

The Grant Process

What You Need to Know

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OVERVIEW

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Presented by Lauren Wyatt
- ❑ **Terms of the Grant Process**
Presented by Tim Chappelle
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Presented by Christina Kirksey
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Presented by Grant Solutions





Preparing for your Award

LAUREN WYATT



Application Phase



Application
Submission to
Program Office

State
Plan
SF424-M



Program Office
Approval

Batch Letter

OGM
receives
SF-424M



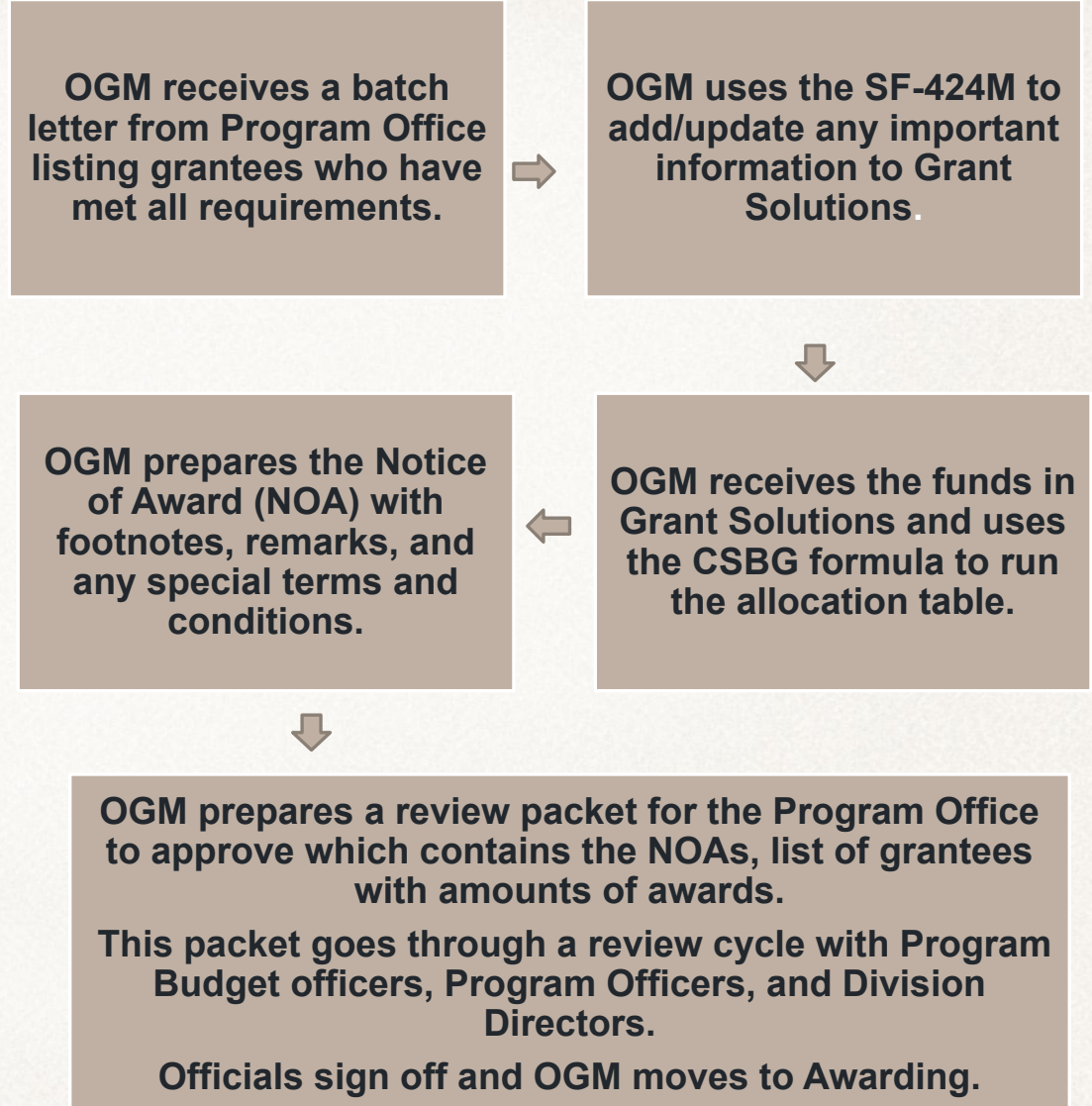
OGM begins
award

Grant
Solutions
Mandatory
Grants
Module
(MGM)

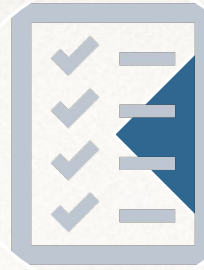


Building your Award

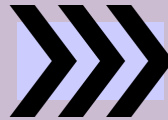
OGM the Mandatory Grant Module (MGM) in Grant Solutions to build awards.



