



Grant Basics

VLCT SERIES



Vermont League of Cities & Towns

SERVING & STRENGTHENING LOCAL GOVERNMENT

Presenters:

Katie Buckley, Federal Funding Assistance Program,
Director (kbuckley@vlct.org)

Bonnie Waninger, Federal Funding Assistance
Program Specialist (bwaninger@vlct.org)



**Katie Buckley, FFA
Program Director**



**Kathleen Ramsay,
Municipal Operations
Specialist**

**MUNICIPAL
OPERATIONS
ASSISTANCE**

**Bonnie Waninger,
FFA Program
Specialist**



**Marguerite Ladd,
Government Finance
Specialist**





are
you
ready?

Today's Topics

- Refresher
- Intro to Grant Management
- The Grant Agreement
- Grant Implementation and Management
- Monitoring and Reporting
- Evaluation
- Grant Closeout
- Best Practices

The recorded training will be posted in the VLCT Resource Library at <https://www.vlct.org/resource-library>





Refresher

How did we get here?

Session I - Before the Grant

- ✓ Picking the right project
- ✓ Understanding roles
- ✓ Working as a team
- ✓ Assessing capacity
- ✓ Understanding grant readiness

Session II – Developing and Funding the Project

- ✓ Project development lifecycle
- ✓ Building a funding stack
- ✓ Project budget
- ✓ Grants and how they work
- ✓ What funders want (and don't want) to see in application
- ✓ Understanding local match
- ✓ Accessing capacity and filling gaps





Did you participate
in a previous Grant
Basics webinar?

1. Before the Grant
2. Developing & Funding
Projects
3. Both Sessions
4. Neither Session



Grant Management versus Project Management

What's the difference?

Grant Management

Focuses on use of grant funds

- Knows how grant funds can be used
- Sets, tracks & monitors grant goals and timelines
- Manages relationship with funder and funding pass-through partners
- Ensures compliance with grant terms
- Prepares & submits progress & final reports

Project Management

Focuses on project success

- Develops and monitors project scope
- Sets tracks & monitors project goals and timelines
- Manages the project team to ensure the project is completed on time and within budget

Together, they align resources so that both the grant and the project are successful!



Grant Management

Why is it important?

Effectively managing your grants, satisfying funder requirements, and timely and accurate reporting are important.

- It ensures your organization can keep and use awarded funds.
- It keeps your own internal tracking and accounting processes running smoothly.
- It helps you develop a proven track record, which helps significantly with future grant seeking.
- It fosters stronger relationships with your funders over time.





Grant Management

Why is it important?

Poor grant management results in:

- Lost awards (failure to meet conditions)
- Poor audit results
- Damage to reputation
- Missed reimbursement opportunity or return of funds
- Difficulty securing future grant awards

Grant Management Typical Challenges



Tools



Processes



Time



Staffing



Knowledge



Experience





When does Grant Management start?

1. Before you apply for a grant
2. When you write the application
3. When you sign the grant agreement
4. I have no idea!



Grant Management

Where to start?

Pillars of Effective Management

- Written policies and procedures that meet grant compliance requirements
- Financial management system with grant management capacity ...
 - to keep grant funds separate
 - to produce accurate and timely budget vs. actual reports
- Experienced people managing the grant



Policies and Procedures Minimum Requirements

**TIP: Reference - don't repeat -
policy language in other policies!**

(ex. "...as described in the municipality's
personnel policy" or "...per the
municipality's Conflict of Interest Policy)



Federal

([2 CFR Part 200](#) and federal laws)

- Personnel and Benefits
- Procurement (Purchasing)
- Travel
- [Drug Free Workplace](#)
- Conflict of interest - different than state
- Internal controls
- Equipment & property management procedures
- Subrecipient monitoring and management (if sub-awarding funds)
- Cost Allocation (if recovering overhead costs)



State

(AoA [Bulletin 5](#) and related laws)

- Conflict of interest – different than federal
- Internal controls
- Plus required federal policies when federal funds included



Local

- Adopted policies & procedures



Financial Management System Essential Principals

The meticulous handling of grant funds ensures that every dollar is used to further your proposed project's goals and impact.

- Financial software is your best friend
- Understand grant terms and conditions
- Establish financial policies and controls together
- Track expenditures by grant and verify eligibility
- Monitor budget vs. actuals regularly
- Accurate and on-time reporting is essential
- Review reports with the project management team
- Retain backup documentation
- Prepare for financial audits

TIP: Build grant application budgets with your town's finance staff/Treasurer. They need to know what will be required *before* the grant agreement is signed.

Build Team Experience

Accessing Capacity and Filling Gaps

Grants require having capacity not only to write and manage them, but also to complete the project and maintain it over time.

You can add capacity by:

- Enlisting experienced volunteers to help.
- Hiring additional staff or sharing a position with another municipality.
- Working with a service provider.
- Retaining a consultant.



Build Team Experience

Invest in your own capacity

Learn More about Grant Management

- The internet is your friend*
- Use State and Federal online coaching
- Ask for advice – use neighbors, your [RPC](#), and [VLCT](#).

Start Internal Conversations

- Brainstorm together to identify what's working, what could be strengthened, and what needs to be crafted anew.

Invest in Continuous Improvement Culture

- Streamline your process
- Understand your tools, their limits, and their potential

*Nonprofits, institutes of higher education, and states have different federal requirements than local governments. The internet can provide the ingredients, but you must learn to cook them based on requirements for local government and your municipality's needs..



Sources of Grant Money

Public

(more restrictive = more “strings”)

