



Foundations of Federal Grants Management in partnership with the North Carolina Department of Public Safety, Governor’s Crime Commission

Date: December 11 and 12, 2019

Location:

North Carolina Department of Public Safety  
 1201 Front Street  
 Raleigh, NC 27609-7533

Workshop Objectives

To enhance the knowledge and skills for agency administrators with responsibility for managing federal funding, including:

1. Understanding the importance of Customer Service to achieve quality grant management.
2. Understand the importance of grant terminology, compliance, performance and roles and responsibilities.
3. Identify and apply federal regulations, administrative requirements, cost principles and audit requirements.
4. Learn and apply recipient and subrecipient risk management and monitoring tools and techniques.
5. Apply promising practices to enhance current policies and procedures, particularly requirements in Title 2 of the Code of Federal Regulations Part 200.
6. Identify and report conflicts of interest.
7. Understand important components of internal controls and financial management requirements.
8. Locate grant management resources and tools you can use.
9. Learn how to prepare for audits and to develop and monitor for corrective action plans.
10. Enhance prevention of fraud, waste and abuse of federal funds.

**Agenda**

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| <b>Day 1</b> |  |
| 9:00 AM      | <ul style="list-style-type: none"> <li>▪ Welcome and Introductions</li> <li>▪ Training Objectives</li> <li>▪ Group Exercise and Report Out</li> </ul>  |
| 9:45 AM      | <ul style="list-style-type: none"> <li>▪ Foundations of Grant Management               <ul style="list-style-type: none"> <li>○ Stages of Grant Management</li> <li>○ Legal Hierarchy &amp; Precedence</li> <li>○ Appropriations/Authorizations</li> <li>○ 2 CFR 200 Overview – Understanding the Uniform Guidance &amp; key provisions of the Administrative Requirements, Cost Principles, and Audit Requirements</li> </ul> </li> </ul> |

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| 10:30 AM | <ul style="list-style-type: none"> <li>▪ Break</li> </ul>   |
| 10:45 AM | <ul style="list-style-type: none"> <li>○ Subrecipient vs Contractor Determination/Definitions/Rates</li> <li>○ Common Findings</li> <li>○ Preventing Fraud, Waste and Abuse</li> <li>▪ Focusing on Customer Service- The First Step in Meeting Your Agencies' Goals</li> </ul>  |
| 12:00 PM | Lunch (on your own)   |
| 1:00 PM  | <p>The Grant Lifecycle – Pre-Award</p> <ul style="list-style-type: none"> <li>▪ Duties as the State (SAA/SDA/Funder)</li> <li>▪ Duties as a Recipient of Grant Funds</li> <li>▪ Federal Award and Program Establishment</li> <li>▪ Federal Special Conditions (SC) <ul style="list-style-type: none"> <li>○ Special Conditions on Federal Awards- what are they and how do you know you are in compliance?</li> </ul> </li> </ul>   |
| 2:30 PM  | Break   |
| 2:45 PM  | <p>The Grant Lifecycle – Pre-Award</p> <ul style="list-style-type: none"> <li>▪ Subgranting Funds (aligning with Federal application) <ul style="list-style-type: none"> <li>○ Subgrant application: How to make sure your grantees tie their subgrant applications to your goals.</li> <li>○ What requirements should be placed in subaward application announcement and instructions?</li> <li>○ How to conduct reviews of subaward applications.</li> <li>○ Process- Review and Scoring</li> <li>○ Allowable Costs</li> <li>○ Risk level of subaward agency</li> <li>○ Financial stability and internal controls</li> <li>○ History of performance</li> <li>○ Contracts</li> <li>○ What constitutes compliance with awards?</li> </ul> </li> <li>▪ Indirect Costs 101 <ul style="list-style-type: none"> <li>○ MDTC</li> <li>○ Negotiated</li> <li>○ How to calculate- What is included in indirect costs?</li> <li>○ Match</li> <li>○ How a budget adjustment affects indirect</li> </ul> </li> </ul> |
| 4:00 PM  | Adjourn   |

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| <b>Day Two</b> |  |
| 9:00 AM        | Welcome Back<br>Follow-up from Day One<br>Group Exercise   |
| 9:30 AM        | The Grant Lifecycle – Post Award <ul style="list-style-type: none"> <li>▪ Program and Financial Grant Management responsibilities</li> <li>▪ Training for Subgrantees</li> <li>▪ What are their responsibilities?</li> <li>▪ Things that Trip us up!!</li> <li>▪ Project Director/Financial Officer responsibilities (separation of duties)</li> </ul>   |
| 10:30 AM       | Break  |
| 10:45 AM       | The Grant Lifecycle – Post-Award <ul style="list-style-type: none"> <li>▪ Internal Controls</li> <li>▪ Professional Services and contracts</li> <li>▪ Equipment</li> <li>▪ Approval for Grant/Subgrant Modifications</li> </ul>  |
| 12:00 PM       | Break for Lunch (on your own)  |
| 1:00 PM        | The Grant Lifecycle – Post-Award <ul style="list-style-type: none"> <li>▪ Post-Award Monitoring and Risk Management <ul style="list-style-type: none"> <li>○ Types of monitoring</li> <li>○ Monitoring programmatic requirements</li> <li>○ Managing non-compliance concerns</li> </ul> </li> </ul>  |
| 2:15 PM        | Break  |
| 2:30 PM        | The Grant Lifecycle – Post-Award <ul style="list-style-type: none"> <li>▪ Post-Award Monitoring and Risk Management cont.</li> <li>▪ Data collection and evaluation of program effectiveness</li> <li>▪ Payments <ul style="list-style-type: none"> <li>○ Back up documents</li> </ul> </li> <li>▪ Reporting (e-grants managements system)</li> <li>▪ Audits – what to expect</li> <li>▪ Closeout and Audit Amendments</li> <li>▪ Equipment retention requirement</li> </ul> |
| 4:00 PM        | Workshop Participant Evaluations and Adjourn   |