



FLC – Grants Symposium

Navigating Grants in the Age of CARES and ARPA

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Speaker



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Objectives of This Training

1. Learn best practices to assemble a centralized grants team.
2. Understand how to find more relevant grant and funding opportunities in this digital age.
3. Understand how technology can work for you in helping governments ensure seamless management and reporting of CARES Act and ARP Act funding.





What's in store for state, local, and tribal governments in American Rescue Plan Act?



States and District of Columbia: \$195.3 Billion

\$ 25.5 billion equally divided where every state receives at least \$500 million.

\$169 billion based on state share of total unemployed workers.



Local Governments: \$130.2 Billion

\$65.1 billion to cities using modified Community Development Block Grant formula.

- \$45.57 billion for municipalities with populations of at least 50,000.
- \$19.53 billion for municipalities with populations of less than



Tribal Governments: + \$20 Billion

\$1 billion divided equally.

\$19 billion divided as determined by Treasury Dept. Secretary.

\$280,000 in Indian Community Development Block Grants.

Sources: State Debt Management Network: <https://sdmn.org/resource/sixth-covid19-spokings/>
House Bill: <https://budget.house.gov/sites/democrats.budget.house.gov/files/documents/S%20Con%20Res%205%20Bill%20Final.pdf>



3 Types of Grants to Pursue in Addition to COVID-19 Funding



Economic Development Grants Examples

Community Development Block Grant (CDBG) programs support the development of urban communities by funding cities and counties to provide better living environments.

CDBG-Disaster Relief funding is widely available in the wake of the pandemic and the subsequent economic crises in communities.



Infrastructure Grants Examples

Latest Appropriations Act of 2021 includes \$1 billion in grants for tribal governments and broadband as well as \$300 million to support broadband infrastructure in rural communities.

Civil Infrastructure Systems under the National Science Foundation encourages innovative research for designing sustainable infrastructure systems, i.e. transportation, construction



Emergency Services Grants Examples

Staffing for Adequate Fire and Emergency Response (SAFER) Firefighter Grant Program- designed to help increase the number of frontline firefighters or rehire laid-off firefighters to better respond to fire hazards and emergencies.



Primary Purposes of ARP Funding

A Treasury Fact Sheet from May 2021 states that the funds may be used to:

- **Support public health expenditures:** COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- **Address negative economic impacts caused by the public health emergency:** Economic harms to workers, households, small businesses, impacted industries, and the public sector.
- **Replace lost public sector revenue:** Funding to provide government services to the extent of the reduction in revenue experienced.
- **Provide premium pay for essential workers:** Additional support to those who bear the greatest health risks because of their service.
- **Invest in water, sewer, and broadband infrastructure:** Make necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand access to broadband internet.



Uniform Guidance and ARP Funding

Like the Coronavirus Relief Funds of the CARES Act, these funds have dates of availability. All funds must be **obligated** within the statutory period between March 3, 2021 and December 31, 2024, and **expended** to cover such obligations by December 31, 2026 or returned.



How to Assemble a Centralized Grants Team

Grants Manager

Dedicated grants specialist to oversee compliance and minute details of funding requirements.

Senior Procurement & Finance Officer

Provides cradle-to-grave assistance with sub-award/subcontracting, and procurement support for grant funding.



Coordinating Officer

Manages at the organizational level from start to finish.

Internal Auditor

Provides general guidance to ensure agency/dept. creates a clear audit trail and is in compliance.



Grants “Specialist”

- **Grant Writer:** Gathers the necessary documentation and fulfills requirements of various awarding agencies. Research, write, edit, and coordinate grant application process.
- **Grant Administrator/Manager:** Responsible for activities of agency before and after the awards process. Establishes standards and deadlines for proposals and ensures compliance with 2 CFR 200.
- **Grant Director/Officer:** Oversees financial administration of federal and state grants and ensures staff accomplish program initiatives.





