

Key Grant Management Activities in the Life Cycle of a GEAR UP Grant

At each stage of the GEAR UP grant cycle there can be significant management concerns. This tip sheet is provided to generate reminders of the key management concerns in each of the stages. It is not intended to be an exhaustive/comprehensive to-do list.

GRANT STAGES	MANAGEMENT ACTIVITIES
1. Grant APPLICATION	<p>Oversee the application process making sure the application contains all required components</p> <ul style="list-style-type: none"> • The application also meets the organization’s requirements—e.g. cost share • Required approvals sought and obtained • Begin work with human resources to identify staff positions, classification and compensation for all new positions • Assurances and compliance with statutes and regulations are met/in place • Deadlines for submissions met • Ensure organization has current negotiated indirect cost rate with negotiating federal agency
2. GRANT AWARDED/ACCEPTED	<p>Review award document to ensure that it is in agreement with the grant application</p> <ul style="list-style-type: none"> • Information regarding the grant amount requested/approved is aligned • Staffing information is correct and contains no requirements the organization cannot meet • Assess timeliness of award notification and impact on meeting start up requirements <p>Ensure all local procedures for accepting/using grant funds are in place—approvals sought and obtained by grantee</p> <p>Follow organization’s procedures to announce the award</p>

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3. BUDGET SET-UP	<p>Connect local budget process to grant award and federal budget award cycle</p> <ul style="list-style-type: none"> • Establish local budget using local budget categories and align to the 8 GEAR UP budget categories • Monitor timeline to ensure all hiring procedures can be met and the grant is able to move quickly toward implementation • Approvals final for all positions—job descriptions & classifications, compensation packages • Finalize recruitment procedures and establish interview timelines, etc. <p>Determine grant management roles related to budget, expenditure procedures and fiscal reporting in the grant—e.g. who does/approve what, how and in what timeframe</p> <ul style="list-style-type: none"> • Agree on communication procedures between the GEAR UP director and grant accountant, Sponsored Program office, etc. • Establish timelines when the GU director will receive regular trend reports on expenditures and budget <p>Establish draw-down milestones and monitoring balances in GAPS</p> <ul style="list-style-type: none"> • GU director understands grantee draw-down schedule—director must understand the rationale and be able to defend it to your ED Program Officer • Establish payment timelines for sub-grantees, partners or contractors—payments should align with the grantee's draw down schedule and should be timely
4. PROGRAM IMPLEMENTATION	<p>Plan and manage human and material resources</p> <ul style="list-style-type: none"> • Continue with staff recruitment selection & hiring activities • Publish policy and procedures manual including procedure for technology & other materials acquisition & distribution <p>Ensure project makes progress towards objectives—including GPRA standards and indicators</p> <ul style="list-style-type: none"> • Track progress • Monitor evaluation/evaluator in grant performance and take corrective actions • Collect valid and reliable data <p>Ensure compliance with statutes, regulations and grant terms and conditions</p> <ul style="list-style-type: none"> • Submit timely required reports on finances, and progress towards objectives—APR • Submit biennial evaluation report on time • Monitor sub-grantee activities—progress reports, site visits, etc.

GRANT STAGES	MANAGEMENT ACTIVITIES
5. USE OF FUNDS	<p>Ensure financial accountability of the grant</p> <ul style="list-style-type: none"> • Monitor internal processes to ensure federal funds are used correctly and match is documented • Manage sub-granting and contracting processes consistent with federal and state guidelines • Monitor sub-grantee expenditures, including match <p>Report carry-over balances and establish budget for use—be prepared to defend it with your Program Officer</p>
6. GRANT CLOSE-OUT	<p>Request and negotiate No-Cost Extensions (NCE) when necessary</p> <ul style="list-style-type: none"> • Reconcile carry-over balances and establish extended close-out date • Compile and submit the final Financial and Progress Report (FPR) • Dispose of property appropriately—check with your Program Officer if in doubt