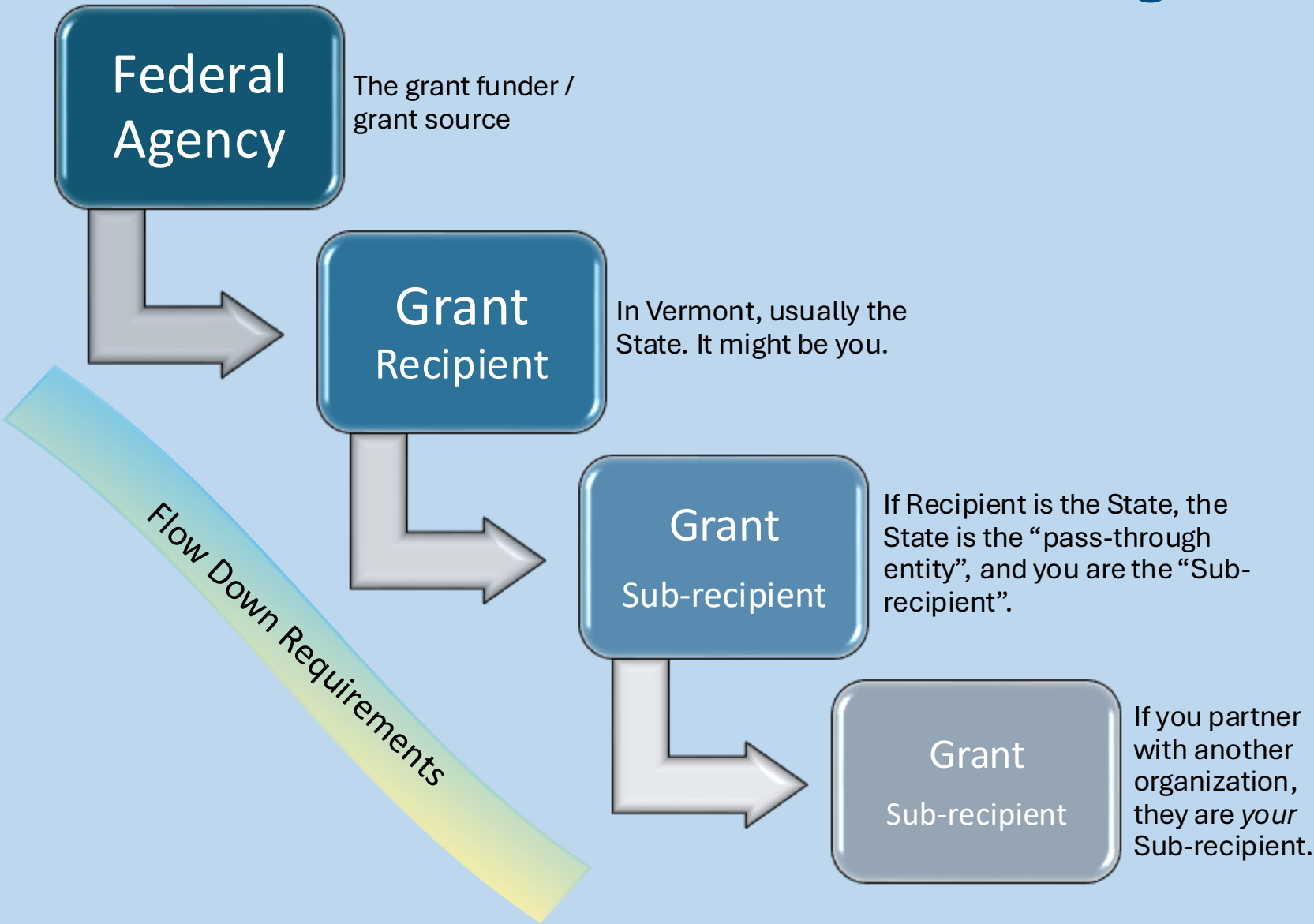
- **Federal Grants** – grant source **IS** the federal government
- **State Grants** – grant source is **NOT** the federal government

Private

(less restrictive = less “strings”)

- **For-profit or Non-profit**– grant source is a private entity
(example: AARP [Community Challenge Grants](#) and local banks)
- **Foundation** – grant source is a philanthropic organization
(example: [VT Community Foundation](#))

When is a State grant not a State grant?



All Sub-recipients must comply with “Uniform Guidance”.

2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – is a federal framework for grants management.

Sub-recipient examples:

- HUD CDBG → VT Agency of Commerce
- FEMA Public Assistance → VT Emergency Management
- EPA Clean Water State Revolving Fund → VT DEC Wastewater Loans
- FHWA Transportation Alternatives → VTrans

Contractors are not sub-recipients.

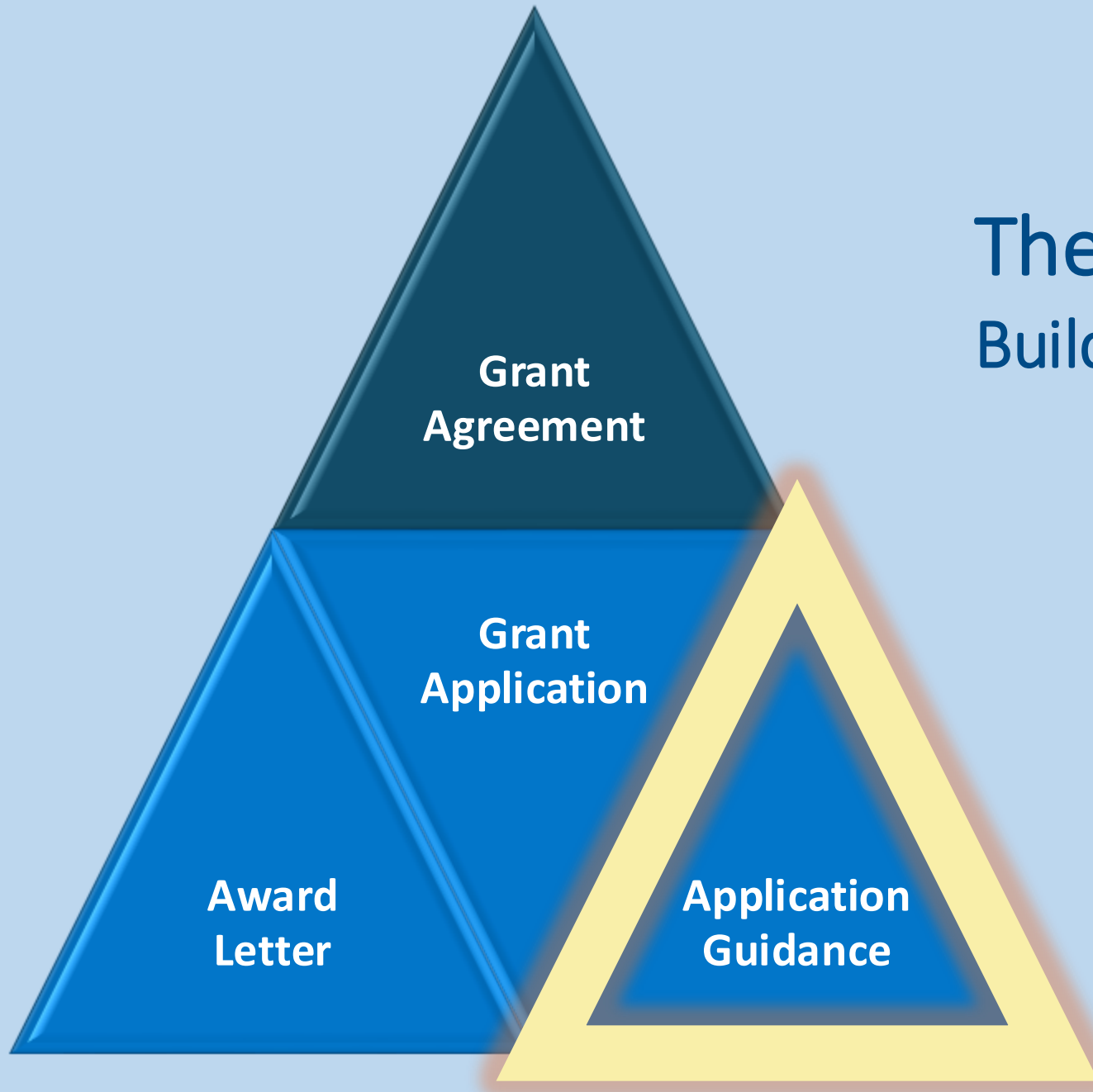


Have you ever read a Grant Agreement?

