability

Review the provided document entitled “Guide to Opportunities for Improving Grant Accountability.”

1. Identify 1 promising practice that could be used within your department and/or organization.
2. Determine how this practice could be implemented.

October 2005



Guide to Opportunities for Improving Grant Accountability

Compiled by members of the Grant Accountability Project

A collection of Federal, State, and local audit organizations tasked by the Comptroller General of the United States' Domestic Working Group to offer suggestions for improving grant accountability



Guide Development

This project was initiated by the Domestic Working Group chaired by the Comptroller General of the United States. This group consists of 19 Federal, State, and local audit organizations. The purpose of the group is to identify current and emerging challenges of mutual interest and explore opportunities for greater collaboration within the intergovernmental audit community.

The group identified as a mutual concern the issue of grant accountability, and requested the Inspector General of the U.S. Environmental Protection Agency to lead a project to address this concern. The Federal, State, and local project members are listed below.

Federal Inspector General Offices	Agency for International Development
	Department of Agriculture
	Department of Commerce
	Department of Education
	Department of Energy
	Department of Health and Human Services
	Department of Homeland Security
	Department of Housing and Urban Development
	Department of the Interior
	Department of Justice
	Department of Labor
	Department of State
	Department of Transportation
	Environmental Protection Agency
	National Aeronautics and Space Administration
	National Archives and Records Administration
National Endowment for the Humanities	
National Science Foundation	

Other Federal Agency	Government Accountability Office
-----------------------------	----------------------------------

State Agencies	New York State, Office of State Comptroller
	Arizona Auditor General
	Kansas Legislative Division of Post Audit
	Texas State Auditor's Office

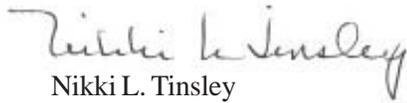
Local Agencies	City of Orlando, Florida
	Nashville and Davidson Counties, Tennessee

Preface

It is with great pleasure that I present this *Guide to Opportunities for Improving Grant Accountability*. My sincere thanks to David M. Walker, the Comptroller General of the United States and chairman of the Domestic Working Group, for providing a forum for audit organizations to look at ways to improve grant accountability. It is estimated that the Federal Government will spend approximately \$450 billion in grants in 2006, so it is important to ensure that these funds are properly used and the desired results achieved.

This document is targeted to government executives at the Federal, State, and local levels for two reasons. First, grants are an increasing percentage of agency budgets and play a key role in agencies achieving their goals. Second, managers set the tone for their organizations; as managers recognize the importance of accountability for how funds are used and the results achieved, that emphasis will flow to others within their organizations.

My thanks to those who participated in this project, provided suggestions for promising practices, and commented on the draft. Your interest in this subject and willingness to discuss the issues and areas for improvement are what made this document possible. Your continued commitment to ensuring that grant funds are used efficiently and effectively is what will lead to lasting improvements.



Nikki L. Tinsley
Inspector General
U.S. Environmental Protection Agency

Executive Summary

Guide to Opportunities for Improving Grant Accountability

October 2005

Purpose of Guide

This guide is designed to provide government executives at the Federal, State, and local levels with ideas for better managing grants. The guide focuses on specific steps taken by various agencies. The intent is to share useful and innovative approaches taken, so that others can consider using them.

Promising Practices Demonstrate Opportunities for Improving Grant Accountability

Grants are an important tool used by government agencies to achieve goals. Grants support many programs that the public relies upon, such as healthcare, transportation, and education. The 2006 Federal budget includes approximately \$450 billion for over 700 grant programs.

Opportunities for improvement exist throughout the grant process, as shown in the table below. Prior to awarding grants, it is important for agencies to have internal control systems and performance measures to facilitate grant management. Agencies then need an effective pre-award process, a process for managing performance once grants are awarded, and the ability to assess grant results and use those results when awarding future grants.

Appendix A provides a two-page listing of all the promising practices.

For further information, contact the U.S. Environmental Protection Agency Office of Inspector General at (202) 566-2391.

To view the report online, click on www.epa.gov/oig/dwg/reports/dwg-grants.pdf

This guide is intended not to simply identify areas of improvement, but to provide specific examples of how organizations have already successfully implemented new practices or are in the process of doing so. Government executives at the Federal, State, and local levels should be able to look at these approaches and apply some of them to their own organizations.

Summary of Opportunities for Improvement

Areas of Opportunity	Promising Practice Issue Areas
Internal Control Systems	<ul style="list-style-type: none"> • Preparing policies and procedures before issuing grants • Consolidating information systems to assist in managing grants • Providing grant management training to staff and grantees • Coordinating programs with similar goals and purposes
Performance Measures	<ul style="list-style-type: none"> • Linking activities with program goals • Working with grantees to develop performance measures
Pre-Award Process	<ul style="list-style-type: none"> • Assessing applicant capability to account for funds • Competing grants to facilitate accountability • Preparing work plans to provide framework for grant accountability • Including clear terms and conditions in grant award documents
Managing Performance	<ul style="list-style-type: none"> • Monitoring the financial status of grants • Ensuring results through performance monitoring • Using audits to provide valuable information about grantees • Monitoring subrecipients as a critical element of grant success
Assessing and Using Results	<ul style="list-style-type: none"> • Providing evidence of program success • Identifying ways to improve program performance

Table of Contents

Preface	i
Executive Summary	ii
Introduction	1
Purpose	1
Guide Contents	1
Background	1
Chapters	5
1 Internal Control Systems	5
Preparing policies and procedures before issuing grants	5
Consolidating information systems to assist in managing grants	7
Providing grant management training to staff and grantees	9
Coordinating programs with similar goals and purposes	10
2 Performance Measures	12
Linking activities with program goals	12
Working with grantees to develop performance measures	15
3 Pre-Award Process	17
Assessing applicant capability to account for funds	17
Competing grants to facilitate accountability	19
Preparing work plans to provide framework for grant accountability	21
Including clear terms and conditions in grant award documents	22
4 Managing Performance	24
Monitoring the financial status of grants	24
Ensuring results through performance monitoring	25
Using audits to provide valuable information about grantees	26
Monitoring subrecipients as a critical element of grant success	28
5 Assessing and Using Results	30
Providing evidence of program success	30
Identifying ways to improve program performance	32

Appendices 33

- A List of Specific Promising Practices 33**
- B Scope and Methodology 35**
- C Contributing Organizations 36**

Photos throughout this report courtesy of:

- Department of Agriculture
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Transportation
- Environmental Protection Agency
- National Science Foundation

Introduction

Purpose

This guide identifies challenges regarding grant accountability and highlights promising practices to inform senior financial and program executives, as well as congressional committee staff, on specific ways to improve grants management. These promising practices are actions that agencies have successfully used or are currently implementing. The intent is to share useful and innovative approaches so that others can consider using them.

Guide Contents

This guide identifies five key areas of opportunity. For each key area, there are multiple issue areas for which the guide identifies key promising practices and examples of how an agency implemented each practice. At the end of each issue section, a box identifies Internet sites or other sources of additional information. This guide is not intended to be a “one size fits all” manual; rather, it summarizes practical approaches that agencies have used to successfully address challenges to grant accountability.

