



Grant Making 101

THE GOOD, THE BAD & THE UGLY

The **AUTHORITY**

- ▶ **ONLY** those District agencies with grant making authority, provided in a specific, identifiable statutory provision, may award grants. The Council of the District of Columbia confers grant making authority.

The DEFINITION

PROCUREMENT

- ▶ The obtaining of property, supplies, or services (including construction) via contract by or for the District through purchase or lease.
- ▶ DOES – handled by the agency's Office of Contracting and Procurement (OCP)

GRANT

- ▶ The award of financial assistance to a recipient to support or stimulate the accomplishment of a public purpose as defined by the Federal or District law that authorizes its establishment.
- ▶ DOES – handled by the agency's Office of Grants Administration and Resource Allocation (OGARA)

The QUESTION

Statute

Is there a **statute** that authorizes the District Agency to support or stimulate the activity of the recipient and authorizes the grant?

Principal Purpose

Is the **principal purpose** of the relationship the transfer of money, property, services, or anything of value to the grantee to accomplish a public purpose of support and stimulation authorized by statute, rather than an acquisition of goods or services for the direct benefit of the District government?

Program Approach

Does the **applicant**, not the District, define the specific services, the service levels, and the **program approach** for carrying out the grant?

The DECISION

- ▶ If the answers to all 3 questions is **YES**, a **GRANT** is appropriate. In ALL other cases, the “award” shall be deemed a procurement subject to all the requirements applicable thereto.

The MEETING

- ▶ Initial Meeting between OGARA & Program Point of Contact (POC)
 - ▶ Scope of Work (**SOW**)
 - ▶ Funding **Certification**
 - ▶ **DRAFT** Program Reports

The NOTIFICATION(S)

- ▶ Before issuing a grant, the Agency must prepare and disseminate a **Notice of Funding Availability (NOFA)**.
 - ▶ Includes a brief description of the purpose for which the funds are available.
 - ▶ Must be published with the following:
 - ▶ Office of the Secretary – D. C. Register
 - ▶ Office of Partnerships and Grants (OPGS) – Funding Alert
 - ▶ *Agency Website**

The REQUEST

- ▶ The agency develops and publishes a **Request for Application (RFA)**. **CORE** to an RFA are the following:
 - ▶ Reasonable deadline
 - ▶ Grant award amount
 - ▶ Detailed description of the purpose
 - ▶ Application requirements
 - ▶ Period of Performance
 - ▶ Measurable goals.
 - ▶ Scoring criteria.

The APPLICATION

- ▶ **APPLICATION DEADLINE**
- ▶ **ALL** required documentation
- ▶ Current documents
- ▶ Clean Hands Report
- ▶ Program Budget



“ Under no circumstances will we accept an application that was received at 2:01 for a 2 pm deadline...”

ANTHONY GAMBLIN

The REVIEW

- ▶ Review for Qualifications
- ▶ Grant review panel selection is key to the success of the award.
 - ▶ **COMPENSATED** – External to District government
 - ▶ Increased objectivity
 - ▶ Stricter adherence to deadlines
 - ▶ **NON-COMPENSATED** – Internal to the agency
 - ▶ Increased stake in program success
 - ▶ Greater cost savings
- ▶ Scoring Criteria
- ▶ Scoring Rubric

The **AWARD**

- ▶ Notification will be sent to applicant(s) whose application was not selected prior to the **Notice of Grant Agreement (NOGA)** being issued to successful applicant(s).
- ▶ **Terms** of the Agreement
- ▶ **Insurance** Requirements
- ▶ **Legal Sufficiency** Review
- ▶ Funding dependent upon **future availability** of funds
- ▶ Signatures of **BOTH** parties denote full execution
- ▶ **Authorization** to begin work

The **ORIENTATION**

- ▶ All **KEY** POCs are present to discuss roles/responsibilities
- ▶ Review of the NOGA
- ▶ Review of **ALL** required reports: program & expenditure
- ▶ **Invoice Instructions**
- ▶ Agency Branding
- ▶ Language Access
- ▶ **Q&A** for grantee

The EXECUTION

- ▶ **Program** Reports (Bi-Weekly, Monthly, Quarterly etc.)
- ▶ Monthly **Expenditure Reports**
- ▶ **Modifications**
 - ▶ Scope
 - ▶ Budget
- ▶ Status Meetings (as needed)
- ▶ **CURE** notices
- ▶ **Terminations**

The CLOSEOUT

- ▶ **CLOSEOUT** – All administrative matters related to the grant are reconciled in order to close the file.
- ▶ **ALL** applicable administrative and programmatic requirements met or project has been terminated. Required FINAL reports include but are not limited to:
 - ▶ Final financial, program or performance report (if applicable)
 - ▶ Final payment request
 - ▶ Property inventory, including plans for disposition.
- ▶ Completion of the grant **close-out form**.

The RECORDS

- ▶ Grantee File Maintenance:
 - ▶ Financial Records, supporting documentation, statistical records etc. (*including electronic storage media*)
- ▶ Grantee shall submit all hard copy participants' files w/in **30 DAYS** of the end of the grant period
- ▶ DOES will maintain records for a period of **3 years** after the grant period.
- ▶ **AUDITABLE**