1. I'm new to grants, and I've never seen one.
2. Are you kidding?
3. Well, I skimmed it.
4. Yes, but I didn't understand most of it.
5. Absolutely! Cover to cover with all the detail!



The Grant Agreement Building for Success



Application Guidance

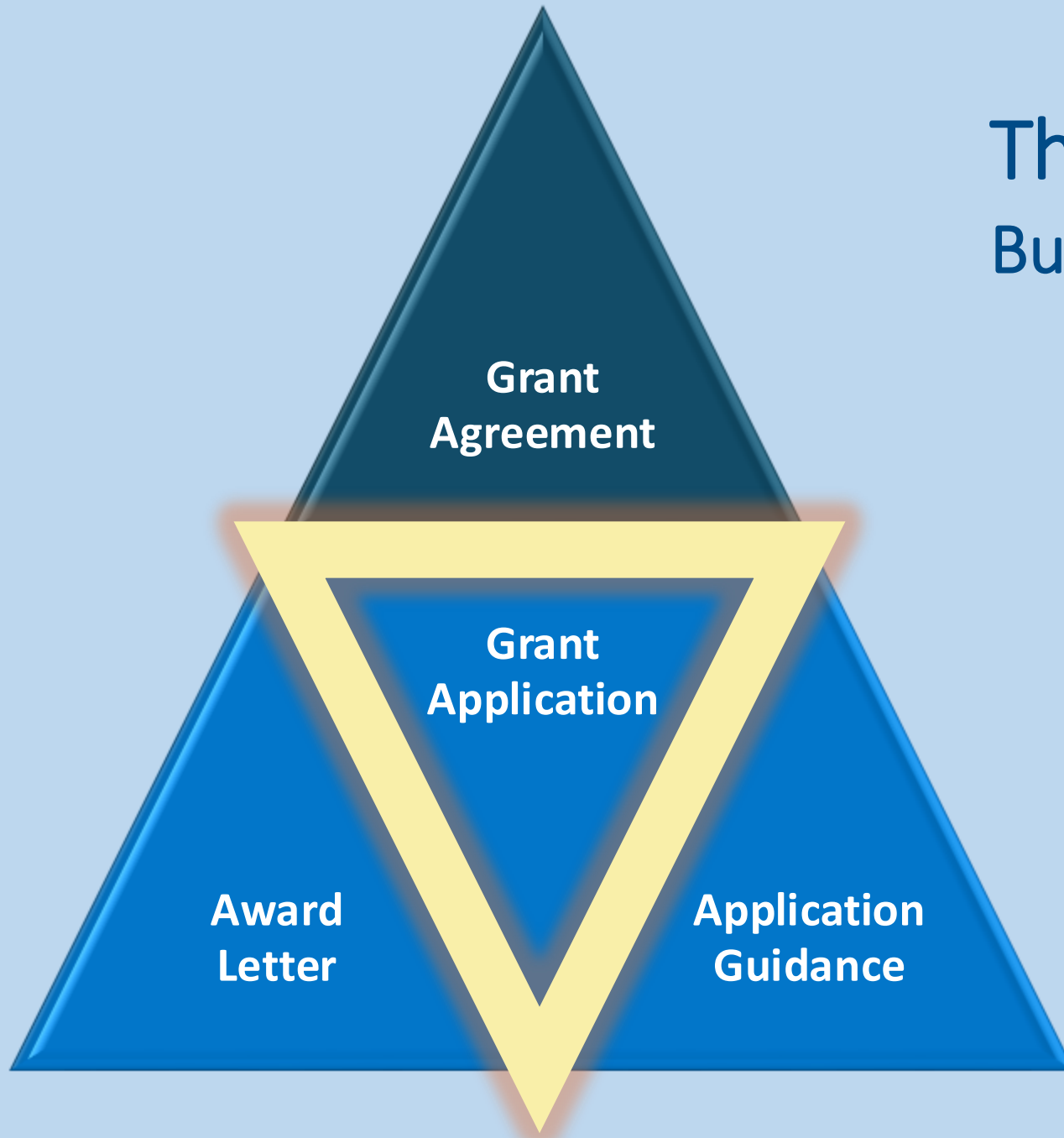
The funder's aspirations, goals, and rules for the grant.

Grant program guidance and application materials tell you about most requirements.

TIP: Read guidance thoroughly!