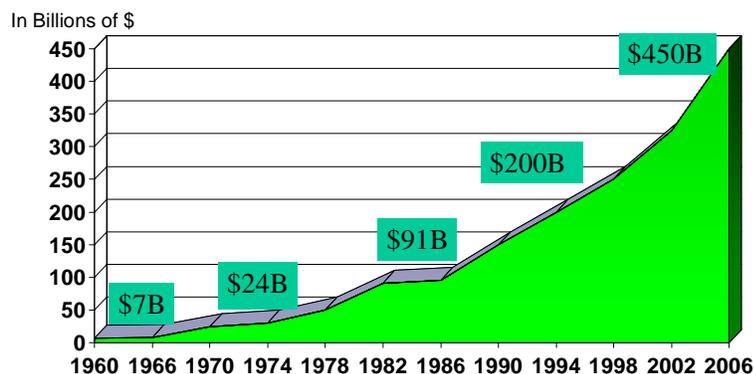
Background

Grants are legal instruments through which funds are transferred to support a public purpose. Federal grants help State and local governments, as well as others, finance programs that cover most areas of domestic public spending. These areas include

healthcare, income support, construction of roads and drinking water facilities, education, environmental and natural resource protection, research, and social services.

Since 1960, the Federal Government’s use of grants has risen substantially, from approximately \$7 billion in 1960 to \$450 billion budgeted in 2006, according

Chart 1: Rise in Federal Grants



to the U.S. Office of Management and Budget (see Chart 1). As a percentage of the Federal budget, grants increased from 7 percent in 1960 to 17 percent in 2006.

The budgeted \$450 billion covers over 700 grant programs. States are by far the most frequent grant recipients, receiving about 80 percent of the budgeted grants. States may further distribute grants to other recipients. Local governments, tribes, universities, and non-profit organizations receive the remaining grants.

Table 1 provides a breakdown by agency of budgeted Federal grant outlays for 2006 to State and local governments. The table shows that the Department of Health and Human Services by far awards the largest dollar amount of grants. That Department's largest grant program, Medicaid payments, represents about 65 percent of the total dollars in grants awarded to State and local governments.

Table 1: Federal Grant Outlays to State and Local Governments (dollars in billions)

Agency Name	Estimated 2006 Grant Outlay
Department of Health and Human Services	\$ 256.6
Department of Transportation	46.8
Department of Education	40.1
Department of Housing and Urban Development	34.8
Department of Agriculture	25.7
Department of Homeland Security	9.1
Department of Labor	7.1
Department of the Interior	4.1
Department of Justice	3.8
Environmental Protection Agency	3.8
Department of Commerce	0.6
Department of the Treasury	0.4
Department of Energy	0.3
Department of Veterans Affairs	0.3
Other Agencies	2.2
Total	\$ 435.7¹

¹ Information was obtained from the Budget of the United States Government, Fiscal Year 2006. The document listed, by Federal agency, grants awarded to State and local governments. Grants to non-governmental organizations were not included.

The grant process is a cyclical one, as shown in Chart 2. At all stages of the process, it is essential that adequate internal control systems (such as information systems, training, and current policies) be in place. Before the grant process even

Chart 2: Grant Lifecycle



begins, goals and measures must be established to provide a guide. Pre-award processes should ensure the appropriate awarding of grants. Once grants are awarded, performance needs to be monitored. Following grant completion, the goals and measures established at the beginning of the process need to be evaluated against actual results and adjustments made as needed for future grants efforts.

Federal laws and regulations establish financial accountability for Federal grants. In authorizing grant programs, Federal laws identify the types of activities that can be

funded. Office of Management and Budget circulars specify how grants will be administered and the standards for determining allowable costs.

The passage of the Government Performance and Results Act in 1993 signaled the commitment of the Federal government to measure results achieved with Federal funds. Most Federal agencies charged with implementing domestic programs depend heavily on other levels of government to accomplish their goals. Grants serve as the funding mechanism for these activities. As a result, Federal agencies need to be able to measure results of grant programs to assess whether programs are achieving their goals.

Office of Management and Budget reviews of grant programs suggest a need for improved accountability. To date, the Office has evaluated three-fifths of all Federal programs using its Program Assessment Rating Tool. Overall, the Office assigned a rating of “Results Not Demonstrated” to 29 percent of all Federal programs. This rating means the program does not have a good performance measure or data for that measure. The percentage of grant programs receiving the “Results Not Demonstrated” rating is larger; of the 159 grant programs assessed, 72 (or 45 percent) received that rating. According to the Office of

Management and Budget, the higher percentage for grants might be explained in part by the breadth of purpose of some grants. It might also be explained by the lack of agreement among grantees and Federal parties regarding grant purposes and performance measures, resulting in a lack of focused planning to achieve common goals.

Each year, Federal inspectors general identify to Congress the top management challenges for their agencies. In 2004, nine inspectors general identified grants management as a management challenge or priority area for their agencies. The inspectors general identified such issues as monitoring of grants, accountability for how grantees use funds, and accountability for achieving grant results.

Details on the scope and methodology for this review are in Appendix B.



Grants "Roadmap" Issued by Department of Health and Human Services

Chapter 1

Internal Control Systems

Organizations that award and receive grants need good internal control systems to ensure that funds are properly used and achieve intended results. These systems, which must be in place prior to grant award, can serve as the basis for ensuring grants are awarded to eligible entities for intended purposes, and are managed appropriately. Internal control systems that are not adequately designed or followed make it difficult for managers to determine whether funds are properly used. There are four areas where internal controls are important:

- Preparing policies and procedures before issuing grants.
- Consolidating information systems to assist in managing grants.
- Providing grant management training to staff and grantees.
- Coordinating programs with similar goals and purposes.

Preparing policies and procedures before issuing grants

Having regulations and internal operating procedures in place prior to awarding grants enables agencies to set clear expectations. Policies serve as guidelines for ensuring that new grant programs include provisions for holding awarding organizations and grantees accountable for properly using funds and achieving agreed-upon results. Although different programs may need different procedures, general policies should be established that all programs must follow.

Promising Practices

Prepare department-wide policies and make available on Internet

Both large and small U.S. Federal departments have found that establishing department-wide policies and procedures on an Internet site is beneficial. To assist in managing grants, both the Department Health and Human Services, which awards about \$239 billion in grants a year, and the Department of Commerce, which awards about \$1 billion in grants a year, maintain Internet sites containing department-wide grant policies and procedures. Each Internet site provides a single location for *staff* to find required grants administration procedures. Both Departments also provide *applicants* with one location for finding detailed information about funding opportunities, applications, forms, submission dates, awarded grants, and grant policies.

Develop Statewide manual for managing Federal grants

New York State’s *Accounting System User Procedures Manual*, Section 5, “Accounting for Federal Grants,” is an internal document that describes terminology, processes, and procedures that all agencies within the State must use to account for and report on Federal grant award activities. It provides information on accounting for, reporting, and reconciling Federal grant awards based on Federal regulations. It also serves as a reference for applicable Federal rules, regulations, and laws.

Prepare policies for developing new grant programs



The Environmental Protection Agency has developed a policy that encourages staff to develop specific guidance for new grant programs to explain how the program will work and assist staff in preparing grant award documents. The guidance identifies key questions for staff to consider in developing a new grant program, including what criteria applicants will need to satisfy, what activities are eligible for funding, and how decisions will be made on who receives funding.

Prepare policies for reviewing and selecting grants

The Department of Commerce’s *Grants and Cooperative Agreements Interim Manual*, Chapter 8, “Merit Review, Selection, Approval, and Notification Procedures,” provides guidance for reviewing, selecting, approving, and notifying applicants of funding decisions for all competitive grants. The Department requires that financial assistance be awarded through a merit-based review and selection process so that all applications for assistance receive a fair, equitable, and objective review.

