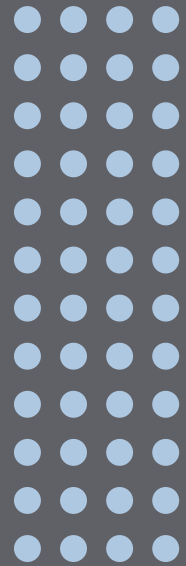




NAVIGATING GRANT COMPLIANCE REQUIREMENTS

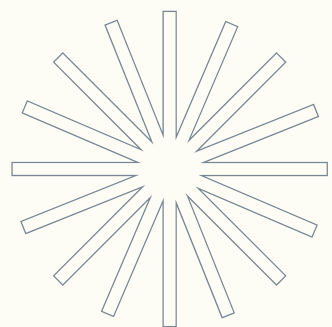
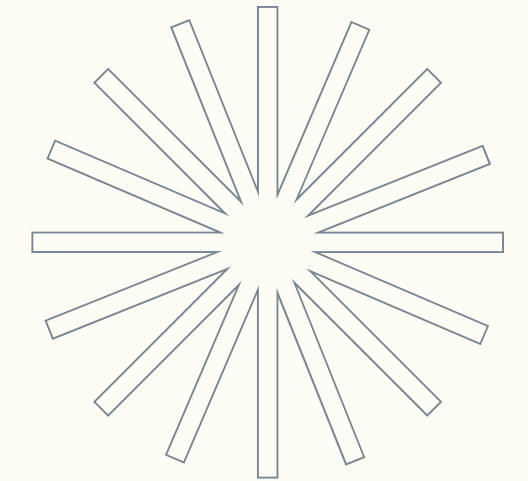


START PRESENTATION →



Purpose & Overview

- What is grant compliance?
- Pre-Award Compliance
- Post-Award Compliance
- Why this Matters?
- Conclusion / Q&A

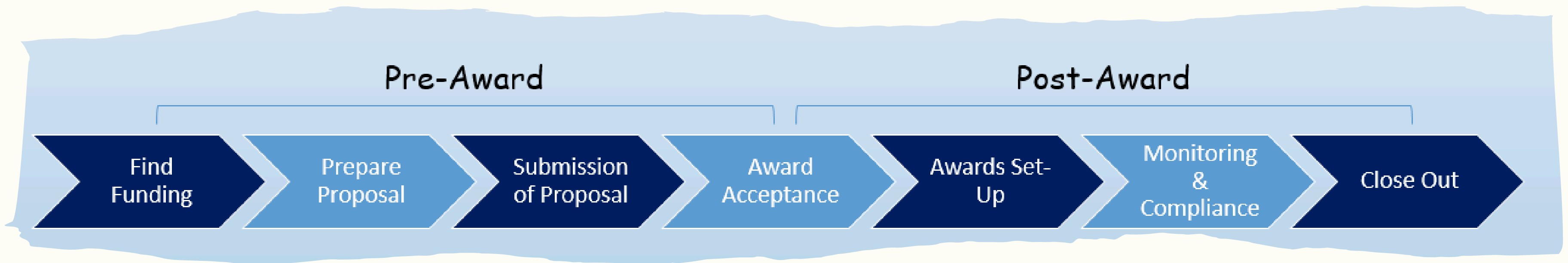


What is Grant Compliance?