The Grant Agreement

Building for Success



Grant Application

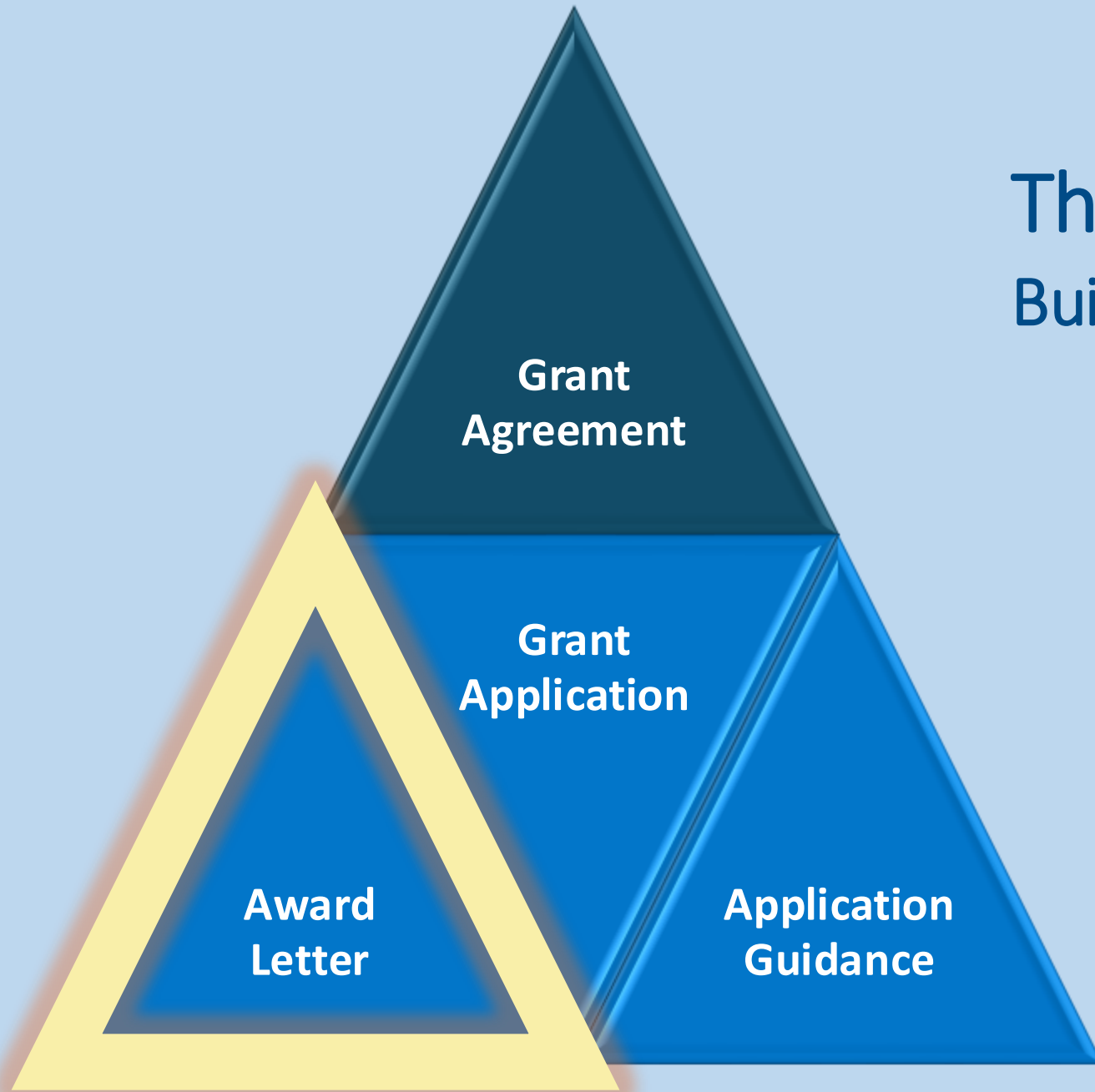
Your hopes, dreams, and commitments for a project.

You commit to...

- ✓ Meet match (local share) requirements
- ✓ Follow the grant program's schedule
- ✓ Perform eligible activities
- ✓ Submit required reports
- ✓ Met compliance requirements
- ✓ Pay for activities prior to reimbursement
- ✓ Do what you say you are going to do!

The Grant Agreement

Building for Success



Award Letter

Notification of an award.

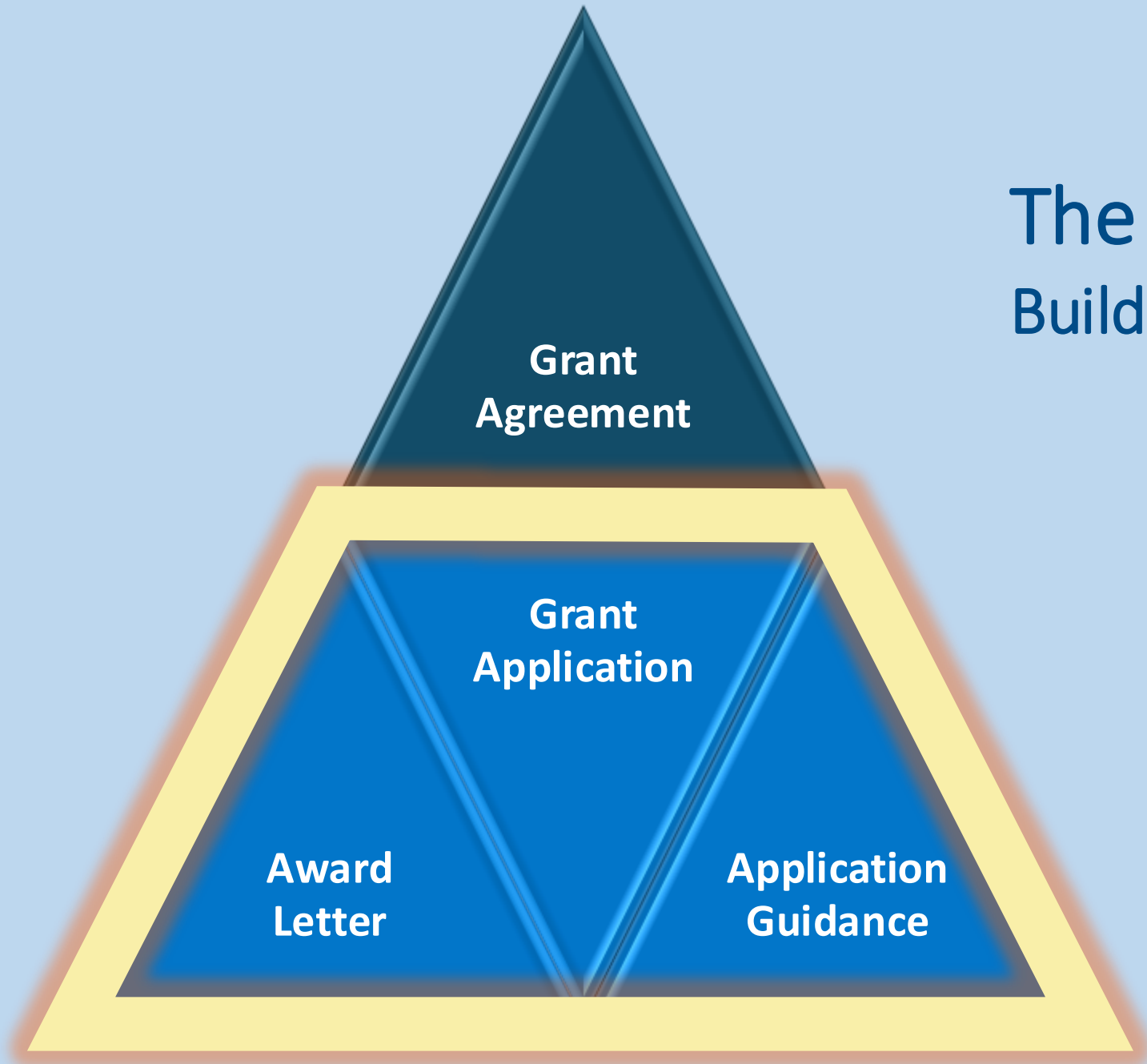
A cause for celebration!

☞ But don't start grant-funded work yet.