Coordinating Officer

- **Staff Motivator:** Has experience managing large-scale projects and motivating teams.
- **Mid-to-Senior Level:** Has enough seniority to affect policy and make decisions on behalf of the organization.
- **Good Communicator:** Speaks before legislators, elected officials, and/or coordinating organization-wide strategy.





Senior Procurement Officer

- **Procurement Expert:** Knows procurement well enough to provide subaward/subcontracting and procurement support of grants.
- **Supervisory Role:** Oversee what's being provided for, act in supervisory role, and draw up plan to designate funding for procurement of equipment/services for grant requirements.
- **Emergency Tested:** Coordinates activity during crises and emergencies and should be senior-level in order to navigate.





Internal Auditor

- **AKA Compliance Officer:** Provides guidance to ensure you create a clear audit trail and are in compliance with grant requirements.
- **In the Loop:** Must be engaged by the grant team constantly to be kept abreast of grants activity.
- **Unbiased:** Looks at the entire process from an unbiased macroscopic view and provides situational awareness for the team, i.e. changes in legislation or funding requirements.





How COVID-19 Impacts Single Audits

MEMOS

- **M-21-20:** Promoting Public Trust in the Federal Government through Effective Implementation of the American Rescue Plan Act and Stewardship of the Taxpayer

Resources

EXTENSIONS

- **M-21-20:** Extends date by 6 months for FYs ending 6/30/2021
- **2 CFR §200.501**

SEFA - Schedules of Expenditures of Federal Awards Reporting:

Guidance has also been issued: Additionally, in order to provide adequate oversight of the COVID-19 Emergency Acts funding and programs, recipients and subrecipients must separately identify the COVID-19 Emergency Acts expenditures on the Schedules of Expenditures of Federal Awards and audit report findings.

LOW-RISK STATUS

- Will still qualify as low-risk auditee as defined in (2 CFR §200.520(a))

CSLFRF:

- Funds are assigned CFDA #21.027
- Funds ARE auditable under Single Audit
- Funds CAN pay for expense of Single Audit
- Funds paid to subrecipients count toward threshold of Single Audit Act



FAQ #1: What is a Single Audit?

2 CFR

200.514(b)

A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

FAQ #2: Why is it called a Single Audit?

Prior to 1984, each federal grant-making agency was required to perform their own audit. The Single Audit Act of 1984 standardized audits for state, local, and tribal governments.



Annual



Preparation



Communication



Collaboration



Documentation



FAQ #5: Do all recipients of federal grants need a single audit?

- **Single Audit required when (2 CFR 200.501(b)):**
 - Expend more than \$750,000 in federal funding on multiple awards
 - *In accordance with 2 CFR 200.514 Scope of Audit*
- **Program Specific Audit required when (2 CFR 200.501(c)):**
 - Organizations that expend \$750,000, but from only one federal program, and federal agency does not require a financial audit



Preparation



Communication



Collaboration



Documentation



FAQ #8: What other considerations beside financial elements do the auditors review?





Finding More Relevant Grants & Funding Opportunities

- 1 Identify the Need
- 2 Gather Information
- 3 Determine the Funding Amount
- 4 Develop Your Methodology
- 5 Prepare Your Application





Step 1: Identify the Need

Need to determine where to direct your funding:

- Whom will this funding benefit?
- What outcomes are we hoping to achieve?
- How does this need align with the mission of my organization?
- Will this be for a new project or services, project expansion, or community needs?





Identify the Need

If you don't have a pulse on the biggest challenges facing your surrounding community, conduct a needs assessment.

