

# Grant Manager Training

January 2021



# Welcome!

- Introductions
- Google Drive Discussion
- Budgets and Budget Revisions
- Accountability and Compliance
- Grants.gov Learning Center
- Year End Closeout and Audits
- Purchasing Cutoff and Tips
- Fiscal Audit Tips
- Resources



Google Drive

# Budgets and Budget Revisions

# Budget to Actual Review Tips

## Munis Reports to Run Regularly

- YTD Budget Report - compares budget to actual
- Monthly Budget Report - compares current month to prior YTD
- Flexible Period Earnings Report - review wages charged to grant
- Historical Actual Comparison - compares current year to past 3 years
- [How to instructions on Grant Management Training page](#)

# Budget Revision Preparation Tips

- Review MUNIS reports first
- Work through tabs from left to right
- Do NOT skip entering MUNIS actuals
- Review earlier year assumptions on wages
- Review the “check” column on Tab 3 for warnings
- Verify grant number and title are included

**Grant Number:**

CV 21FNSD01

**Grant Title:**

COVID-19 Contact Tracing

**Revision:**

0 INITIAL AWARD

**Total Grant Amount:**

48,510.00

MUNIS Project Number

**Grant Recipient:** Fairbanks North Star Borough School District

**Grant Number:** XX 20 FNSD 01 (3XXXX)

**Grant Title:** Example Grant Title Here

Chart of Accounts

Required Optional

Account Title

Initial/Current Budget

310

CERTIFICATED SALARIES

-

314 Principals/Assistants

-

# Accountability and Compliance



# Why is accountability and compliance important?

- To safeguard the public trust
- To serve others well
- To bring credit to your role

[- Guide For Grant Managers, p.3](#)

# Accountability

**You are responsible for fulfilling grant obligations as planned and in accordance with governing regulations**

- **Understand governing documents**
- **Utilize resources and support**
- **Maintain excellent files/records**

# What are grant governing documents?

- Statutes
- Regulations
- District policies and administrative procedures
- Grant documents

[- Guide For Grant Managers, p.3](#)

# What resources are available to help Grant Managers?

- [Accounting Services](#) staff
- [Grants and Partnerships](#) staff
- [Community of Grant Managers](#)
- [Guide for Grant Managers](#)
- Munis and [Munis Training Materials](#)

# What information do you need to keep?

- Application
- Award
- Budget
- Reports
- Correspondence regarding management decisions

# Compliance

**You are responsible for adhering to regulations, standards, policies, and laws relevant to your grant**

- **Understand district policies and procedures**
- **Make time for training**
- **Know your grant terms and conditions**

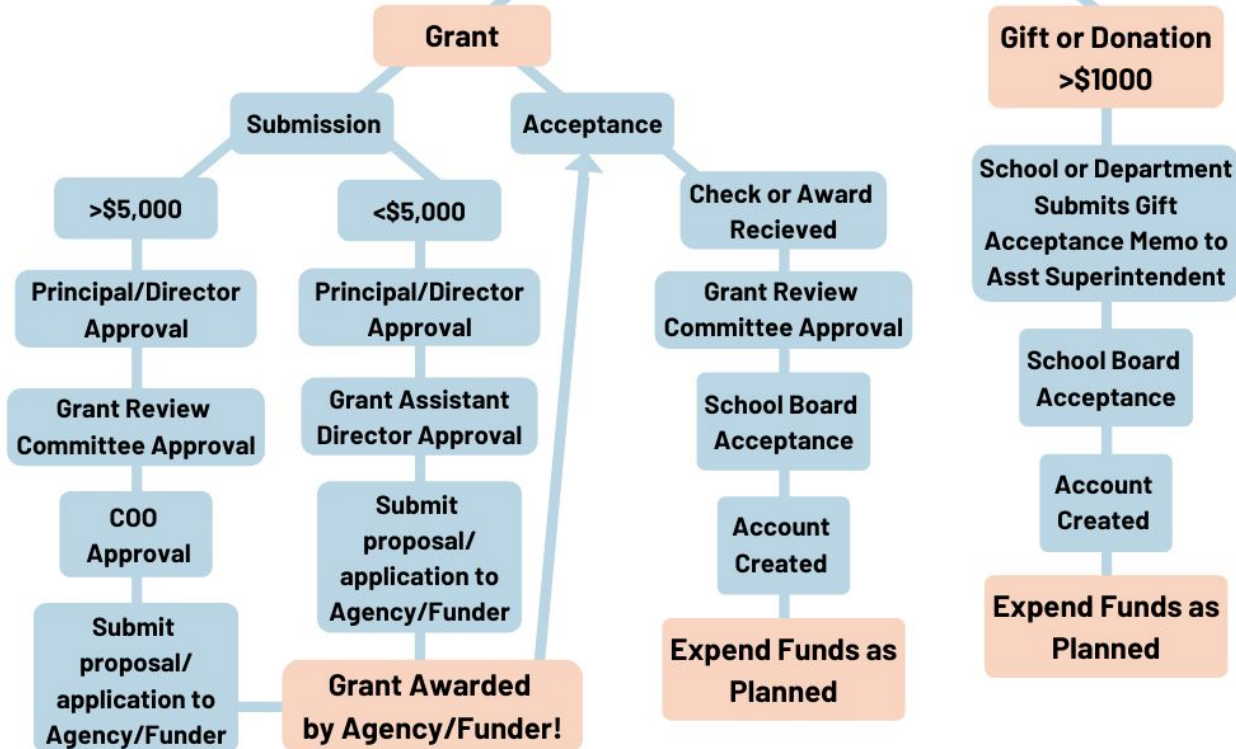
# What district policies and regulations are relevant to grants?