The letter may contain pre-award conditions (actions) you need to accomplish before you receive a grant agreement offer and can start grant-funded activities.

The Grant Agreement

Building for Success



To build a strong base for your grant agreement...

- ✓ Know what the grant requires and allows
- ✓ Don't make commitments you can't honor
- ✓ Read and follow through on Award Letter requirements

The Standard Grant Agreement Contents*

- Cover page (if applicable)
- Standard Agreement
- Scope of Work
- Payment Provisions
- Customary Provisions
- Other Provisions (if applicable)
- Special Conditions (if applicable)

The image shows the cover page of a grant agreement from the State of Vermont. At the top, it features the Vermont state logo and the text: "VERMONT STATE OF VERMONT STANDARD SUBRECIPIENT AGREEMENT (Federal Fund Source to Non-State Subrecipient) VERMONT DEPARTMENT OF PUBLIC SAFETY FEDERAL PROGRAM TITLE FEMA Public Assistance". Below this, it says "AGREEMENT WITH [redacted] Agreement #02140-[redacted] Award Amount: \$ [redacted]". A large rectangular box contains a checklist of items for "DPS Financial Office Use Only". The items include: Unique Entry ID# Checked on SAM.gov, Suspension and Debarment Exclusions Checked on SAM.gov, DPS Restricted Parties List Checked, Risk Assessment Completed, Subrecipient vs. Contractor Determination Form Completed, Single Audit Check & Delinquent SAR (VT Bulletin 8, Eligibility Query in VISION, Date: [redacted]), BOS Office of Purchasing & Contracting Debarment List Checked (https://bos.vermont.gov/purchasing-contractingdebarment), Certificate of Insurance, Executive Compensation Data Collected (if subaward \$30K or over), VT Grant Tracking (VISION), FFATA (if \$30K or over), and FFATA Executive Compensation Amount (if required). Each item has fields for Date and Initials. At the bottom of the box, it says "Federal Fund Standard Format to Non-State Subrecipients Only".

* For a Grant from/through SOV

Read the Entire Grant Agreement.

Read the **WHOLE** thing, not just the cover page!

- It is a legal instrument of financial assistance between you and the funder.
- Acceptance of the agreement content is assumed unless objections are raised before signing.
- Once executed (fully signed), it is a binding agreement.

And read the cover letter/email too!

- Don't miss response and acceptance deadlines and lose the grant.

TIPS:

- **Print your grant award documents and highlight important details.**
- **Take notes as you read and read them at least quarterly....** Remembering the details on Day 1, much less on Day 365, is challenging.





Regardless of the source of funds (federal or state), all SOV grant agreements should have a similar format.



SOV Standard Grant Agreement

Part 1 – Grant Award Detail

Part 1 – Grant Award Detail

Four Sections:

- Section I – General Grant Information
- Section II – Subrecipient Award Information
- Section III – Funding Allocation
- Section IV – Contact Information

STATE OF VERMONT GRANT AGREEMENT
Part 1 - Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

Grant #: _____ Amendment #: _____
Grant Title: _____
Amount Previously Awarded: \$0.00 Amount Awarded This Action: \$0.00 Total Award Amount: \$0.00
Award Start Date: _____ Award End Date: _____ Subrecipient Award: YES NO
Supplier #: _____ Grantee Name: _____
Grantee Address: _____ State: _____ Zip Code: _____
City: _____ Business Unit: _____
State Granting Agency: _____ Description: _____
Performance Measures: YES NO Match/In Kind: _____ Performance Period: _____ Scope of Work: _____ Other: _____
If this action is an amendment, the following is amended: _____
Amount: _____ Funding Allocation: _____

SECTION II - SUBRECIPIENT AWARD INFORMATION

Grantee Identifier (URI #: _____ Interest Rate: _____ %
Grantee Fiscal Year End Month (MM format): _____ STATE: YES NO
URI Registered Name (if different than state supplier name in the SI): _____ E&O: YES NO

SECTION III - FUNDING ALLOCATION

Fund Type	Awarded Previously	Award This Action	Cumulative Award	Special & Other Fund Descriptions			
				Fund	Fed Award Date	Total Federal Award	
General Fund			\$0.00				
Special Fund			\$0.00				
Other State Funds			\$0.00				
FEDERAL FUNDS <small>(includes subrecipient federal (development) funds)</small>							
Agency	Program Title	Awarded Previously	Award This Action	Cumulative Award	Fund	Fed Award Date	Total Federal Award
				\$0.00			
Federal Awarding Agency: _____ Federal Award Project Desc: _____							
Federal Awarding Agency: _____ Federal Award Project Desc: _____							
Federal Awarding Agency: _____ Federal Award Project Desc: _____							
Federal Awarding Agency: _____ Federal Award Project Desc: _____							
Federal Awarding Agency: _____ Federal Award Project Desc: _____							
Federal Awarding Agency: _____ Federal Award Project Desc: _____							
Total Awarded - All Funds				\$0.00	\$0.00	\$0.00	

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

Form Effective 12/20/2014



SOV Standard Grant Agreement - Part 1 – Grant Award Detail

SECTION I – GENERAL GRANT INFORMATION

STATE OF VERMONT GRANT AGREEMENT		Part 1-Grant Award Detail	
SECTION I - GENERAL GRANT INFORMATION			
¹ Grant #: <input type="text"/>		² Original <input type="checkbox"/>	Amendment # <input type="checkbox"/>
³ Grant Title: <input type="text"/>			
⁴ Amount Previously Awarded: <input type="text" value="\$0.00"/>	⁵ Amount Awarded This Action: <input type="text" value="\$0.00"/>	⁶ Total Award Amount: <input type="text" value="\$0.00"/>	
⁷ Award Start Date: <input type="text"/>	⁸ Award End Date: <input type="text"/>	⁹ Subrecipient Award: YES <input type="checkbox"/> NO <input type="checkbox"/>	
¹⁰ Supplier #: <input type="text"/>	¹¹ Grantee Name: <input type="text"/>		
¹² Grantee Address: <input type="text"/>			
¹³ City: <input type="text"/>		¹⁴ State: <input type="text"/>	¹⁵ Zip Code: <input type="text"/>
¹⁶ State Granting Agency: <input type="text"/>			¹⁷ Business Unit: <input type="text"/>
¹⁸ Performance Measures: YES <input type="checkbox"/> NO <input type="checkbox"/>	¹⁹ Match/In-Kind: <input type="text"/>	Description: <input type="text"/>	
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			

SOV Standard Grant Agreement - Part 1 – Grant Award Detail

SECTION II - SUBRECIPIENT AWARD INFORMATION		
²¹ Grantee Identifier [UEI] #: <input type="text"/>	²² Indirect Rate: <input type="text"/> % (Approved rate or current Federal de minimis)	²³ FFATA: YES <input type="checkbox"/> NO <input type="checkbox"/>
²⁴ Grantee Fiscal Year End Month (MM format): <input type="text"/>		²⁵ R&D: YES <input type="checkbox"/> NO <input type="checkbox"/>
²⁶ UEI Registered Name (if different than VISION Supplier Name in Box 11): <input type="text"/>		

SECTION II – SUBRECIPIENT AWARD INFORMATION

A “subrecipient” relationships exists when the grant source is federal money. But some State agencies use this section even if the grant source is only state money.

