

# Grant Manager Training Accountability and Compliance

January 18, 2019 | Sheena Cummings MBA CFRE

## Your Role as Grant Manager

### Accountability:

- Fulfill grant requirements
- Follow governing regulations
- Keep accurate records
- Monitor progress toward objectives
- Meet deadlines
- Communicate with stakeholders
- Ask for help

## Your Role as Grant Manager

### Repercussions of Non Compliance:

- Fraud, mismanagement, and waste
- Audit findings
- Loss of public trust
- High-risk grantees are not likely to be funded

## Grant Manager Best Practices

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

## Governing Documents You Need to Know

Statutes like:

- Every Student Succeeds Act(ESSA)
- Individuals with Disabilities Act(IDEA)
- General Education Provisions Act(GEPA)

# Governing Documents You Need to Know

## Regulations like:

- Department of Defense Grant and Agreement Regulations (DoDGAR)
- Education Department General Administrative Regulations (EDGAR)

Governing  
Documents  
You Need to  
Know

Executive Orders like:

- [White House Initiative on Educational Excellence for African Americans \(2012\)](#)
- [Improving American Indian and Alaska Native Educational Opportunities \(2011\)](#)

Governing  
Documents  
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Office of Management & Budget Guidance:

- Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards Grant Guidance  
(Uniform Grant Guidance, 2014)



Governing  
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## District Policies & Administrative Regulations:

- AR 428.4 Supplemental Funding (2016)
  - Role of Grants Department
  - Grant Review Committee Responsibility
  - Grant Process
- Policy 441.22 Conflict of Interest (1990)

## Governing Documents You Need to Know

### Grant Documents:

- Request for Applications (RFAs):
  - Purpose of funds, selection criteria, mandatory components, reporting requirements, etc.
- Application:
  - Plan, Timeline, Budget, Evaluation, etc.
- Grant Award Notification (GAN): Upon acceptance, district has a legal obligation to carry out the grant terms and conditions

## Resources and Support to Help You

### Accounting Services:

- Guide to Grant Management
- Munis
- Fiscal compliance
- Expenditure reimbursement reports
- Budget approval and revisions
- Audit reports

## Resources and Support to Help You

### Grants and Partnerships:

- [Guide to Grant Management](#)
- Competitive grant applications
- Grant review process
- Technical assistance with application, budget, evaluation, reporting, etc.
- Program compliance

## Your Recordkeeping Responsibilities

You must keep copies on site of:

- Approved application
- Signed grant award
- Most recent approved budget
- Performance and financial reports
- Correspondence with grantor about the project

## Your Code of Ethical Standards

Source: [Association of Fundraising Professionals](#)

- Practice integrity, honesty, and truthfulness to safeguard the public trust
- Act according to the highest goals Improve professional knowledge and skills to better serve others
- Bring credit to your role