Grant Management Tips

After the Award – Before the Contract

- Consult with your Grant Contract Administrator
- Provide requested materials promptly to the Grant Contract Administrator
- Review the draft contract thoroughly
  - Verify Scope of Work
  - Verify the Local Contract Administrator
  - Understand the contract details
- Consider scheduling a virtual meeting with the Grant Administrator to go over any aspects of the grant contract that may not be clear so that the project team is on the same page regarding grant requirements.
- Local elected officials may have to authorize entering into the contract by Resolution
- Do not start spending grant and match funds until you have a fully executed contract in hand.
- Understand reimbursement requirements and required documentation to support payment requests

During the Contract

- Keep a copy of the fully executed contract readily available
- Stay up to date on project activities and spending
  - Be sure Contractor invoices are clearly linked to the Scope of Work
  - Keep copies of the Contractor’s Sales Tax Reports
  - Track in-kind local personnel activities and expenses
- Keep up to date on reporting throughout the contract as prompted by the Grant Contract Administrator
- Contact your Grant Contract Administrator if
  - More time is needed to complete the project
  - The project is under budget and spending outside of the Scope of Work is desired
  - The project is more expensive than anticipated and the Scope of Work cannot be completed
  - The Local Contract Administrator needs to change
  - There have been any significant changes to the project scope or budget.

Getting Paid

- If leveraging, be sure the grant and match amounts for each invoice reconcile across the various granting agency reports (no double payments on the same invoice – no making money).
- Compile reimbursement payment request documentation in a well-organized, ‘audit-ready’ manner so that someone not familiar with the project finances could understand the request.
- Complete all closeout requirements as mandated by the Grant Contract Administrator.

From the Access Grant Virtual Workshop Series for Local Governments
January 21 and 26, 2021