- (21) Grant Identifier [UEI] #** - your 12-character alphanumeric Unique Entity Identifier assigned, managed and owned by the federal government through [SAM.gov](https://sam.gov). It validates your legal business name and address.
- (22) Indirect Rate** – Indirect costs are overhead costs...and there’s a special federal process if you want to recoup them. The amount or percentage would be included here. Some Granting Agencies might allow indirect costs (overhead) of 10% or less to be charged without the federal hoops. Know the rules before charging indirect costs.
- (23) FFATA** – [Federal Funding Accountability and Transparency Act](#). You may have reporting requirements if you receive a grant directly from the federal government or are a state grantee.

SOV Standard Grant Agreement - Part 1 – Grant Award Detail

SECTION III – FUNDING ALLOCATION

Does your award include federal funds?

Subrecipient Annual Reports are due annually within 45 days after your fiscal year end date. If you file late, new grant awards are held until you file this report.

TIP: Keep a master record about all grant agreements. It makes filing your Subrecipient Annual Report easier.

SECTION III - FUNDING ALLOCATION							
STATE FUNDS							
Fund Type		²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions		
General Fund				\$0.00			
Special Fund				\$0.00			
Global Commitment (non-subrecipient funds)				\$0.00			
Other State Funds				\$0.00			
FEDERAL FUNDS <i>(includes subrecipient Global Commitment funds)</i>					Required Federal Award Information		
³¹ ALN#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award
				\$0.00			
³⁹ Federal Awarding Agency:			⁴⁰ Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		\$0.00	\$0.00	\$0.00			

SOV Standard Grant Agreement - Part 1 – Grant Award Detail

SECTION IV - CONTACT INFORMATION	
⁴¹ STATE GRANTING AGENCY	⁴² GRANTEE
NAME: <input type="text"/>	NAME: <input type="text"/>
TITLE: <input type="text"/>	TITLE: <input type="text"/>
PHONE: <input type="text"/>	PHONE: <input type="text"/>
EMAIL: <input type="text"/>	EMAIL: <input type="text"/>

SECTION IV – CONTACT INFORMATION

- **State Granting Agency** – The program staff person who will administer the grant for SOV. This is the person you talk to about questions, clarifications, grant agreement conditions, amendments, etc.
- **Grantee** - Who should be your municipality's designated point of contact for grants? A person knowledgeable about the grant and the project as well as your municipality's policies, procedures, systems, and processes.

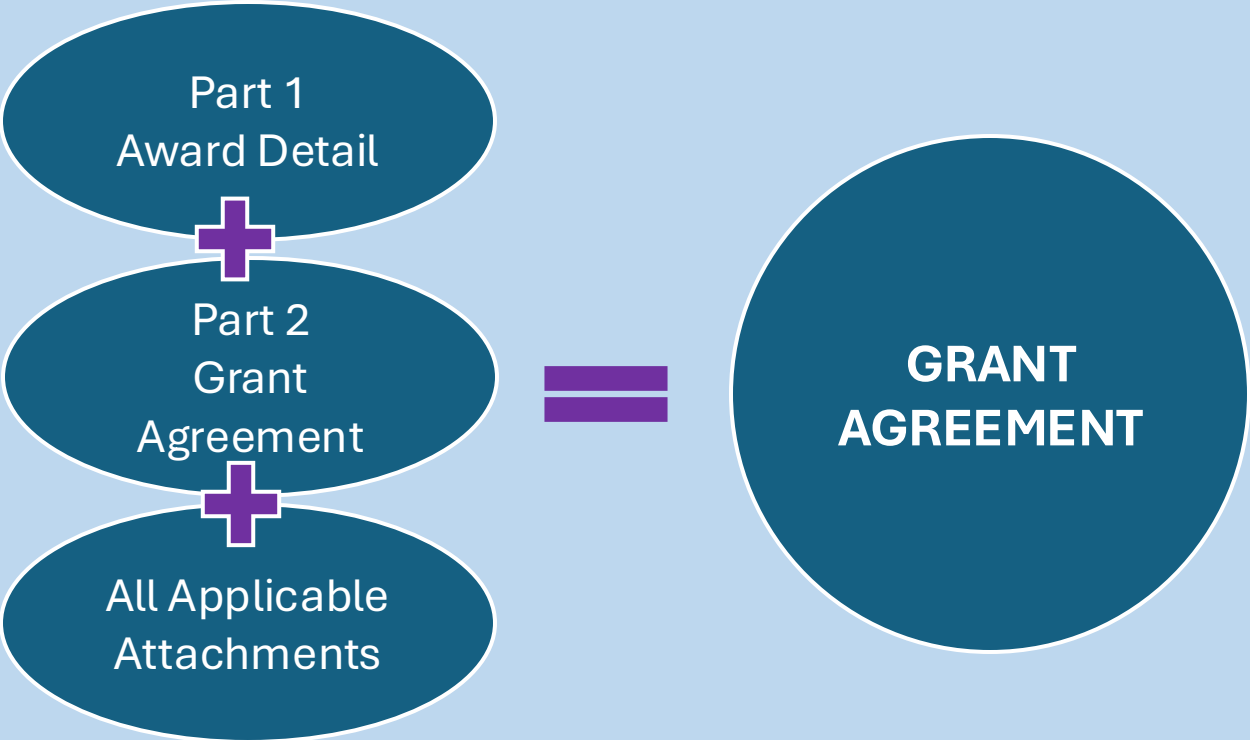
TIPS:

- **Develop a list of the responsibilities and duties of your grant manager, then make sure they have been communicated to, and understood by, the person filling this role.**
- **Assign a town email address to any volunteer that is acting as your grant or project manager. All their correspondence related to the grant is subject to public records law.**

SOV Standard Grant Agreement

Part 2 – Grant Agreement

- Serves as a cover sheet
- Although the Part 2 has signatures on it, and is titled “Grant Agreement,” it alone is NOT your grant agreement!