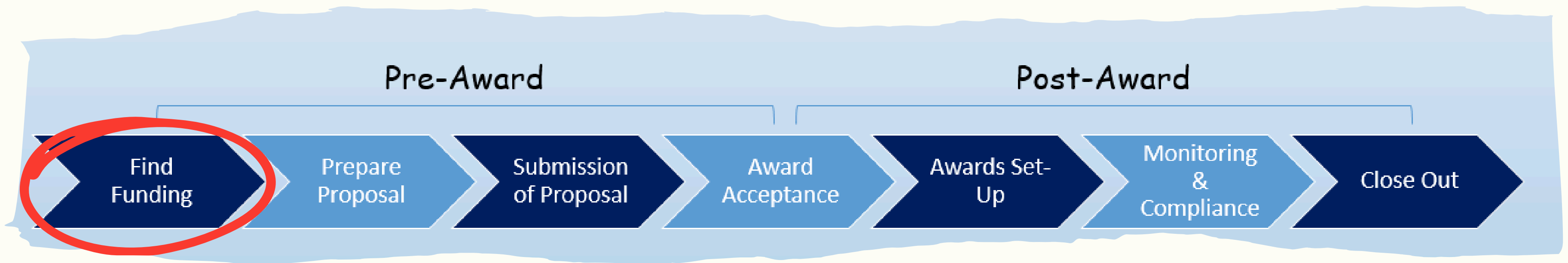
- Process of following all rules, regulations, and conditions set by a grantor, or funder, when managing grant funds, ensuring the money is used only for approved purposes.
- Programmatic + Financial + Administrative
- “Development gets you to the award; Compliance gets you through the award --- however, compliance starts at the beginning.”

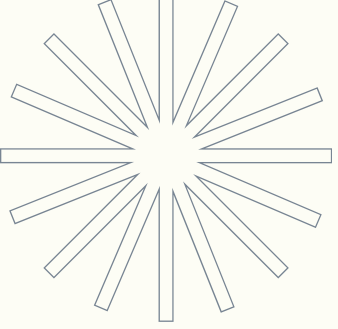


Grant Lifecycle

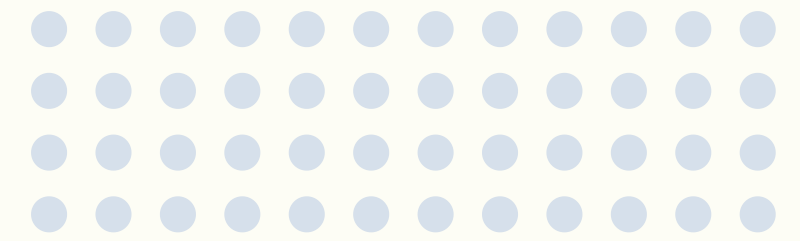


Grant Lifecycle





Identify & Research



Project / Organization Goals

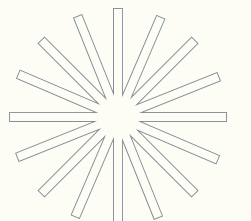
- Does this grant align with my project/organization?
- What are the City's goals? Departments Goals?
- Are you eligible?
- Can you meet all conditions?

Grantor's Objectives & Guidelines

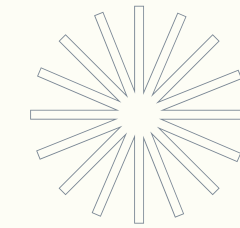
- What are the grantors goals & objectives?
- What is the source of funding?
- Other Specifics?
 - Min/Max
 - Match
 - Reporting Expectations?

Notice of Funding Opportunity (NOFO)