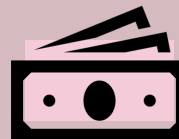
Award Completion



**Grants
Management
Officer certifies the
approved awards**



**GrantSolutions
transfers awards
into UFMS
overnight**



**Grantees' awards
are in PMS, usually
within 24 hours**

Terms of the Grant Process

TIM CHAPPELLE



Project period vs. Budget period

Project Period

The period established in the award document during which awarding agency sponsorship begins and ends.

Budget Period

The budget period is the period during which you are authorized to spend the funds awarded, and it is shown in the Notice of Grant Award.

Period of Performance

The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (Source: 45 CFR 75.2).



Obligation vs. Liquidation

Obligation – Orders placed for goods and services, contracts and subawards made, and similar transactions during the period of performance that requires payment by the non-federal entity (Source: 45 CFR 75.2).

Obligation Period - The two-year project period for this award is concurrent with the obligation period, from the first day of the FFY for which these funds were awarded through the last day of the following FFY (i.e., October 1, FFY 1 through September 30, FFY 2).



Obligation vs. Liquidation cont'd

Liquidation – All properly obligated federal funds awarded under this grant must be liquidated in accordance with the recipient's own fiscal control and funds control procedures. Recipients are encouraged to liquidate all obligated federal funds no later than 90 days after the end of the obligation period (i.e., December 30 following the end of federal fiscal year 2).

If the recipient requires more than 90 days from the project period end date to liquidate allowable costs, GMO may approve an extension when requested by the recipient.



Obligation vs. Liquidation cont'd

- ❑ Recipients must obligate CSBG funds within the first 2 years of the award to meet the federal statutory requirement.
- ❑ The HHS Block Grant Rules at 45 CFR Part 96.30 (a) allow recipients to spend their block grant funds in the same manner as they spend their own funds.
- ❑ In the event additional time is needed to liquidate obligations, then there is a process to which recipients must adhere.



Post Award

ANGEL CHEN



Reporting Requirements

- Grants awarded prior to FFY 2021**, Federal Financial Reports (FFR) Form SF-425 continue to be completed and submitted through GrantSolutions On-Line Data Collection (OLDC) system.
- Grants awarded for FFY 2021 and after**, FFRs must be completed and submitted through the Payment Management System (PMS).
- Recipients will need to update their PMS access profile to include the ability to electronically access and complete their FFRs in PMS.



Reporting Requirements cont'd

- The Annual FFR (covering year 1 of the project period) should be submitted no later than 90 days after the end of FFY 1.
- The Final FFR (cumulative, covering the entire two-year project period) should be submitted no later than 90 days following the end of FFY 2.
- Recipients are required to submit Federal Financial Reports. Timely submissions are encouraged. If the recipient requires additional time to submit these reports, GMO may approve an extension when requested by the recipient.



Extension Requests

- Extension of the liquidation period may be considered, if additional time is needed to liquidate obligations incurred during period of performance.
- Extension of the FFR submission may be considered, if additional time is needed to reconcile final accounting for the period of performance.
- Extension requests should be sent to the Office of Grants Management (OGM) with a copy to Program Office.
- Requests must be submitted as soon as it is clear that such an extension will be needed. OGM recommends 15 days prior to the end of the liquidation period.



Extension Request Checklist

Requests must include the following:

- Grant information
- Detailed explanation for the delay
- Reason for the extension
- Anticipated timeframe for liquidation and Final FFR submission
- Anticipated timeframe for FFR submission if only extension of FFR submission



Drawdown and Closeout

- ❑ Recipients must ensure timely and accurate drawdowns of the Federal funding in PMS.
- ❑ Drawdowns occur after the 90-day liquidation period, GMO's approval is required to release the funds.
- ❑ Unless OGM authorizes an extension, recipients are encouraged to liquidate all obligations incurred under the Federal award no later than 90 calendar days after the end date of the period of performance.
- ❑ The GONE Act (Grants Oversight and New Efficiency Act) requires Federal agencies to close out grants that have been expired for two or more years.
- ❑ Close-out is the process by which a Federal agency determines that all applicable administrative actions and required work of the Federal award have been completed.



Post Award Changes

CHRISTINA KIRKSEY



Change in the Point of Contact

- Requests should be submitted in writing to the Office of Grants Management with a copy to the Program Office Specialist.
- Correspondence should be on company letterhead, signed by the AO, and include the name and contact information of the new POC.
- The 424M should be uploaded into OLDC with the new contact information.
- We will acknowledge your request upon receipt of the updated 424M.



Unified Experience Demonstration

GRANTS SOLUTIONS



QUESTIONS?