State of Vermont
Standard Grant Agreement

Agreement # _____

Part 2 – Grant Agreement

1. **Parties:** This is a Grant Agreement between State of Vermont
Department of _____ (hereinafter called "State")
Division of _____
And _____
with principal place of business at _____
(hereinafter called "Grantee").
It is the grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter:** The subject matter of this Grant Agreement is _____

3. **Award Details:** Amounts, dates and other award details are as shown in the attached Grant Agreement Part I-Grant Award Detail. A detailed scope of work covered by this award is described in Attachment I

4. **Amendment:** No changes, modifications, or amendments to the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.

5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least _____ days in advance.

6. **Attachments:** This Grant consists of _____ pages including the following attachments that are incorporated herein:
Grant Agreement-Part 1 – Grant Award Detail
Grant Agreement Part 2 – Grant Agreement
Attachment A – Scope of Work To Be Performed
Attachment B – Payment Provisions
Attachment C – Customary State Grant Provisions
Attachment D – Other Provisions

7. **Order of Precedence:** Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:
1) Grant Agreement Part 1 and Part 2
2) Attachment C
3) Attachment D (if applicable)
4) Attachment A
5) List other attachments in order of precedence
6) Attachment B

** Signature blocks on following page not shown here

SOV Standard Grant Agreement

Attachment A – Scope of Work to be Performed

Contents generally should reflect what you submitted in the grant application.

The level of detail included and how the scope is presented will vary by agency.

- May resemble a task list.
- May include performance measures.
- May include progress reporting elements.
- Should list grant deliverables.

Scope examples:

Project Scope of Work: The grantee shall proceed with the project as follows for each pre-identified municipality to be served in the region:

- 3.1 Conduct a review to determine municipal readiness to apply for an NDA by preparing a draft application, maps, and potential boundaries to evaluate compliance with the application requirements; and
- 3.2 If the draft application appears to meet the program requirements, schedule a pre-application meeting with the Department and the municipality; and prepare any necessary revisions requested by the Department; and
- 3.3 If the draft application cannot meet program requirements, identify necessary updates to the municipal planning framework with any necessary and targeted bylaw amendments in markup format and issue a memo to municipal officials; or
- 3.4 If deemed ready to proceed with a final application, prepare a final application for Downtown Board consideration and conduct any needed coordination with municipal officials to finalize the application.

Table 1: Milestones & Deliverables

#	Milestone	Deliverables	Due Date
1.	Quarterly Check-in with Technical Project Manager (TPM)	<ul style="list-style-type: none"> • Engage in Progress Meeting with TPM • Submit Required Program Quarterly Reporting • Submit Required State Financial Report Form 	10/31/2022
2.	Quarterly Check-in with Technical Project Manager (TPM)	<ul style="list-style-type: none"> • Engage in Progress Meeting with TPM • Submit Required Program Quarterly Reporting • Submit Required State Financial Report Form 	01/31/2023



SOV Standard Grant Agreement

Attachment B – Payment Provisions

- Shows maximum grant amount; may show budget detail - how grant funds will be spent
- Includes reporting requirements
- Describes payment of funds
 - On what basis payments are made - actual cost, deliverable based, schedule based, percent of project completed
 - Requirements for invoices
- Discusses Closeout requirements
 - Demonstrate scope of work completed
 - All required reporting submitted
 - Verification of all requirements met
 - Final invoice and payment

**ATTACHMENT B
PAYMENT PROVISIONS**

The State agrees to compensate the Subrecipient for services performed, up to the Federal share amount stated below, provided such services are within the scope of the Agreement and are authorized as provided for under the terms and conditions of this Agreement.

Budget Detail:

Salaries and Benefits	\$	
Contractual	\$	
Supplies	\$	
Travel & Mileage	\$	
Equipment *	\$	
Other Costs	\$	
Indirect Cost **	\$	
Total Federal Share	\$	
Total Non-Federal Share (Match)	\$	

Subrecipient agrees that grant funds awarded will be used to supplement existing funds for program activities and will not supplant (replace) non-Federal funds. Subrecipients must be able to document local funds were not supplanted with funds from this award (for example: personnel expenses must be supported with actual budget allocations which include this funding source).

* Federal equipment threshold is \$5,000.00¹. Please reference Federal equipment compliance requirements.² Subrecipients must follow their own procurement policy unless the Federal and State requirements are more restrictive.

** Current Rate Approval Letter (under 2 CFR 200.332(a)(4)) must be on file with DPS. It is also important to note that indirect rates may be subject to statutory caps of the Federal program which supersede the requirements of the Uniform Guidance. Refer to Bulletin 5 for further guidance.

During the performance of this Agreement, any of the cost categories may be increased or decreased by up to 10% of the total award with prior written approval from the DPS Finance Office. Approval will be given provided:

1. It is within the Total Award Amount in effect at the time of the adjustment.
2. It does not change the Scope of Work in Attachment A.

Modifications outside of what is outlined above will require an official amendment.

PROGRAMMATIC REPORTING REQUIREMENTS:

- * Under 2 CFR 200.329 (e) Significant Developments: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the subrecipient must inform DPS as soon as the following types of conditions become known:
 1. Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
 2. Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

¹ 2 CFR § 200.313 (d)(1)

SOV Standard Grant Agreement

Attachment C – Standard State Provisions for Grants

“The Strings” - 32 State requirements

- Acknowledges legal requirements
- Protects State interests
- Includes required insurance coverages
- Addresses cybersecurity responsibilities
- Some requirements pertaining to federal funding
- Requirements pertaining to only State-funded grants

Attachment C is available on the VT Buildings and General Services Purchasing and Contracting [Forms webpage](#).



SOV Standard Grant Agreement

Attachment D Other Provisions

Grants are not one size fits all.

- “Other provisions” are specific to each grant.
- Can contain federal requirements such as:
 - Certifications regarding lobbying
 - Debarment and suspension
 - Drug-Free Workplace
 - Procurement
 - Organizational and financial requirements
 - Procedures (written) for payroll, purchasing, contracting, inventory control
 - Conflict of Interest
 - Confidentiality and security of information
 - Reporting templates
 - Work product ownership and intellectual property protections





The Grant Agreement

Key Takeaways

- ✓ **Grant program guidance** - Read it carefully and thoroughly. It contains important details for not only the application process but the entire life of the grant.
- ✓ **Award letter** – Read it carefully and thoroughly. It could contain pre-award conditions that must be met before you will receive a grant agreement.
- ✓ **Grant award documents:**
 - **Read the whole thing and don't skim.** Read ALL parts of the grant agreement, attachments, and ***the cover letter too!***
 - **Print them** - use a highlighter to call out important details.
 - **Take notes** as you read.
 - **Review your notes quarterly.** Trust us, you won't remember all the details on Day 1, much less on Day 365.
 - **Ask questions.** Your funder should have the answers.
- ✓ **Grantee Point of Contact** - List the responsibilities/duties of your grant manager and make sure they have been communicated to, and understood by, the person filling this role.