2 CFR Part 200



Sources of Funding



State



Federal

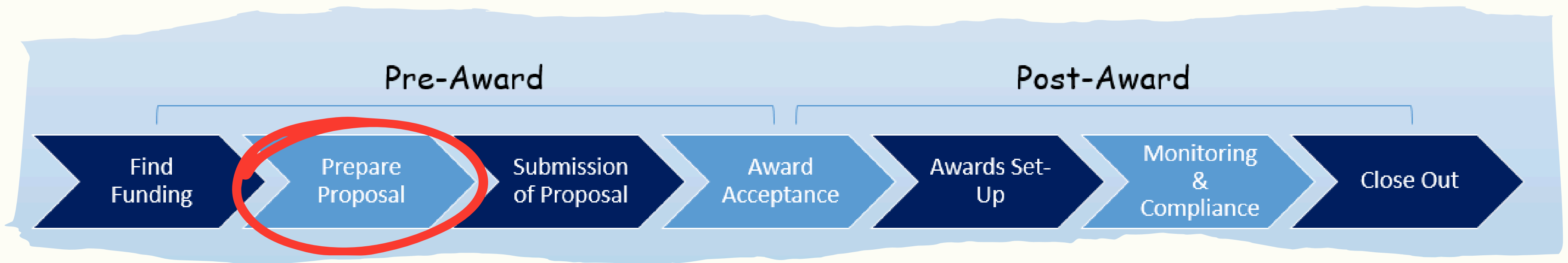


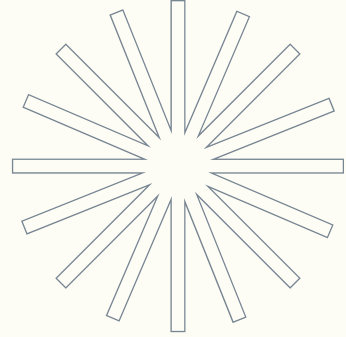
Foundations/Private



FOUNDATION

Grant Lifecycle

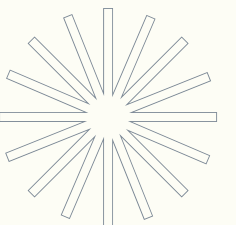


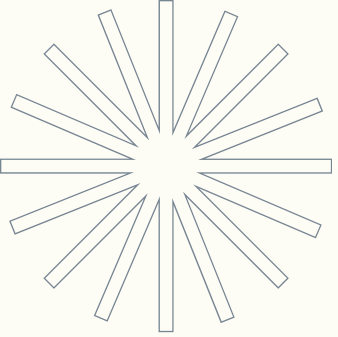


Proposal & Narrative

How does your narrative shape compliance?

- **Objectives** → what you aim to achieve
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Time-bound
- **Deliverables** → what you'll do to make it happen
- **Measures** → how success is proven
- **Milestones** → how progress is tracked over time
- **Outcomes** → what success looks like





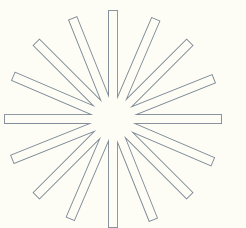
Develop Budget

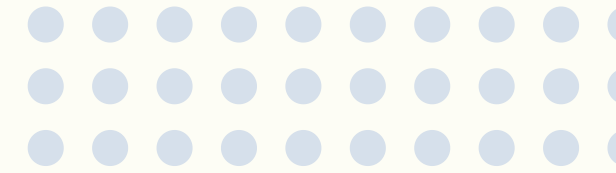
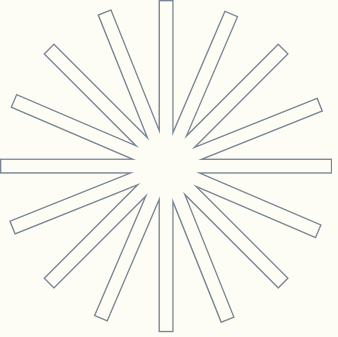
Why is an effective budget important?

- Ensures financial clarity
- Demonstrates project feasibility
- Compliance & Accountability

How to develop an effective budget?

- Understand the grant guidelines
- Identify all project expenses
- Determine allowable costs
- Balance the budget
- Match
- Plan for contingency



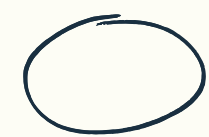


Develop Budget

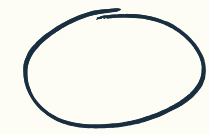
Supplementing

vs

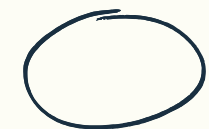
Supplanting



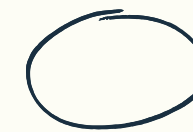
Using grant funds to add to existing resources.