Center of Urban Research and Learning and the Department of Psychology Loyola University Chicago recommend qualitative questions like these in your survey:

- *What are 3 things you like most about living in your community?*
- *What are 3 things you would like to improve about your community?*
- *What is an effective way to get residents involved in their community?*





Step 2: Gather Information

Gather supporting documentation and statistics. Make sure this is targeted data that represents the populations you are working with:

- **Determine the area of demographics.** Look closely at the population numbers of the community you intend to serve. Make sure to capture everyone who will be impacted by this project and services.
- **Analyze the project data.** Determine your who, what, where, and when. For example, if you're looking to do a construction project, where would you build? Do you need an environmental study completed? What population would it be—urban vs. rural? Are you collaborating or sharing services with another organization?
- **Identify stakeholders.** This can include a project manager, leadership whose buy-in you need, the community, and your grants team. Make sure that, if they're not on your team already, procurement and





Step 3: Determine Funding Amount

When determining funding amount, consider these questions, i.e if you have a \$100,000 project but an agency is only offering \$50,000:

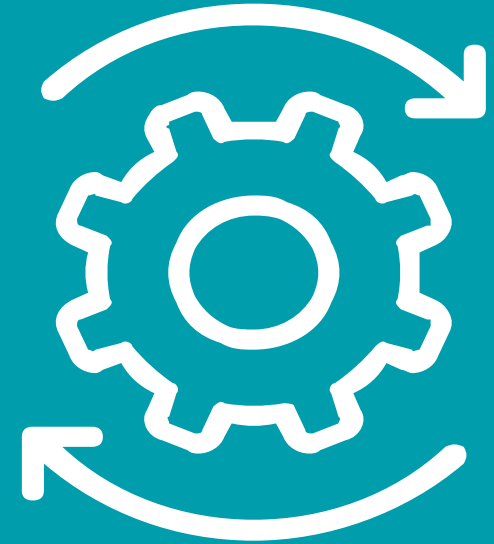
- How many awards is an agency planning to offer?
- What makes your organization competitive?
- Are you competing against 10 or 100 other departments or agencies?
- What is the maximum amount they will award?
- Don't forget to cover your indirect costs!





Step 4: Develop Your Methodology

- Having a clear description of your methods in your grant proposal that shows how you will accomplish your project objectives will make your application much more competitive.
- The bulk of your methodology should contain detailed descriptions of project activities and how they will be carried out.
- Demonstrate resources that you have available to achieve your project objectives i.e. personnel (grants dream team) and how they will be selected.



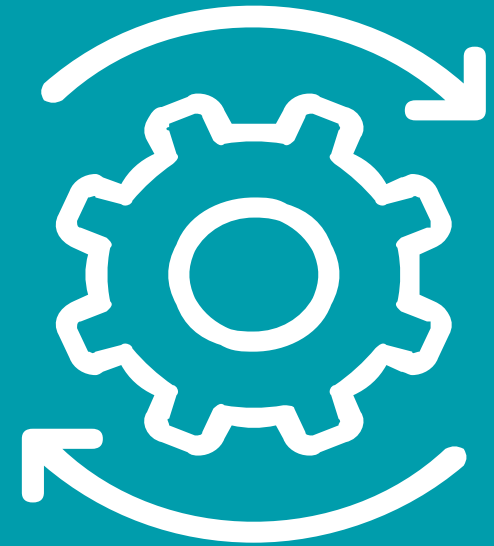


Develop Your Methodology (cont.)

Demonstrate previous success on grant projects and how you plan to measure success on an awarded application.

Show measurable indicators like:

- Number of active grants
- Total grant portfolio
- Spending health
- Task and files health
- Performance health
- Overall health