Prepare policies for competing grants based on merit



The Department of Energy’s *Merit Review Guide* provides guidance to program and project officials on conducting merit reviews of financial assistance applications and unsolicited proposals. Officials are encouraged to tailor their specific programs using the guidelines. Topics include the responsibilities of the various officials involved, evaluation criteria, rating plan, conduct of reviews, and documentation procedures.

For Additional Information:

Department of Health and Human Services Grants Guidance -

<http://www.hhs.gov/grantsnet/roadmap/index.html>

<http://www.hhs.gov/grants/index.shtml#grant>

Department of Commerce Grants Guidance - <http://www.commerce.gov/grants.html>

New York State Grants Accounting Procedures -

<http://www.osc.state.ny.us/agencies/accmanual/special/50000.htm>

Department of Energy Merit Review Guide - <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/>

[FinancialAssistance/Regulations+and+Guidance?OpenDocument](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/FinancialAssistance/Regulations+and+Guidance?OpenDocument)

Consolidating information systems to assist in managing grants



Consolidating information systems can enable agencies to better manage grants by providing information on all grants. This is beneficial because agencies often have numerous grant programs addressing similar needs. For example, in Fiscal Year 2005, the Department of Health and Human Services had approximately 40 grant programs worth about \$900 million that supported health profession education and training. Each grant produces a large volume of information. By consolidating information and making it more accessible, agencies can better manage grant programs directed toward a common goal.

Some agencies have developed their own systems that support the full range of grant activities. Recognizing the efficiencies that could be obtained through a government-wide solution, Congress directed the Office of Management and Budget to work with Federal agencies to develop a common application and reporting system for grants. As a result, Federal agencies have developed Grants.gov to support grant applications for programs at multiple Federal agencies. The Grants Management Line of Business task force is also working to develop a government-wide solution to support the full range of grants management activities.

Promising Practices

Develop centralized information system for multiple programs



The Department of Transportation's Federal Transit Administration has an electronic system, called Transportation Electronic Award Management (TEAM), to assist in managing its \$7.8 billion grant program. Management can use data tracked in TEAM to measure its responsiveness to grantees. TEAM data can report how program funds are used, including numbers and types of transit vehicles purchased, use of funds for operating versus capital assistance, and geographic distribution. The data is helpful in monitoring program trends.

Use information system to track grant status



The Department of Education's Office of Postsecondary Education has a centralized system, known as "Ed e-Monitoring," to electronically monitor the \$2.3 billion in discretionary grants it awards annually. The system contains copies of e-mails, correspondence, performance reports, and evaluations, and can be programmed to alert monitoring staff when reports are due. The system allows the staff to color code each grant based on its status, input information about how well a grantee is performing, and keep track of problems. Management can also use the system to monitor staff performance.

Have grantees submit reports electronically



The National Science Foundation has a centralized, Internet-based system, known as FastLane, which allows grantees to submit financial and project reports to the Foundation electronically. The system assists staff in managing grants by recording the content and submission date of each report. The system is integrated with the agency's financial accounting system, allowing for more efficient management of the grants.

For Additional Information:

Grants management streamlining initiatives - <http://www.grants.gov/GrantsSI>

Department of Transportation Federal Transit Administration Transportation Electronic Award Management (TEAM) System - <http://ftateamweb.fta.dot.gov/fta-flash2b.html>

Department of Education Office of Postsecondary Education 2004 Annual Report Appendix B - <http://www.ed.gov/about/reports/annual/2004report/appb.pdf>

National Science Foundation FastLane System - <https://www.fastlane.nsf.gov/fastlane.jsp>

Government Accountability Office Report - *Grants Management: Additional Actions Needed to Streamline and Simplify Processes*; GAO-05-335, April 2005 - <http://www.gao.gov/new.items/d05335.pdf>

Providing grant management training to staff and grantees

Agency staff and grantees need sufficient training so that they can understand the numerous regulations, policies, and procedures governing grant funds. Audit reports have found that deficiencies in grant oversight are not due to a lack of policies, but rather that existing policies are not being followed. Federal, State, and local government offices are responsible for ensuring that staff is properly trained to fulfill grant requirements. It is essential that grantees also receive training, particularly small entities not familiar with all of the regulations and policies.

Promising Practices

Develop a long-term, strategic approach to training



Improving skills of staff can be a long-term process that needs a strategic approach. When the Environmental Protection Agency issued its Five-Year Grants Management Plan in 2003, its first goal was to enhance the skills of Agency personnel involved in grants management. To reach this goal, the Agency developed the Long Term Grants Management Training Plan. This plan provides a framework for ensuring employees and grantees have the skills to manage grants. In addition to providing training for grant specialists and project officers, the plan includes training for managers and supervisors. The plan includes goals, objectives, activities, and measures for evaluating training effectiveness.

Use a team approach to training

State of Maryland officials believe the most successful grant applications are generated using a team approach and that all employees (i.e., budget specialists, grants procurement officers, grant project officers) should receive training on the entire grant process. Training classes include topics such as “Grants and Procurement: How They Work Together” and “Grant Budgets, Appropriations, and Budget Amendments Made Easy.” Local governments and community groups can use the training materials after notifying the State.

Provide training through Statewide workgroups

One of the initial projects of the State of Ohio’s grants management workgroup was to develop a manual to train personnel. The manual focuses primarily on the financial aspects of grants, but also includes information on programmatic issues. The workgroup uses its quarterly meetings to provide training on specific topics and is working with a contractor to offer grants training classes within the State to enable more staff to attend.

Provide specific training courses to grantees



Providing training to grantees helps to ensure that eligible recipients understand how to apply for grants and properly use grant funds. The Department of Housing and Urban Development provides training coursework for grantees on its Internet site covering such topics as “Grant Application Preparation” and “eGrants Update for Grantees.” The Environmental Protection Agency also offers training to new non-profit grantees through a videotape or DVD that gives an overview of the grant process and provides several skits that describe a grantee’s responsibilities in different situations.

For Additional Information:

Environmental Protection Agency’s Plan for Grants Management –
<http://www.epa.gov/ogd/grants/management.htm>

State of Maryland Training - <http://www.governor.maryland.gov/grants/training.html>

Department of Housing and Urban Development’s Grantee Training –
<http://www.hud.gov/webcasts/archives/grantees.cfm>

Coordinating programs with similar goals and purposes

In many cases, numerous grants from different agencies support similar purposes and activities and result in overlap. For example, a 2000 Government Accountability Office report stated that, in Fiscal Year 1999, 69 Federal programs, in 9 different Federal agencies, provided or supported education and care for children under age five. Not only is there widespread overlap of grant programs within the Federal government, there may also be overlap at the State and local level. Some agencies have established specific processes for coordinating similar grant programs.

Promising Practices

Develop procedures to avoid duplication

The Department of Justice’s major financial assistance programs are split between the Office of Justice Programs and Office of Community Oriented Policing Services. The offices signed a written agreement outlining procedures to be followed to avoid duplication in awarding grants. The procedures include identifying the potential for duplication and including as a grant condition the requirement that grantees not use funds from two programs for the same costs.

Create one-stop centers to coordinate and centralize programs

Through the Workforce Investment Act, the Department of Labor created One-Stop Career Centers that coordinate employment and training grant programs. Through the centers, individuals seeking employment and training can receive services from more than a dozen Federal programs under one roof. The centers may include State and local governmental agencies and nonprofit organizations.

Require applicants to disclose similar grants applied for or received



In its Assistance to Firefighters Grant program, the Department of Homeland Security will not provide assistance for activities for which another Federal agency has provided assistance. For example, there are 113 distinct items authorized for purchase under the program that are also authorized for funding under the State Homeland Security Grant Program. The Department requires grant applicants to answer the following question: “This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?”