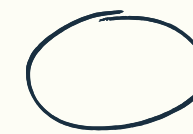
Original funding still exists.



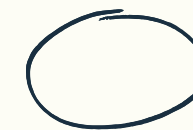
Grant provides extra support.



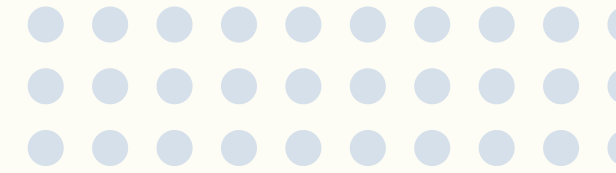
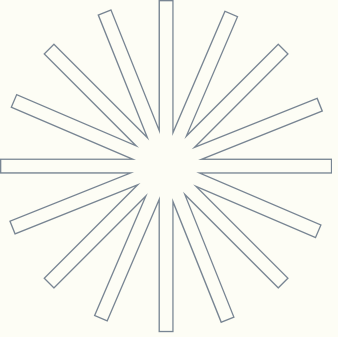
Using grant funds to replace existing funding.



Substituting grant money for funds already committed.



Freeing up your own budget.



Develop Budget

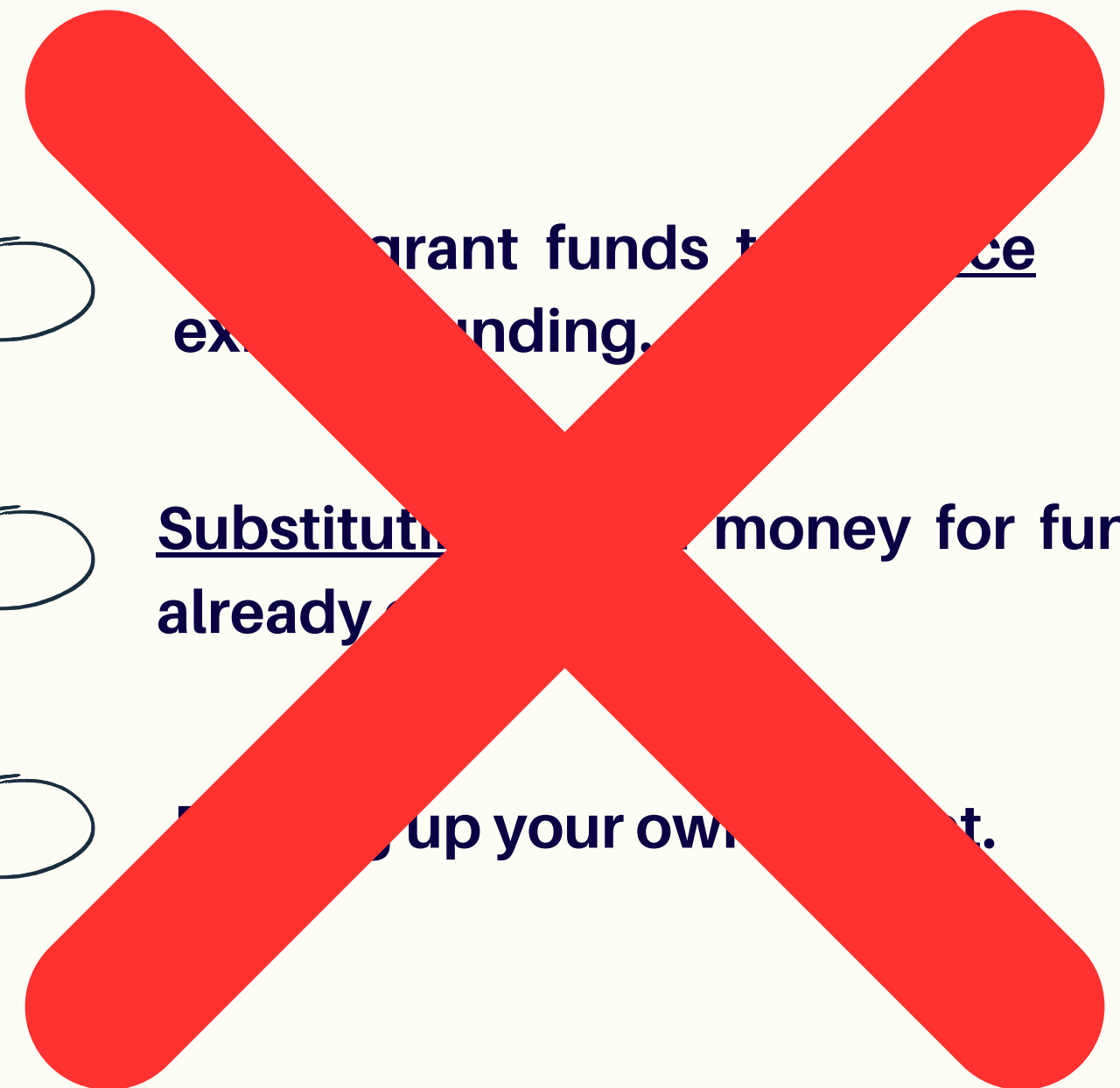
Supplementing

VS

Supplanting

- Using grant funds to add to existing resources.
- Original funding still exists.
- Grant provides extra support.

- Using grant funds to replace existing funding.
- Substituting money for funds already available.
- Granting up your own budget.



Grant Lifecycle



Grant Lifecycle



Award Acceptance & Set-Up



Summary Award Memo

- Summary Description of Award
- Award Amount
 - Approved Budget
 - Full or Partial Funding



Grant Agreement

- Route for Appropriate Signature
 - Mayor?
 - City Manager?
 - Implementing Department?



Grant Transition

- Transition grant from development to implementation/compliance
 - Award & Compliance Orientation



Grant Lifecycle



Award & Compliance Orientation

Compliance Orientation

- Grant terms & conditions
 - Programmatic & financial requirements
 - Reporting deadlines
- Project objective
- Budget
- Department responsibilities



AWARD & COMPLIANCE ORIENTATION MEMORANDUM

Date of Orientation	Friday, March 8, 2024
Grant(s) Reviewed	TPWD: Community Outdoor Outreach Program (CO-OP)
Department	McAllen Parks & Recreation; MPU
Project Contact	Denny Melina, Parks Director; Cristina Monroy, Management Assistant