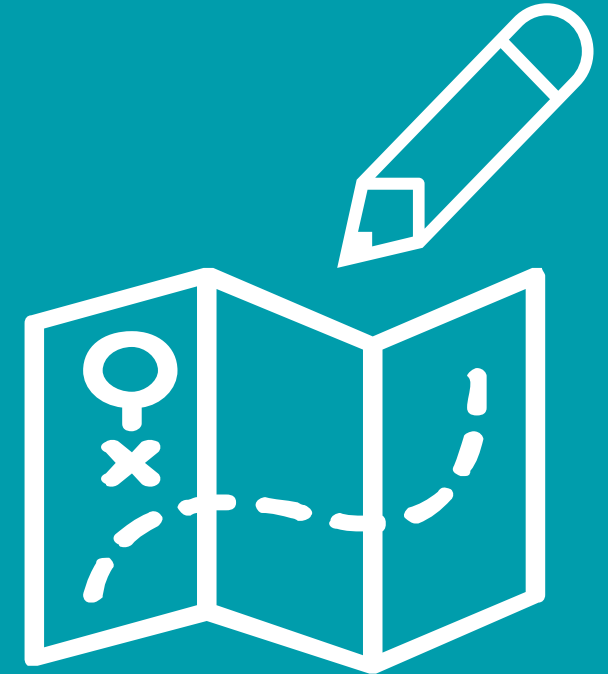




Step 5: Prepare Your Application

Here are the essential components of a strong grant proposal:

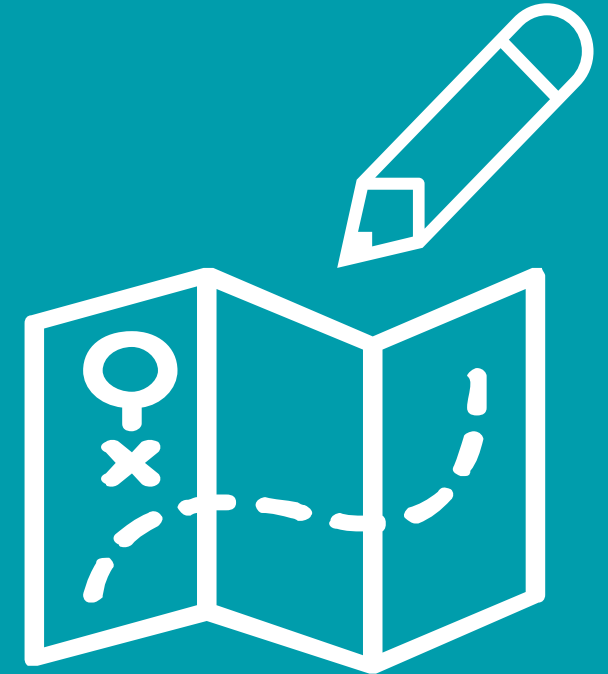
- **Introduction:** Two to three sentences that summarize your agency's goals and why your agency should be selected for a grant award.
- **Organization description:** A summary of your agency or department, any previous grants you have won, and the work your agency does.
- **A statement of need:** The problem statement" of the grant proposal.
- **Project narrative (methodology):** A clear description of the methods that will be used to accomplish your project objectives.
- **Goals and objectives:** Details of desired outcomes of your project and how success will be measured so the awarding agency can better picture how funds will be put to use.





Prepare Your Application (cont.)

- **Personnel/resources:** A summary of how many will be working on the project and their roles as well as tools that will be required (i.e., technology, equipment or facilities).
- **Timeline:** Refer to Step 2 in building a timeline.
- **Budget Summary:** A breakdown of anticipated costs to complete the project (justifying your ask for the amount of funding).
- **Reporting:** How performance of grants will be measured while aligning with goals of awarding agency. What steps will your agency take to ensure compliance and transparency?





Do's and Don'ts for Grant Writing and Preparation



DON'T: Underestimate Length in Timeline

Too often, we see applicants pursuing grants without understanding the time it actually takes to research a funding opportunity and develop a competitive proposal.



DON'T: Reuse Same Application for Different Opportunities

Every funding opportunity is different, especially when it comes to government.

vs

:



DO: Take Time to Prepare

If possible, give yourself 6 months to a year in advance to properly prepare. Some grants require that your research or data is at least over the period of a year.

vs

:



DO: Read the Funding Requirements CAREFULLY

Take the time to read over the funding requirements and make sure your proposed program or project aligns with both the mission of your organization and that of the funder. Tailor your proposal.



Do's and Don'ts for Grant Writing and Preparation (cont.)