For Additional Information:

Department of Justice Grants - <http://www.usdoj.gov/10grants/index.html>

Department of Labor Comprehensive Financial Management Technical Assistance Guide - http://www.doleta.gov/sga/pdf/FinalTAG_August_02.pdf

Department of Homeland Security’s Assistance to Firefighters Grant Program Guidance - <http://www.firegrantsupport.com/guidance.aspx>

Government Accountability Office Report - *Early Education and Care: Overlap Indicates Need to Assess Crosscutting Programs*; GAO/HEHS-00-78, April 2000 - <http://www.gao.gov/new.items/he00078.pdf>

Chapter 2

Performance Measures

Performance measures provide agencies with the information they need to assess the achievement of program goals. Since passage of the Government Performance and Results Act, Federal agencies have gone through a sometimes difficult process to establish outcome-focused measures for existing grant programs. To prevent continued repetition of this process, agencies need to establish measures for new grant programs quickly, ideally before awards are made, to incorporate measurement requirements into the grant award. The measures can serve as a basis for determining progress for individual grants and the grants program as a whole. To develop good performance measures, agencies need to address:

- Linking activities with program goals.
- Working with grantees to develop performance measures.

Linking activities with program goals

On an annual basis, Federal agencies are required to set goals for program performance and compare achieved performance to those goals. Any government agency, whether Federal, State or local, should have the capacity to link its activities to established goals. To develop meaningful and useful performance measures designed to focus on outcomes, agencies have adopted a variety of tools and techniques.

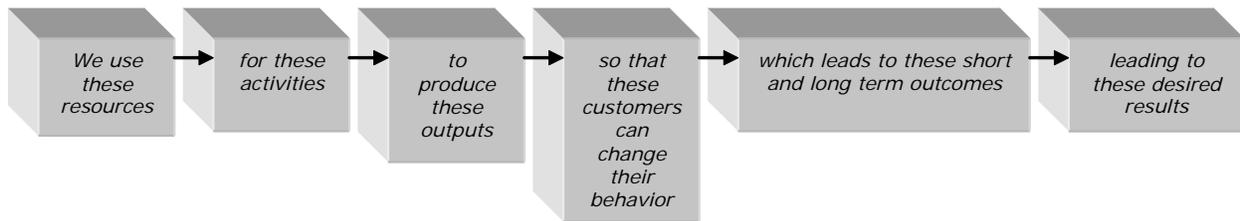
Promising Practices

Use logic models to link agency activities with results

The Environmental Protection Agency, Department of Health and Human Services, and Department of Housing and Urban Development, as well as the United Way, use logic models as tools to link agency activities with results. The logic model is a way of graphically displaying a program's resources, activities, outputs, and outcomes. The logic model spells out in reasonable detail all the things a program does and what is accomplished, and tells the story in a linear, graphic way.

Chart 3 shows an example of an Environmental Protection Agency program logic model that takes the user through the process by "telling the story" of what it takes to reach a targeted goal.

Chart 3: Logic Model



The Department of Housing and Urban Development requires all grant applicants to submit a logic model with each grant application. Key elements of the logic model require a grantee to identify: (1) which of the Department's six strategic goals its proposed grant activity will promote, (2) the specific activities that are crucial to the success of the program, (3) the specific products or outputs and timeframes for each product generated as a result of the activity, (4) the expected outcomes, (5) how the data will be collected, and (6) the methodology used to assess success in meeting goals.

For the Department of Health and Human Services' Bureau of Health Professions, the logic model is a key element of its strategic plan. The Bureau has found that logic models are well suited for its diverse programs since the models help to clearly articulate differences while showing where several programs are striving toward a similar outcome. The logic model process has served as a means to get people to think about outcomes as opposed to outputs as they develop performance indicators.



Many non-profit organizations that award grants use a logic model to help grantees develop performance measures. For example, about 450 United Way organizations ask programs they fund to identify and measure their outcomes. Many of these organizations encourage programs to construct a model of the relationships among program inputs, activities, outputs, and outcomes to help identify outcomes that are appropriate for the program's activities. Measures of outcomes identified in this way help programs demonstrate the extent to which their clients achieve the intended benefits. United Way organizations use these outcome findings to quantify the impact of dollars, help programs increase their effectiveness, and identify community-level issues that are beyond the scope of individual programs.

Use both output and outcome measures to evaluate performance

The Environmental Protection Agency found both output and outcome measures beneficial in evaluating grant program performance. For its Drinking Water State Revolving Fund Loan Program, the Agency measures results through output performance measures, such as the frequency money is loaned out and the average loan amount per project. The program also uses such performance outcome measures as the percentage of population served by compliant community water systems and the percentage of compliant water systems. Together, the output and outcome measures serve as indicators of a program's performance.

Link measures to Agency goals



The Department of the Interior's Office of Surface Mining's Abandoned Land Mine Program established detailed and outcome-oriented performance measures related to a Government Performance and Results Act goal. The Office developed specific performance measures focused on the elimination of health and safety hazards associated with past mining activities, including the number of hazards eliminated, the actual number of units, and the number of people no longer at risk for the hazards.

For Additional Information:

Environmental Protection Agency Environmental Results Policy and Logic Model Examples - <http://www.epa.gov/ogd/grants/assistance.htm>

Department of Housing and Urban Development Logic Model - http://www.hudclips.org/sub_nonhud/html/pdfforms/96010.pdf

United Way of America Outcome Measurement Network - <http://national.unitedway.org/outcomes/>

Office of Surface Mining's Abandoned Land Mine Program - Department of the Interior Report No. 2003-I-0074 - <http://www.oig.doi.gov/upload/2003-I-0074.pdf>

Working with grantees to develop performance measures

It is imperative that Federal, State, and local governments collectively determine how best to measure performance to meet all parties' needs. If there are no common measures, each grantee may establish its own individual program goals and measures. By working with grantees, the Federal Government can encourage the creation and maintenance of a learning environment focused on harvesting the insights and motivational potential of accurate and comparable State performance measurement systems.

Promising Practices

Jointly develop goals and objectives



The Department of Health and Human Services' Office of Child Support Enforcement formed workgroups with State and local officials to jointly develop the Department's 5-year, national, outcome-oriented goals and objectives. Goals include increasing the number of paternities and child support orders, and amount of collections received. Participants agreed that national goals and objectives would be based on the collective suggestion of the States, and final approval would be reached through a consensus. Federal and State officials also formed a workgroup to develop statistical measures for assessing State progress toward achieving the national goals and objectives.

Coordinate performance plans across government and service levels

The Department of Health and Human Services' Administration for Children and Families is responsible for programs that promote the economic and social well-being of low-income and disadvantaged children and families and their communities. Because the programs are managed by third parties, the Administration was limited in the extent to which it could influence national performance goals. The Administration for Children and Families worked with States to create a national strategic plan based on common goals. The Administration also worked with service providers to raise awareness of the importance of collecting and reporting uniform performance data.

Align State plans with Federal goals



The Department of Transportation's Federal Motor Carrier Safety Administration grant program requires State Division Administrators to submit an annual safety plan to coordinate, focus, and align State partners with the Department's long-term strategic goal of reducing the rates of crashes, injuries, and fatalities involving large trucks and buses. The safety plans identify large truck safety problems within each State and develop specific strategies and activities to measurably reduce their severity. The plans include output and outcome goals to enable Federal managers and partners to gauge and assess success. Also, the Federal Motor Carrier Safety Administration has developed an index measure of how efficient agency operations are at saving lives. This efficiency goal is to increase the number of lives saved as compared to the total resources expended.