Grant Office Rep.	Kobe B. Marquez, Grant Development Specialist
Funding Agency	Texas Parks and Wildlife Department (TPWD)
Performance Period	March 1, 2024 – September 1, 2025

Grant Amount	\$47,745.00
Local Match	N/A
Total	\$47,745.00

Grant Purpose

CO-OP program grants provide funding to tax-exempt organizations for programming that engages under-represented populations in TPWD mission-oriented outdoor recreation, conservation, and environmental education activities. This program builds relationships with non-traditional constituencies who have been underrepresented in Texas Parks & Wildlife Department activities and programs.

Grant Project: The award will support the implementation of the McAllen Jr. Outdoor Adventures Program. The McAllen Jr. Outdoor Adventures Program is a biannual outdoor summer program that takes place Summer 2024 and Summer 2025. Each experience consists of four-day long sessions for low-income children ages 8-12. In collaboration between the McAllen Parks and Recreation Department and McAllen Public Utility, this program will: promote environmental stewardship, nurture an interest in outdoor activities, and introduce local recreational facilities.

The grant request is for \$47,745.00 (100%) with no local match. The Program will include visits to the McAllen Water Treatment Plant, Bentsen-Rio Grande Valley State Park, McAllen's Fireman's Park, and McAllen Nature Center. Incorporating Project WILD and Aquatic WILD resources, participants will learn the fundamentals of nature photography, birdwatching, fishing, kayaking, and environmental education.