- Policy 574 Conflict of Interest
- Policy 428.4 Supplemental Funding
- Admin Reg 428.4 Grant Submission and Acceptance Process

[- School Board Policy and Regulations](#)



# Supplemental Funding Approval Process





# What training is relevant for Grant Managers?

- **Grant Manager Training**
- **Community of Grant Managers monthly meetings**
- **New Grant Manager bi-weekly cohort**
- **Ongoing technical assistance**
- **Grant professional association trainings**

# What requirements are in your grant Terms and Conditions?

- **Timeline or period of performance**
- **Reporting requirements**
- **Specific grant requirements**



# GRANTS LEARNING CENTER

The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on [Blog.Grants.gov](#) and [Twitter \(@grantsdotgov\)](#).

## What are the responsibilities of award recipients?

Recipients of federal grants have been awarded funds to carry out the goals and objectives identified in the grant. Grant recipients are stewards of federal funds.

- Grant dollars must be used for their intended purpose.
- Grant recipients must account for costs and justify expenditures.

Using federal grant dollars for unjust enrichment, personal gain, or other than their intended use is a form of theft, subject to criminal and civil prosecution under the laws of the United States.

## What are some examples of grant fraud?

- Charging personal expenses as business expenses against the grant
- Charging for costs which have not been incurred or are not attributable to the grant
- Falsifying information in grant applications or contract proposals
- Billing more than one grant or contract for the same work
- Falsifying test results or other data
- Substituting approved materials with unauthorized products
- Misrepresenting a project's status to continue receiving government funds
- Influencing government employees to award a grant or contract to a particular company, family member, or friend

## **How can grant fraud be detected and prevented?**

Establish an adequate and effective system of accounting, internal controls, records control, and records retention.

# Year End Closeout and Audits

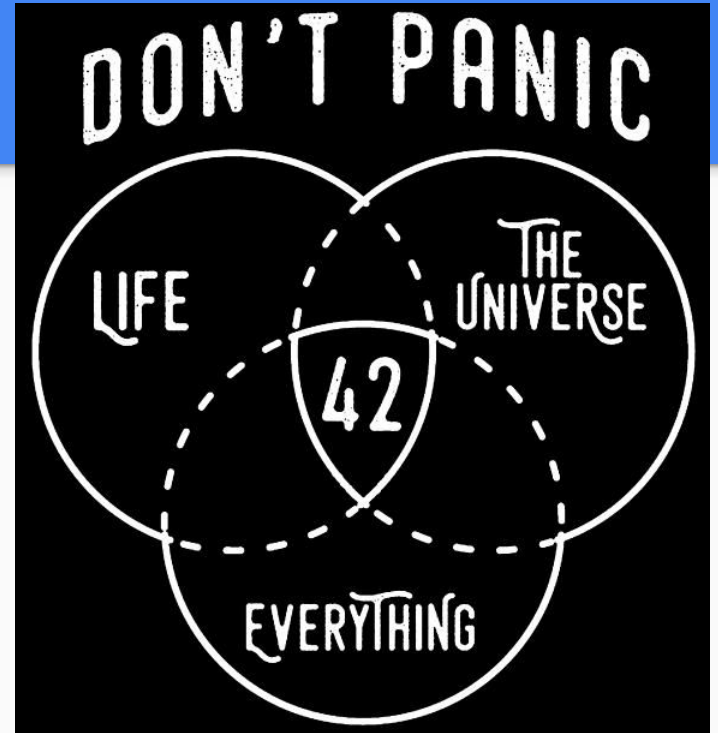
# Purchasing Cutoff & Tips

- Cutoff dates
  - Friday, March 26th - Requires quotes or a bid
  - Sunday, June 20th - pCard purchases
- Tips for entering requisitions (REQs)
  - 2021 REQs must be received by June 30, 2021
  - After June 30, 2021 is a 2022 requisition (*no more prepaid expense*)



# Fiscal Audit Tips - August

- Schedule a meeting
- Ask what you should have prepared
- Acct Svs has reimbursement requests
- If you start panicking, stop and call



# Resources

- [FNSBSD Accounting Services](#)
- [FNSBSD Grants and Partnerships](#)
- [Guide for Grant Managers](#)
- [Grants.gov Learning Center](#)