For Additional Information:

Department of Health and Human Services' Office of Child Support Enforcement - Government Accountability Office Report - *Child Support Enforcement: Reorienting Management Toward Achieving Better Program Results*, Report No. GAO/HEHS/GGD-97-14 - <http://www.gao.gov/archive/1997/he97014.pdf>

The Administration for Children and Families - Government Accountability Office Report - *Managing For Results: Efforts to Strengthen the Link Between Resources and Results at the Administration for Children and Families*, Report No. GAO-03-09 - <http://www.gao.gov/new.items/d039.pdf>

Department of Transportation Federal Motor Carrier Safety Administration - Department of Transportation Performance Report - <http://www.dot.gov/perfacc2004/performancereport.htm>

Strategies for Using State Information: Measuring and Improving Performance, Shelley H. Metzenbaum, December 2003 - www.businessofgovernment.org

Chapter 3

Pre-Award Process

Pre-award reviews are essential to reducing the Government's risk when awarding grants. A thorough assessment of proposed grant projects can reduce the risk that money may be wasted or projects may not achieve intended results. Prior to awarding grants, agencies can evaluate grantees' financial capabilities, ability to achieve results, and plans for reporting results. To improve the pre-award grant process, agencies need to address:

- Assessing applicant capability to account for funds.
- Competing grants to facilitate accountability.
- Preparing good work plans to provide the framework for grant accountability.
- Including clear terms and conditions in award documents.

Assessing applicant capability to account for funds

Grantees need adequate financial management systems to ensure that grants are used for intended purposes and in accordance with regulations. Office of Management and Budget Circulars A-102 and A-110 establish principles and standards for grantee financial systems. A capability assessment ensures that an applicant has adequate financial systems and enables awarding agencies to decide whether to award the grant, and whether conditions should be added. Assessments of grant applicant capability provide management with confidence that grantees have, or will have, the required financial systems and allow management to plan the level of grantee oversight.

Promising Practices

Require a uniform pre-award evaluation of applicant capabilities



Environmental Protection Agency policy requires a pre-award evaluation of the administrative and programmatic capabilities of non-profit applicants. Applicants are required to answer questions regarding financial management systems, property and procurement standards, assigned personnel, and travel policies. If the examination indicates any weaknesses, the award official must impose conditions that are to be completed before the grant is awarded, such as requiring an applicant to successfully complete a training course. The applicant must address weaknesses within a specified time and inform the Agency of corrective actions taken.

Collect information on applicant capability as needed



The National Science Foundation's Prospective New Awardee Guide contains a financial management systems questionnaire that the Foundation may require an applicant to submit. The questionnaire asks for accounting, timekeeping, and funds management information. The Foundation can also ask for other types of financial and accounting documentation to determine whether the applicant is capable of carrying out grant functions. Depending on the severity of the problem identified, the Foundation can take a range of corrective actions, from requiring a grantee to update their time reporting systems to not making the award.

Conduct pre-award audits



The Department of Education requested funding in the 2006 budget for its Office of Inspector General to conduct pre-award audits of grant applications. The Department expects these audits to help identify grantees with limited administrative capabilities and influence decisions on awarding grants to programs with serious problems.

The Department of Energy reimburses the Defense Contract Audit Agency for pre-award audits of grant applicants. These audits assist the Department's grant personnel in determining whether proposed activities in the grant application will be supported by adequate resources. These reviews also help determine whether factors exist, such as grantee history and the nature of the project that may adversely affect a grantee's financial capabilities. Review results may indicate the need for special conditions.

Use scoring system to evaluate technical capability

The Texas Commission on the Arts examines a grant applicant's capability, along with other factors, to score and select grantees. Under the Commission's general criteria, potential grantees must show measurable evidence of organizational support, alternative public or private financial commitment, and the potential to reach grant objectives. Applicants must also demonstrate the reasonableness of their financial requests and exhibit the administrative and financial ability needed to complete the grant. Capability is scored as 20 percent of the total possible points.

For Additional Information:

Environmental Protection Agency Order 5700.8 - Policy on Assessing the Capabilities of Non-Profit Applicants for Managing Assistance Awards - http://www.epa.gov/ogd/grants/award/5700_8.pdf

National Science Foundation Prospective New Awardee Guide - http://www.nsf.gov/pubs/2005/nsf0529/guide05_29.pdf

Department of Energy Financial Assistance Regulations and Guidance - Guide to Financial Assistance - [http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/financialassistanceguide2005/\\$File/financialassistanceguide2005.doc](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/financialassistanceguide2005/$File/financialassistanceguide2005.doc)

Texas Commission on the Arts Grant Guidelines and Policies - <http://www2.arts.state.tx.us/tcagrants/TXArtsPlan/Guidelines.htm>

Competing grants to facilitate accountability

Through competition, agencies can increase assurance that grantees have the systems and resources to efficiently and effectively use funds to meet grant goals. Competition promotes fairness and openness in the selection of grantees. Evaluation criteria, including having sufficient resources and sound management practices, can help an agency focus its review on factors indicative of success. An established set of rules and standards for competition generates equitable judgment as to grant applicants' ability to fulfill grant requirements.

Promising Practices

Develop specific criteria for evaluating all competitive grants



The Department of Housing and Urban Development's grant application review and rating process for competitive grants considers five factors: (1) capacity of applicant, (2) need/extent of the problem, (3) soundness of approach, (4) applicant ability to leverage resources, and (5) probability of achieving results. All applicants are evaluated and ranked against these criteria. The Department includes these criteria in grant announcements.

The State of California Integrated Waste Management Board uses specific criteria to competitively award grants to public and private entities. Criteria include the applicant's goals and objectives, how the project will be evaluated, and resources needed to carry out the project. The Board evaluates the

applicant's work plan based on the activities, time frames, and outcomes. Applicants can access the criteria on the Internet, and review suggestions for completing applications.

Require funding announcements to include ranking criteria

The Environmental Protection Agency requires all competitive funding announcements to include criteria for ranking and evaluating the applicant's plan for tracking and measuring progress toward achieving expected outputs and outcomes. Announcements after January 1, 2006, must also include ranking criteria for evaluating the applicant's past performance in reporting on outputs and outcomes.

Assemble merit review panel to select grantees



The National Science Foundation relies on merit review panels to select among applicant proposals. Among other factors, the panels consider the qualifications of research staff, access to resources, and the impact the work could have on enhancing research and education infrastructure.

For Additional Information:

Department of Housing and Urban Development FY 2005 Federal Register Notice of Funding Availability Policy Requirements - <http://www.hud.gov/offices/adm/grants/nofa05/gensec.pdf>

Environmental Protection Agency Order 5700.7 - Environmental Results under EPA Assistance Agreements - <http://www.epa.gov/ogd/grants/award/5700.7.pdf>

National Science Foundation Grant Proposal Guide - http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg

California Integrated Waste Management Board Grant Scoring Criteria - <http://www.ciwmb.ca.gov/Grants/Scoring/>

Preparing work plans to provide framework for grant accountability

The work plan serves as a written record of what the grantee will do with funds. Office of Management and Budget Circular A-102 requires grantees to include in the grant application information on: (1) objectives and need for assistance; (2) benefits that will be achieved from assistance; and (3) approach to the work, including expected results to be achieved. Through the work plan, the awarding agency and grantee ensure a clear understanding of the intended purpose and results for the grant funds. Agencies need to take specific actions to obtain information from applicants and evaluate the information when preparing the grant award.