Grant Award Packet: A copy of the award notification is attached for your review and file. While the terms and conditions of the grant are outlined in this Award & Compliance Orientation Memorandum, the Grant Administration Office recommends that implementing department retain a copy of the award notification for file.

Award & Compliance Orientation

Internal processes for grant management

- Account set up with Finance Department
 - Each project has a different account
- Procurement
 - Bids
 - Requisition
 - PO
 - Change Orders
 - Invoice(s)



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Programmatic Reporting



Reporting Frequency

Submit reports as required (quarterly, annual, etc.) per grantor guidelines.

Performance Metrics

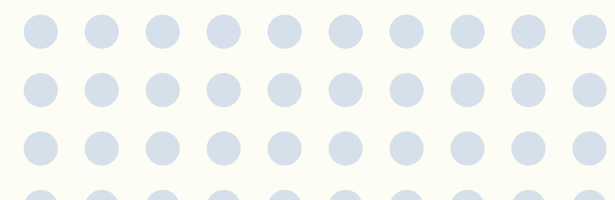
Highlight achievements, changes in the target population, and overall program effectiveness.

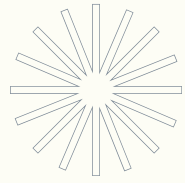
Outcomes & Impact

Summarize activities completed, their timing, and alignment with the grant work plan.

Challenges & Solutions

Describe obstacles and how they were addressed or mitigated.

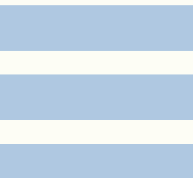
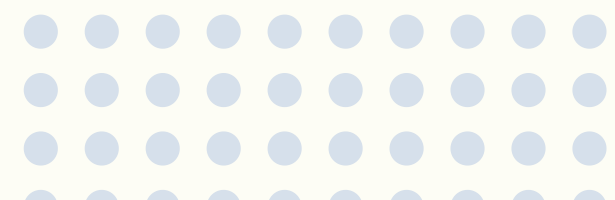


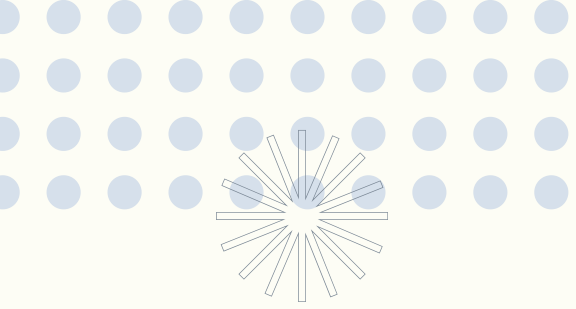


Request for Reimbursement

Department Responsibilities

- Understand award/agreement and terms & conditions
 - Allowable & unallowable costs
- Review and follow the approved budget
- Spending recommended to begin within 90 days of award
- Prepare request packet and submits to assigned POC





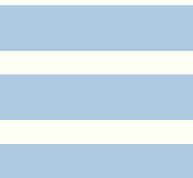
Request for Reimbursement

Monthly Request - Required Documents

- Cover Sheet
- Detailed Expenditure Ledger
- Purchase Orders (POs)
- Invoices
- Cleared Checks / Proof of Payment

Advanced Funding

- Funds are received upfront
- Process doesn't change
- Recognize revenue as incurred