Grant Implementation and Management

Where to begin?

- Set up a grant project file (ex. Grant: [CDBG](#), [DEC](#); Contracts: [SOV](#))
- Familiarize yourself with grant rules
 - Federal: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or [2 CFR Part 200](#), Updates begin to apply 10/01/24
 - State: Agency of Administration [Bulletin 5](#) and [Bulletin 3.5](#), and
 - The granting agency's rules (read grant agreement fine print, click through links, look up references, ask questions)
- Know when prior approvals are needed
- Know the rules for contracts and subawards.
- Understand payment requests – How, when, and how often?
- Schedule regular meetings between the grant and project manager



Monitoring and Reporting

Monitoring

How do agencies monitor their grantees?

- Desk reviews and documentation – daily
- On-site audits - occasionally
- Single Audits – when required federally



Monitoring and Reporting Financial Reporting

The Treasurer's or Finance Person's Role

- Detailed and timely
- Adequate financial records
- Maintain supporting documents
- Statistical record
- Records retention



Monitoring and Reporting Progress Reporting

Tell the funder what *they* want to know

- Workplan progress
 - outputs - plans, products, meetings
 - outcomes - results, effects, impacts
- Lessons learned
- Adherence to schedule
- Budget versus actuals





Helps funder agencies and grant recipients learn what works, for whom, and under what circumstances

Evaluation

If you pursue evaluation:

- Budget for the costs
- Know how you'll measure success
- Ask stakeholders, participants, beneficiaries, and your funder to provide feedback
- Report what you've learned about challenges, achievements and lessons learned

Grant Closeout

Required documentation

State and Federal Grants

- Final financial report
- Cost share/match documentation
- Program income (if earned)
- Final progress report

Additional for Federal Grants

- Property, equipment & other (if applicable)
- Disadvantaged business enterprises affirmative actions
- Lobbying limits
- Single Audit



Best Practices

Documenting Local Match

Match is a project cost, so it must be documented like other costs.

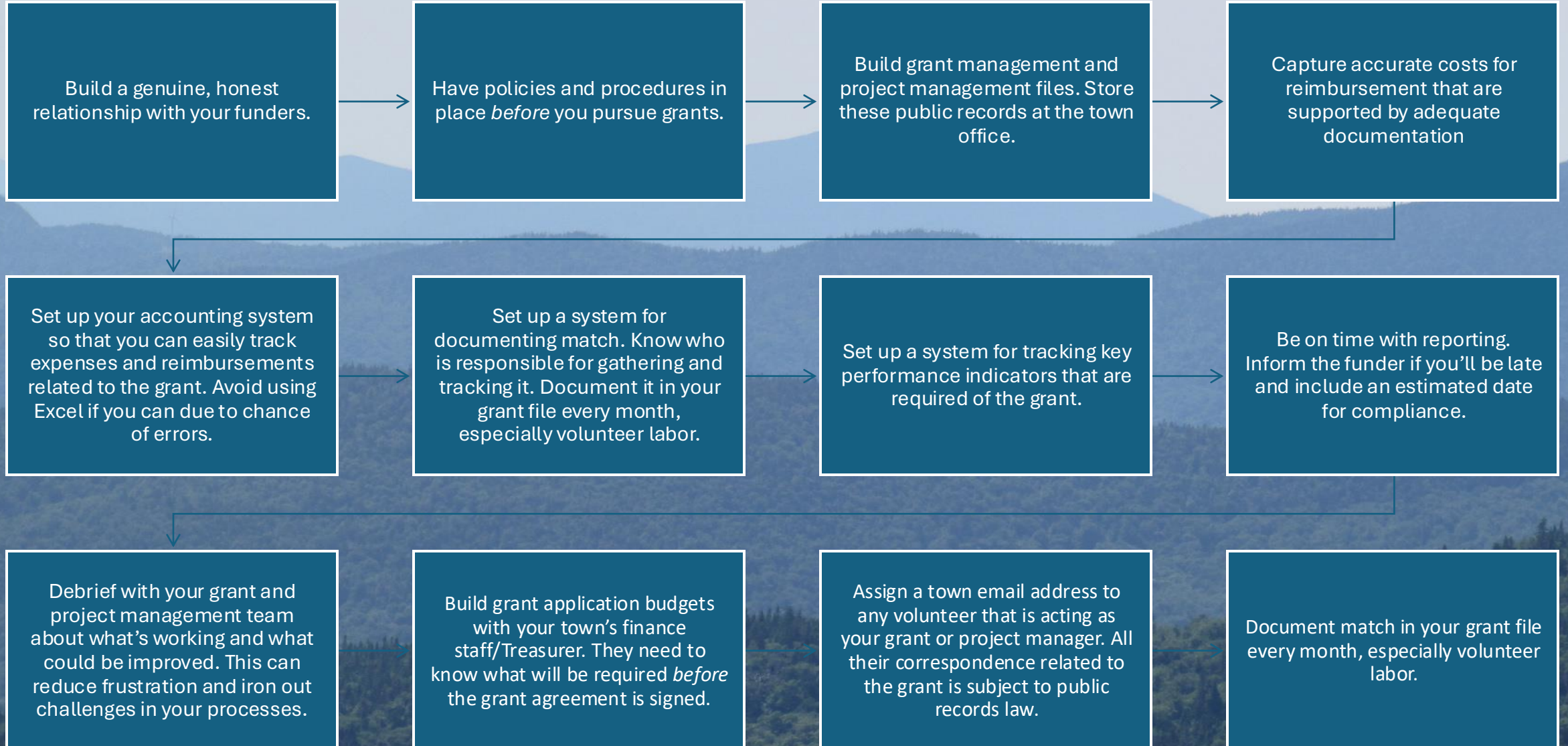
- Personnel/volunteers = logs with dates, times, activity descriptions, rate (if rate otherwise not specified in grant, use Vermont rate from independentsector.org)
- Mileage = use current federal rate
- Donated services* = use personnel log with rates
- Donated equipment* = list equipment used with value (value depends on grant requirement, ex. FEMA Public Assistance, VT Dept. of Forests, Parks, & Recreation)
- Land and structures = value or appraisal

***Caution:** Donated services, equipment, etc. cannot be used as match if the donation was associated with paid services that were discounted.



TIP: Document match in your grant file every month, especially volunteer labor.

Best Practices



Final thoughts



Thank You!



Katie Buckley

Director, FFA Program

kbuckley@vlct.org

(802) 343-6323

Bonnie Waninger

FFA Program Specialist

bwaninger@vlct.org

(802) 585-9174

www.vlct.org