Promising Practices

Look for viable and efficient applicant work plans

The National Endowment for the Humanities has specific criteria that staff members use in evaluating research and development grant applications. The specific criteria include the viability and efficiency of the work plan. Having specific criteria for reviewing applications ensures that staff members take these elements into consideration when evaluating grant applications.

Require applicants to submit a detailed narrative as evidence of proper work planning



The Department of Energy requires applicants to submit a detailed narrative description of the proposed project, including the objectives of the project and the applicant's implementation plan. The Department reviews the application to determine whether the applicant has an adequate plan to meet Department objectives through the grant. Only those applicants whose narratives demonstrate a grasp of program and Department objectives are approved for potential funding.

Require grant applications to include project objectives and impacts

The Illinois Department of Agriculture's Sustainable Agriculture Grant Program requires applicants to submit a "Project Objectives and Rationale" as part of the overall request for funding. This includes a description of the work. The Department also requires the applicant to submit an outline of the intended project impacts and outreach. The applicant must describe the activities and personnel that will be involved in the project and a timeline to map out when the project is likely to reach completion. The detailed application information, along with the proposed budget, assists the Department in identifying grantees who will support agency goals through the grant.

For Additional Information:

National Endowment for the Humanities, Preservation and Access Research and Development Grants - <http://www.neh.gov/grants/guidelines/researchdevelopment.html#review>

Department of Energy Financial Assistance Regulations and Guidance - Guide to Financial Assistance - [http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/financialassistanceguide2005/\\$File/financialassistanceguide2005.doc](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/financialassistanceguide2005/$File/financialassistanceguide2005.doc)

Department of Energy Merit Review Guide - [http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/meritrev/\\$File/meritrev.doc](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/meritrev/$File/meritrev.doc)

Illinois Department of Agriculture's Sustainable Agriculture Grant Program - <http://www.agr.state.il.us/C2000/common/guidelines.html>

Including clear terms and conditions in grant award documents

The terms, conditions, and provisions in the award agreement, if well designed, can render all parties more accountable for the award. When award documents are not well written, they can impact an agency's ability to ensure funds are used as intended. For example, because a no-interest loan document did not include provisions for early repayment, the agency could not recover \$13 million in costs that were used for unallowable activities.

Promising Practices

Emphasize need to comply with grant award requirements



The Department of the Interior issued specific policies reiterating that grant agreements must include provisions requiring grantees to submit the status reports required by the Office of Management and Budget. In addition, the Department incorporates into grant agreements statements such as “failure to comply with the terms and conditions of this grant award, including reporting requirements, may result in the withholding of grant payments until the deficient situation is corrected.”

Incorporate statement on funding source



Some State recipients of the National Park Service's Land and Water Conservation Fund put statements into the property deed to indicate the property was acquired with Federal funds and the site cannot be converted to a non-recreation use without National Park Service approval.



Standardize desired grant terms and conditions

An association of Federal agencies and academic and non-profit research institutions, known as the Federal Demonstration Partnership, developed terms and conditions to be used specifically for research grants. The standard set of terms and conditions can be accessed via the Internet and viewed parallel with the Office of Management and Budget circular that serves as the foundation for the Partnership's standardization. The Partnership's participating agencies use a core set of terms and conditions, along with a separate set of agency-specific terms and conditions, for each agency.

For Additional Information:

Department of the Interior Grant Policy - [http://www.doi.gov/pam/Department of InteriorFinReport.html](http://www.doi.gov/pam/Department%20of%20InteriorFinReport.html)

National Park Service Land and Water Conservation Fund - <http://www.nps.gov/lwcf>

Federal Demonstration Partnership Standard Terms and Conditions for Research Grants - http://www.nsf.gov/awards/managing/fed_dem_part.jsp

Chapter 4

Managing Performance

Once grants are awarded, it is important that agencies properly manage the grants. Agencies need to ensure that grant funds are used for intended purposes, in accordance with laws and regulations, and will lead to planned results. Effective grant management increases the likelihood that grants will contribute to agency goals. When managing grants, agencies should address:

- Monitoring the financial status of grants.
- Ensuring results through performance monitoring.
- Using audits to provide valuable information about grantees.
- Monitoring subrecipients as a critical element of grant success.

Monitoring the financial status of grants

The timely receipt of financial records and reports from grantees is necessary for agencies to effectively monitor the financial status of grants. Ineffective grant monitoring increases the risk of improper payments and untimely grant expenditures. It may also result in the misuse or waste of funds. One way agencies have addressed this issue is by developing systems that make information on the financial status of grants readily available to staff. Also, agencies have addressed the issue through on-site reviews.

Promising Practices

Use an electronic system to monitor grant funds



The Department of Education uses an electronic system to manage its grants that includes information on the financial status of the grant. Financial information, such as amounts authorized and payments, is transferred daily from the Department's financial management system to the grants system. As a result, grants staff members are more readily able to monitor the financial status of a grant and take action should it indicate any potential problems.

Perform on-site reviews of financial systems



The Environmental Protection Agency requires staff to perform desk or on-site reviews on 10 percent of all grantees each year. These reviews include an analysis of grantee financial systems, including timekeeping and drawdown procedures, and an examination of whether the grantee is meeting its matching requirements. If the review is performed on-site, the staff performs transaction testing. Based on the results of the review, the grantee may be required to prepare an action plan to correct any deficiencies. These reviews ensure that the grantee has an adequate financial system and is properly using the funds.

For Additional Information:

Department of Education Grants Administration and Payment System - <http://e-grants.ed.gov/gapsweb/>

Ensuring results through performance monitoring

Monitoring grantee performance helps ensure that grant goals are reached and required deliverables completed. In addition, monitoring performance can address potential problems early in the grant period and keep grantees on course toward goals. A grants management system and site visits allow agencies to effectively monitor grants by providing timely and accessible information on grant performance and deliverables. Given the large number of grants awarded, it is important that agencies identify, prioritize, and manage potential at-risk recipients.

Promising Practices

Use electronic systems to track deliverables



The National Science Foundation uses an Internet-based system called FastLane to ensure that grant deliverables are received. FastLane processes grant awards, calculates due dates and receipt dates of grant deliverables, and assists grants management staff in tracking delinquent annual and final reports. If a deliverable is not received, the system does not allow new awards to the recipient. The grantee can also access this system.

Monitor achievement of outputs and outcomes



The Department of Housing and Urban Development requires grantees to include expected outputs and outcomes in their grant application. The grantee reports progress in achieving the outputs and outcomes. If expected results are not being achieved, the Department encourages the grantee to use the evaluation process described in the grant application to identify what caused the delay, and make appropriate changes. Also, the grantee can use the self evaluation to identify weaknesses in its operations, and can request technical assistance from the Department in addressing the weaknesses.

Use multi-disciplinary teams to assess performance

Several Federal agencies use multi-disciplinary teams to conduct grantee performance reviews. The Department of Education uses these reviews to identify at-risk recipients, and works with grantees to resolve the issues. If needed, the review team may impose special conditions on the grantee. The National Institutes of Health, within the Department of Health and Human Services, uses teams to review both performance and financial issues associated with grants. The reviews are designed to be proactive and facilitate dialog with the grantee.

For Additional Information:

National Science Foundation FastLane System - <https://www.fastlane.nsf.gov/fastlane.jsp>

Department of Housing and Urban Development Logic Model Instructions - http://www.hudclips.org/sub_nonhud/html/pdfforms/96010.pdf

Using audits to provide valuable information about grantees

Agencies can use internal and external audits of grantees to identify problems with grantee financial management and program operations. Awareness of problems allows grant officials to implement additional controls to effectively monitor a grantee's use of funds and activities. Currently, Office of Management and Budget Circular A-133 requires any grantee receiving over \$500,000 of Federal funds (grants, loans, contracts) in a year to have an audit by an independent auditor. Some States require audits when grantees exceed a lower threshold in State and local funds.