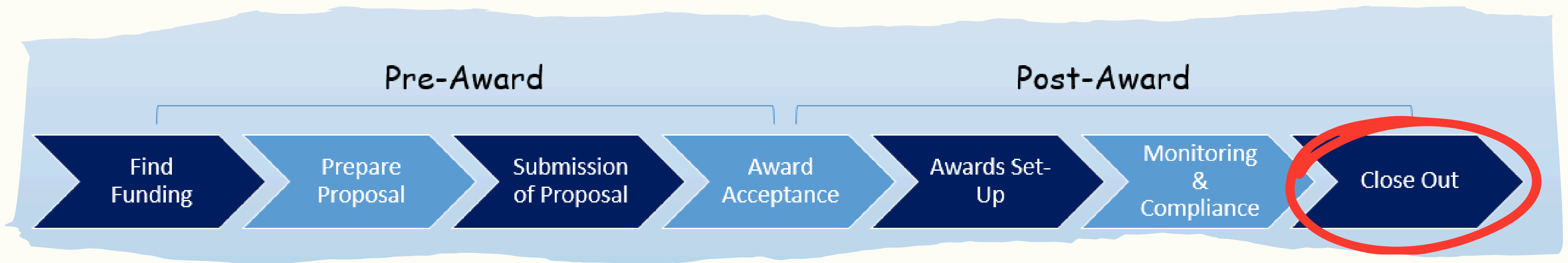
Financial Reporting

Federal Grant Reporting

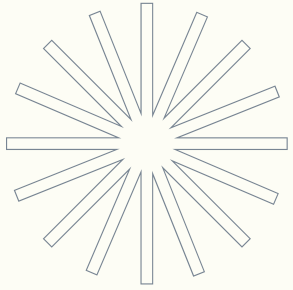
- Financial reports required
 - SF-425
- Report year-to-date expenditures and remaining grant balance
- Submitted on a quarterly, semi-annual, or annual basis



Grant Lifecycle



Close-Out



Final Request for Reimbursement

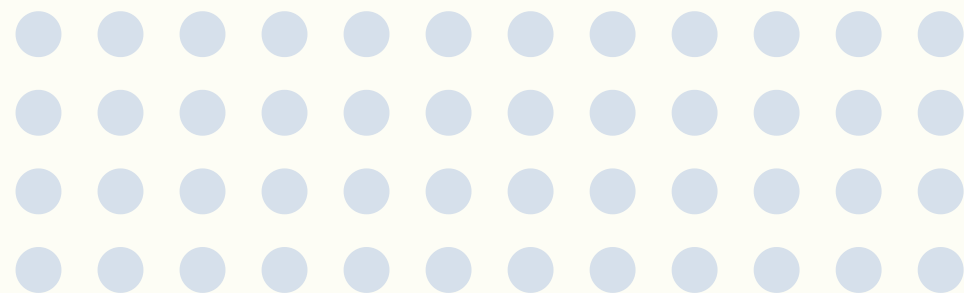
- Accounting for all expenditures, reconciled against the approved budget and the ledger

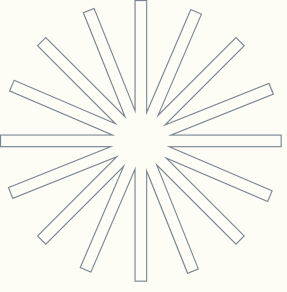
Final Performance Report

- Ensure all deliverables, outcomes, and objectives are complete.

Final Evaluation

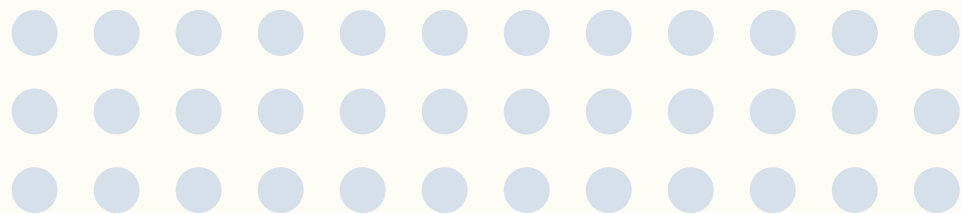
- Summary of challenges, successes, and recommendations for future grants.