DON'T: Be Conservative When It Comes to Funding

Many applicants end up asking for too little in their grant proposals, failing to account for indirect costs like administrative, IT, equipment, supplies, facilities, etc.

vs
:



DO: Get Your Cost Allocation Plans in Order

Some agencies will tell you if a cash match is required and some offer a waiver for the match. You can use unrecovered costs, i.e. indirect costs for a cash match. Have your cost allocation plans so you know your direct AND indirect costs to make the most of your grant funding.



DON'T: Go At It Alone

Winning a grant award cannot fall solely on the shoulders of the grant writer/administrator.

vs
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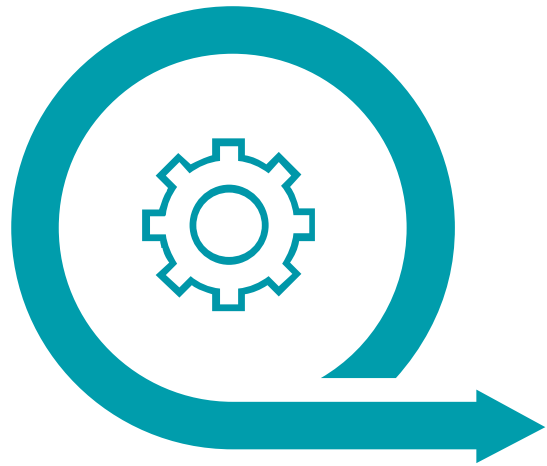


DO: Reach Out to Key Players Early

Loop in finance and accounting early on and make sure you have someone in the capacity of an internal auditor so you can make sure you're adhering to compliance every step of the way.

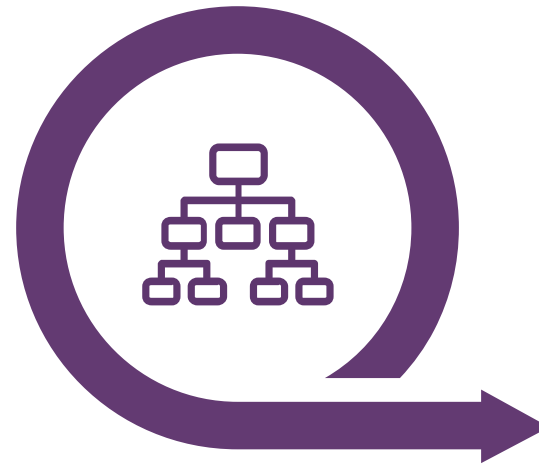


Using Technology to Support Your Grants Management



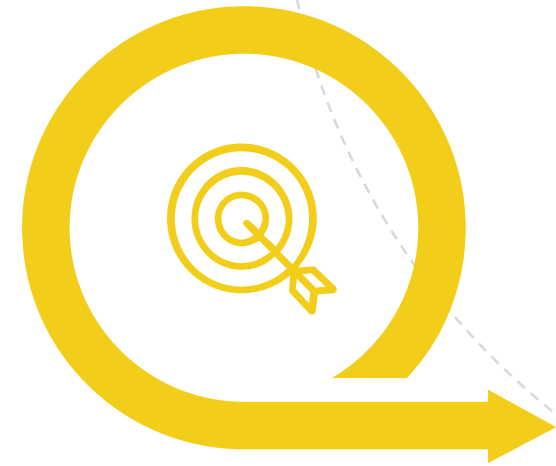
Centralized Cloud Platform

Automate compliance and aggregate data and legislation to stay on top of latest grant opportunities.



Largest Professionally Curated Database

A cutting edge search engine that gives you access to all federal, state, and private foundation grants researched and curated in easy-to-ready format.



Standardized Methodology

Software that gives you clear and concise methodology to assist in developing budgets and track and enhance program performance.