Promising Practices

Use audits to identify at-risk grantees



The Department of Education uses audit reports as one method for identifying at-risk grantees. An interoffice risk management team reviews an audit report and determines whether there is increased risk with the grantee and additional monitoring is required. A grantee may also be considered at-risk and need additional monitoring if it has not submitted the required audit report. If a grantee meets the Department's regulatory definition of "high risk," the grantee is entered into the grants management system. When making new awards, the system alerts program staff to the high risk status.

Use audit resolution process to address outstanding grant issues

The Department of Education implemented the Cooperative Audit Resolution and Oversight Initiative to bring essential parties (program officials, general counsel, Federal and public auditors, and grantee representatives) together to creatively resolve outstanding audit issues. This mediation process is used in egregious cases with recurring uncorrected findings and results in a written, binding agreement between the Department and the grantee. Corrective actions and timelines for implementation are clearly defined.

Summarize audit results for management

The Kansas City, Missouri, City Auditor's Office reviews the audits of outside agencies that receive at least \$100,000 in City funding annually. The City Auditor reports the negative opinions, and reportable conditions and material weaknesses in internal controls to the mayor, city council, and city manager on an annual basis. The report provides City officials with information on the performance of agencies receiving significant City funding and assists officials in making decisions about future funding. The reports are also available to the public through the City auditor's Internet site.

For Additional Information:

Department of Education Cooperative Audit Resolution and Oversight Initiative -
<http://www.ed.gov/policy/gen/guid/caroi/index.html>

Kansas City, Missouri, City Auditor's Office -
<http://www.kcmo.org/auditor.nsf/web/home?opendocument>

Monitoring subrecipients as a critical element of grant success

Grantees may further distribute funds to other organizations, known as subrecipients. Subrecipients, many of which are small organizations, often lack experience and training in grants management. It is important that recipients identify, prioritize, and manage potential at-risk subrecipients to ensure that grant goals are reached and resources properly used. Agencies have addressed this issue by providing detailed guidance on how to manage funds and standards for monitoring subrecipients.

Promising Practices

Develop guidance to assist subrecipients



The State of Tennessee developed a manual, *Accounting and Financial Reporting for Not-For-Profit Recipients for Grant Funds in Tennessee*, that assists non-profits in establishing reporting systems that will comply with Federal and State regulations as well as accounting and auditing standards. The National Grants Partnership is using the manual as a starting point in the development of the Uniform Data Elements and Definitions for Grant Budgeting and Financial Reporting.

Publish materials detailing subrecipient responsibilities

The Commonwealth of Puerto Rico's Office of Comptroller has issued an informative guide, *Organizaciones sin Fines de Lucro* (Non-Profit Organizations), that discusses the proper use of property and public funding. Fiduciary responsibility, precedence of regulations, and penalties are some of the issues discussed to improve the administration and management of property and public funding by grant subrecipients.

Coordinate agency efforts to monitor performance

The State of Maryland Governor's Office of Crime Control and Prevention has a comprehensive, three-pronged approach to managing subrecipients. The Office's three units coordinate and exchange information through an automated grants management system to ensure that subrecipients appropriately perform grant functions to meet goals and deadlines. The Programming Unit receives quarterly progress reports, performs ongoing desk monitoring of subrecipients, and conducts a field visit at least once a year during the lifetime of each grant. The Fiscal Unit receives quarterly financial reports, checks the grants management system to ensure that the subrecipient is up to date

in its program reporting, and determines whether payments will be issued. The Fiscal Audit Unit identifies potentially high-risk subrecipients for field and desk audits, performs these audits, and records the findings in the grants management system and sends a letter to the affected subrecipient.

For Additional Information:

Accounting and Financial Reporting for Not-For-Profit Recipients of Grant Funds in Tennessee - <http://www.comptroller.state.tn.us/ma/manual.htm>

National Grant Partnership - www.thengp.org

Puerto Rico Office of Comptroller Guide for Non-profit Organizations (Available in Spanish only) - www.ocpr.gov.pr

Maryland Governor's Office of Crime Control and Prevention - <http://goccp.org>

Chapter 5

Assessing and Using Results

Assessing the results of a grant program against its goals and objectives is important. As budget resources shrink and demands for government services grow, competition between various Federal, State, and local grant programs for resources increases. High-level decisionmakers, such as Congress and agency heads, need to know which programs are achieving their goals and objectives to make informed decisions about where to allocate resources. Areas that should be emphasized include:

- Providing evidence of program success.
- Identifying ways to improve program performance.

Providing evidence of program success

Measuring the results of a program can provide evidence of its successful performance against goals and objectives. Program results information is important for making budgetary and programmatic decisions. Program managers can use program results information to defend their programs against budgetary challenges and make decisions on resource allocation. One challenge in obtaining information on results is that results can take time to develop and cannot be measured during a grant's life. A second challenge is that agencies may not have direct access to information on program results, and will need to obtain that information through grantees that may lack data collection skills.

Promising Practices

Use surveys to determine program results



To provide data for its performance goal of increasing the use of preventive health services, the Department of Health and Human Services' Community and Migrant Health Centers grant program uses the number of visits to health centers and the results of surveys from health center users as measures. For example, the surveys provide national estimates for such measures as the proportion of women patients in health centers who received age appropriate cancer screenings. The surveys are repeated every 5 years to provide longitudinal data.

As part of the Department of Commerce's Manufacturing Extension Partnership Program, the grantee conducts a survey of manufacturers 1 year after receiving assistance to determine the effectiveness of services it provides. The survey provides quantifiable information on the impact of the partnership's services.

Inspect projects after completion



To ensure grant projects are maintained once completed, the National Park Service grant program managers, with assistance from State counterparts, conduct post-completion inspections once every 3 or 5 years, depending on the grant program. The assessment includes site inspections and review of project folders to assure that sites assisted with Federal funds remain in recreational use in perpetuity.

Train grantees to self-monitor and encourage accurate reporting



To meet the demand for better data, the Department of Housing and Urban Development worked with housing and community development organizations to improve project monitoring. The Department provided grantees with extensive training in monitoring project grants and encouraged risk-based monitoring and flagging potential problems. The Department also worked with grantees to promote complete and accurate reporting and to automate data collection. With automated data collection, the Department can monitor and correct the completeness and accuracy of data submitted by grantees. Through improved grantee reporting and monitoring of projects, the Department was able to develop a trustworthy administrative database to provide the information it needs to oversee fund use.

For Additional Information:

Department of Health and Human Services' Community and Migrant Health Centers Grant Program – Government Accountability Office Report - *Program Evaluation: Studies Helped Agencies Measure or Explain Program Performance* - (GAO/GGD-00-204) - <http://www.gao.gov/new.items/gg00204.pdf>

Department of the Interior's National Park Service grant program - <http://www.nps.gov/lwcf/>

Department of Commerce - The Manufacturing Extension Partnership - <http://www.mep.nist.gov/>

Department of Housing and Urban Development – Government Accountability Office Report - *Program Evaluation: An Evaluation Culture and Collaborative Partnerships Help Build Agency Capacity* - (GAO-03-454) - <http://www.gao.gov/new.items/d03454.pdf>

Identifying ways to improve program performance

Evaluation results can reveal approaches that are helping to achieve program goals and objectives, as well as illustrate ineffective approaches. Also, evaluations can help clarify which effects are attributable to a program, identify reasons for success or failure, and recommend changes that can help a program achieve its goals and objectives.