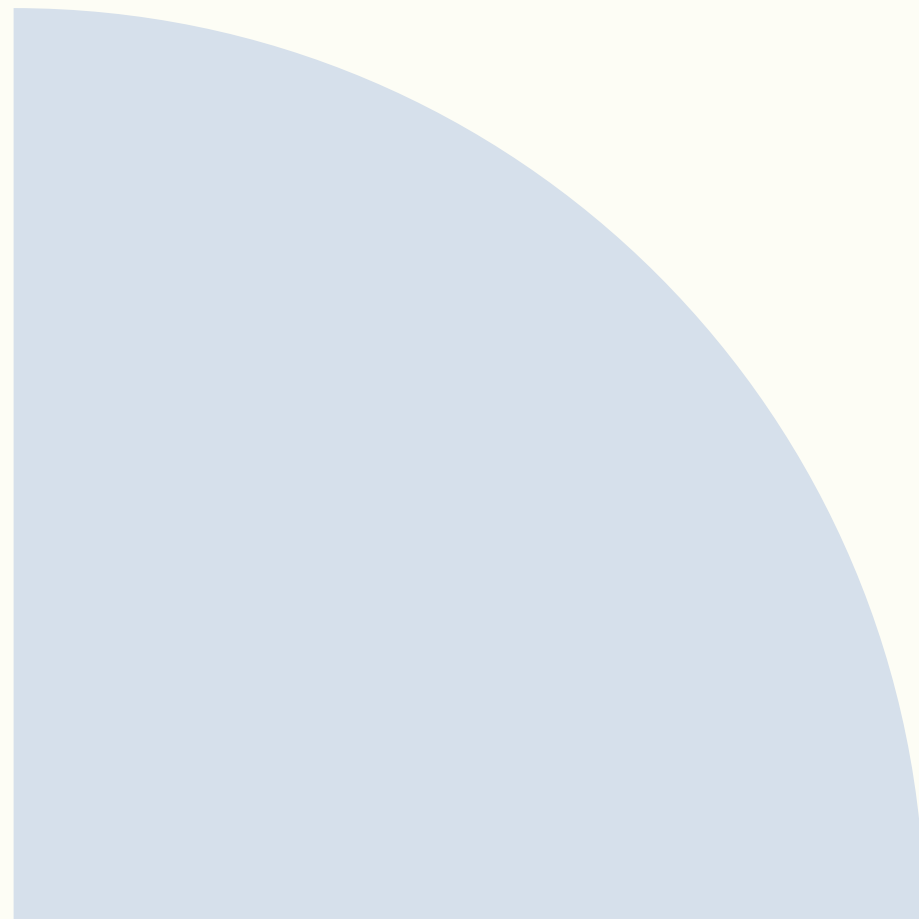
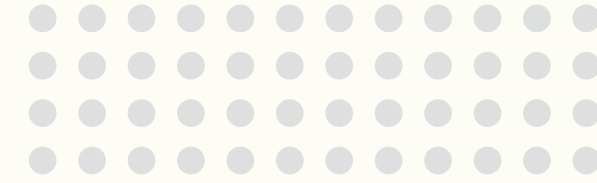
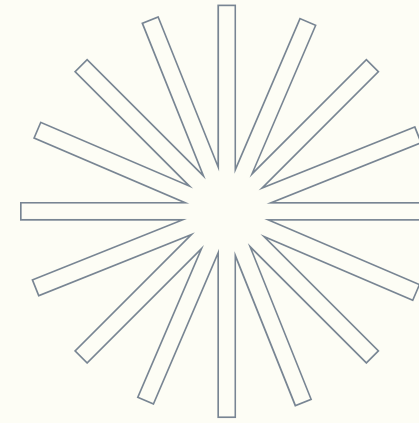




Why this Matters?

- **Protects funding & eligibility**
- **Ensures proper use of funds**
- **Maintains organizational credibility**
- **Demonstrates ethical stewardship**
- **Builds funder trust**
- **Enhances competitiveness for future grants**





THANK

YOU!