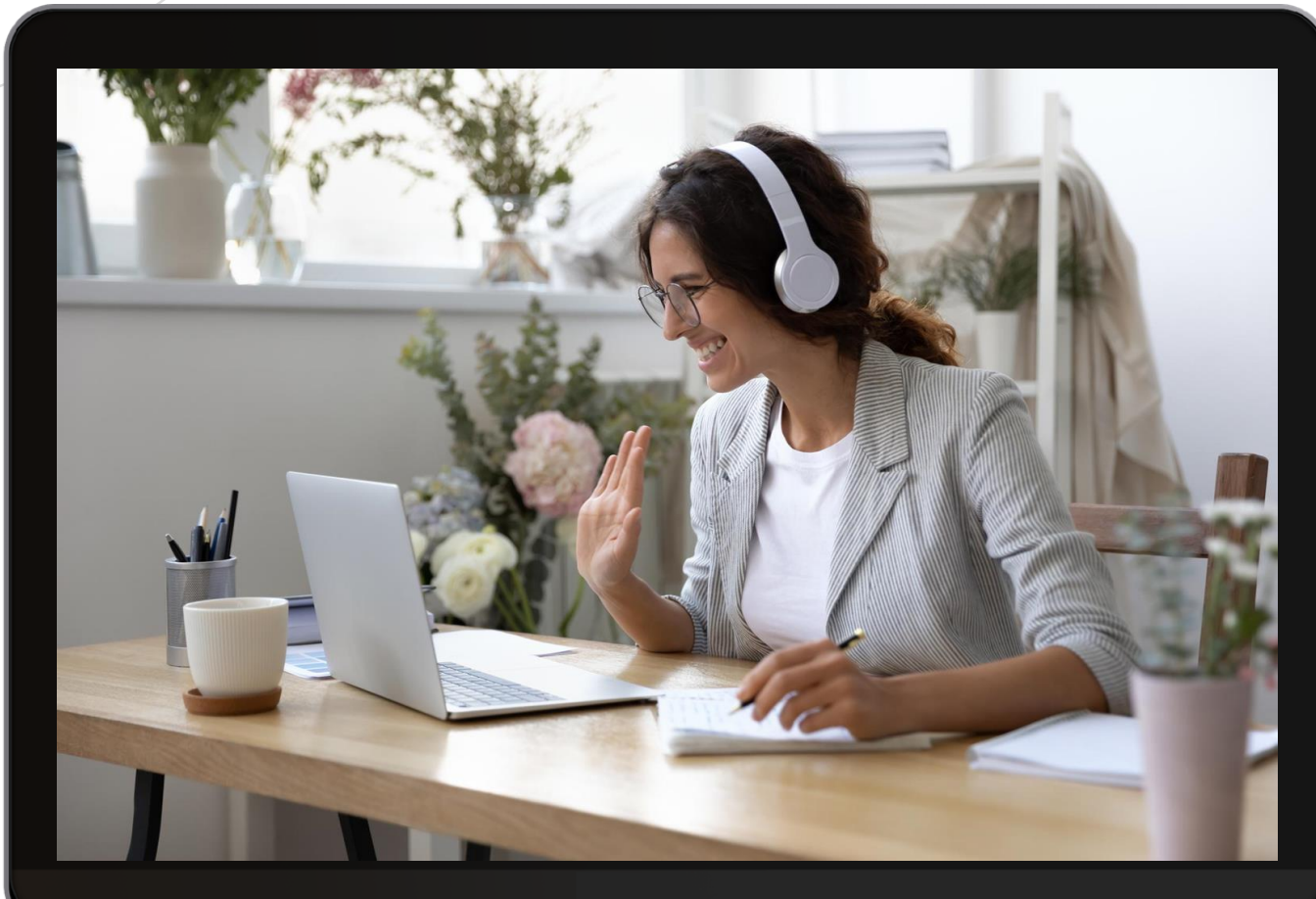
For more information,
download our full Grant
Proposal Playbook with
templates to help you get
started:

www.ecivis.com/resources/guides





Questions?





Contact

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