Promising Practices

Engage outside experts to assess program performance



For more than 25 years, the National Science Foundation has used panels of outside experts, called Committee of Visitors, to rank proposals and serve as external advisors. The committees conduct peer reviews, compare plans with progress, and evaluate outcomes to determine whether funded research contributes to the Foundation's mission and goals. About one-third of the Foundation's 220 programs are evaluated each year, resulting in a review of all programs once every 3 years. The committees use review templates that assess how the research is contributing to the Agency's process and outcome goals. Division directors consider committee recommendations in guiding program direction and report on progress in implementing recommendations at the next 3-year review.

Conduct evaluations to identify factors affecting results

Through its Upward Bound program, the Department of Education supports grant programs that help disadvantaged students prepare for, and succeed in, college. A long term, national evaluation of program results found that certain participants received more benefits from the program than others. The program had a significant impact upon those students who, on entering the program, did not have high expectations for obtaining a 4-year degree. The evaluation also found that the longer a student was in the program, the greater the likelihood of attending college.

For Additional Information:

National Science Foundation, Committee of Visitors - <http://www.nsf.gov/od/oia/activities/cov/>

Department of Education, Office of the Under Secretary, Policy and Program Studies Service, *The Impacts of Regular Upward Bound: Results from the Third Follow-Up Data Collection*, Washington, D.C., 2004 - <http://www.ed.gov/rschstat/eval/highered/upward/upward-3rd-report.pdf>

List of Specific Promising Practices

Areas of Opportunity	Promising Practices
Internal Control Systems	<p>Preparing policies and procedures before issuing grants</p> <ul style="list-style-type: none"> • Prepare department-wide policies and make available on Internet • Develop Statewide manual for managing Federal grants • Prepare policies for developing new grant programs • Prepare policies for reviewing and selecting grants • Prepare policies for competing grants based on merit
	<p>Consolidating information systems to assist in managing grants</p> <ul style="list-style-type: none"> • Develop centralized information system for multiple programs • Use information system to track grant status • Have grantees submit reports electronically
	<p>Providing grant management training to staff and grantees</p> <ul style="list-style-type: none"> • Develop a long-term strategic approach to training • Use a team approach to training • Provide training through Statewide workgroups • Provide specific training courses to grantees
	<p>Coordinating programs with similar goals and purposes</p> <ul style="list-style-type: none"> • Develop procedures to avoid duplication • Create one-stop centers to coordinate and centralize programs • Require applicants to disclose similar grants applied for or received
Performance Measures	<p>Linking activities with program goals</p> <ul style="list-style-type: none"> • Use logic models to link agency activities with results • Use both output and outcome measures to evaluate performance • Link measures to agency goals
	<p>Working with grantees to develop performance measures</p> <ul style="list-style-type: none"> • Jointly develop goals and objectives • Coordinate performance plans across government and service levels • Align State plans with Federal goals
Pre-Award Process	<p>Assessing applicant capability to account for funds</p> <ul style="list-style-type: none"> • Require a uniform pre-award evaluation of applicant capabilities • Collect information on applicant capability as needed • Conduct pre-award audits • Use scoring system to evaluate technical capability
	<p>Competing grants to facilitate accountability</p> <ul style="list-style-type: none"> • Develop specific criteria for evaluating all competitive grants • Require funding announcements to include ranking criteria • Assemble merit panels to select grantees

Pre-Award Process (continued)	Preparing work plans to provide framework for grant accountability <ul style="list-style-type: none"> • Look for viable and efficient applicant work plans • Require applicants to submit a detailed narrative as evidence of proper work planning • Require grant applications to include project objectives and impacts
	Including clear terms and conditions in grant award documents <ul style="list-style-type: none"> • Emphasize need to comply with grant award requirements • Incorporate statement on funding source • Standardize desired grant terms and conditions
Managing Performance	Monitoring the financial status of grants <ul style="list-style-type: none"> • Use an electronic system to monitor grant funds • Perform on-site reviews of financial systems
	Ensuring results through performance monitoring <ul style="list-style-type: none"> • Use electronic systems to track deliverables • Monitor achievement of outputs and outcomes • Use multi-disciplinary teams to assess performance
	Using audit to provide valuable information about grantees <ul style="list-style-type: none"> • Use audits to identify at-risk grantees • Use audit resolution process to address outstanding grant issues • Summarize audit results for management
	Monitoring subrecipients as a critical element of grant success <ul style="list-style-type: none"> • Develop guidance to assist subrecipients • Publish materials detailing subrecipient responsibilities • Coordinate agency efforts to monitor performance
Assessing and Using Results	Providing evidence of program success <ul style="list-style-type: none"> • Use surveys to determine program results • Inspect projects after completion • Train grantees to self-monitor and encourage accurate reporting
	Identifying ways to improve program performance <ul style="list-style-type: none"> • Engage outside experts to assess program performance • Conduct evaluations to identify factors affecting results

Scope and Methodology

At the request of the Comptroller General of the United States' Domestic Working Group, the Environmental Protection Agency Inspector General sought interested Federal, State, and local organizations to address common issues relating to how grant funds are used and the results achieved. The organizations participating in this project are listed on the inside front cover of this report. After discussing common issues, those involved determined that it would be beneficial to identify the major issues affecting grant accountability and practices that agencies have implemented to address the issues.

The first phase of the project was to identify issues affecting grant accountability. Project members collected information from existing audit reports and through interviews with agency officials. The project members identified those issues that were most likely to be common to Federal, State, and local agencies rather than those specific to one or two agencies.

The second phase of the project was to identify agency practices that had addressed, or would likely address, grant accountability issues. In addition to reviewing audit reports and interviewing agency officials, input on promising practices was solicited through the Association of Government Accountants and National Association of State Auditors, Treasurers and Controllers. The project members also obtained the views of the Office of Management and Budget and the Public Law 106-107 workgroup to gain an understanding of ongoing efforts to streamline the grants process. Agencies other than those that participated in developing this guide contributed promising practices. A list of contributing organizations is contained in Appendix C. We did not validate the effectiveness of the promising practices.

The guide is not intended to be a comprehensive list of what Federal, State, and local agencies are doing to address issues relating to grant accountability. It is likely that agencies may be taking actions that are effectively improving grant accountability that are not highlighted in the document. The purpose of the guide is to focus attention on the importance of grant accountability and to provide senior executives and managers with examples of how other agencies have addressed this issue.

Where available, links to Internet sites with additional information regarding promising practices have been included. At the time the report was issued, the links were verified to be accurate.

Contributing Organizations

A project such as this can only be accomplished with the contribution of many organizations. In addition to the audit organizations listed on the front cover that developed this guide, other organizations made contributions. The following agencies and organizations contributed examples or commented on the draft document.

Federal Agencies	Department of Agriculture Department of Commerce Department of Education Department of Energy Department of Health and Human Services Department of Homeland Security Department of Housing and Urban Development Department of the Interior Department of Justice Department of Labor Department of Transportation Government Accountability Office Environmental Protection Agency National Endowment for the Humanities National Science Foundation Office of Management and Budget
State Agencies	California Integrated Waste Management Board Hawaii Department of Agriculture Illinois Department of Agriculture Louisiana Department of Administration Maryland Governor's Grants Office Missouri Office of State Auditor New York State Office of Comptroller Ohio Grants Management Workgroup Puerto Rico Comptroller General South Carolina Comptroller General Tennessee Comptroller of the Treasury Texas Commission on the Arts
Local Agencies	City of Kansas City, Missouri City of Orlando, Florida
Other Organizations	United Way