Post Award Grant Management Tips

The Fundamentals:

Program Establishment
↓
Application and Award Process
↓
Quality Control
↓
Reporting
↓
Payments
↓
Project Modification
↓
Audits
↓
Close-Out
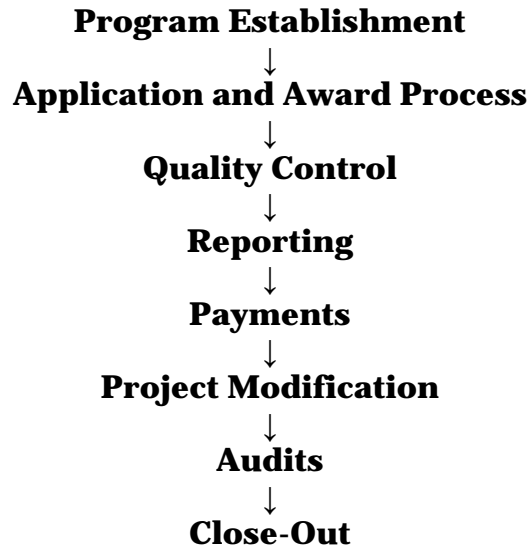
Things to Consider Before Submitting your Application

1. **Set Program Priorities**
   a. Identify Role in Area Maritime Security Plan
   b. Support National Goals and Strategy
2. **Financial Management**
   a. Organizing for receipt of federal funds
   b. Programs versus financial are not mutually exclusive
   c. Understand federal requirements (see references below)
   d. Establish policies and procedures for managing your grant
   e. Focus on fiscal matters
   f. Office of Grant Operations is a tremendous resource
3. **Establish Policies and Procedures** (provides documentation and authorization, tracks modifications and provides accountability and audit compliance)
   a. Integrate federal and state policies
   b. Develop internal and external forms and procedures such as
      i. Progress/evaluation reports and forms
      ii. Blank forms and due dates
      iii. Financial report and special conditions
      iv. Application and award documents
      v. Original application submitted prior to award
      vi. Correspondence
   c. Expectations vs. requirements
   d. Publish formally
4. **Procurement**
   a. Understand differences between types
   b. Review financial guides and OMB circulars
5. **Set up Performance Metrics**
   a. Creates shared understanding and ownership among stakeholders
   b. Tracks program/project activities and results
   c. Maps program/program achievement and progress towards goals.

References for Grants Management:

- Office of Management and Budget (OMB) Circular A-110 for Administrative Requirements (www.whitehouse.gov/OMB/grants/index.html)
- OMB Circular A-133 for Audit Requirements (www.whitehouse.gov/OMB/grants/index.html)
- Office of Grant Operations (OGO) Financial Guide (www.ojp.usdoj.gov/odp/docs/Financial_Management_Guide.pdf)
- 48.CFR Part 31.2 – Contracts with Commercial Organizations (www.arnet.gov/far/current/html/FARTOCP31.html)
- 28 CFR Part 18 (http://www.access.gpo.gov/nara/cfr/waisidx_06/28cfr18_06.html) and 49 (http://www.access.gpo.gov/nara/cfr/waisidx_06/28cfr49_06.html) – Termination
- 28 CFR Part 83 "Government-Wide Requirements for Drug-free Workplace (grants)" (http://www.access.gpo.gov/nara/cfr/waisidx_06/28cfr83_06.html)
- 28 CFR Part 69 "Byrd Anti-Lobbying Amendment" (http://www.access.gpo.gov/nara/cfr/waisidx_06/28cfr69_06.html)

HELP! Can be found at 1-866-9ASKOGO (927-5646) or Ask-ogo@dhs.gov.

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