

Slide 1



Post Award Process Handouts:

- Copy of this presentation with notes
- Grant Award Agreement sample
- Grantee Resources page and website address
- Interim Financial Report Language
- Final Financial Report Language

Grants Managers



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Capacity Building
Health Care Workforce Development
Patient Centered Medical Home:
 Primary Care
 Chronic Care

Grants Management



- Grant Award Agreement
- Disbursements
- Reporting
- Budget
- Amendments to Agreements



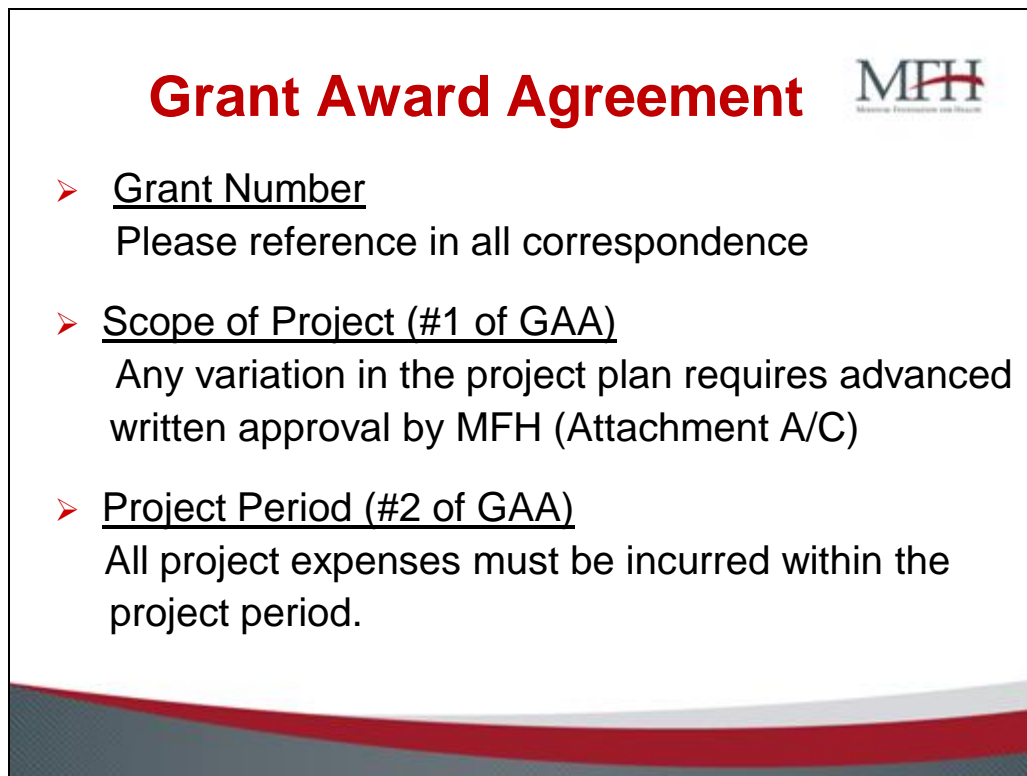
[MFH Grantee Resources Page - MFH Website](http://www.mfh.org/content/458/mfh-grantee-resources.aspx)


<http://www.mfh.org/content/458/mfh-grantee-resources.aspx>

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Distribute copies of the Grant Award Agreement with anyone involved in the project.



Grant Award Agreement 

- Grant Number
Please reference in all correspondence
- Scope of Project (#1 of GAA)
Any variation in the project plan requires advanced written approval by MFH (Attachment A/C)
- Project Period (#2 of GAA)
All project expenses must be incurred within the project period.


Grant Number – reference in written correspondence (letter, e-mail), have available when calling

Project Plan – changes to the project plan should be brought to the attention of your Program Officer.

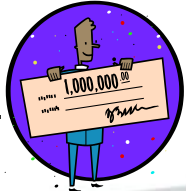
Project Period – no invoices dated prior to the project start date.
Example: 12 month project from December 1, 2010 – November 30, 2011

Disbursements

What about the money?
(#4 of the GAA)



- Based on approved budget by grant year (Attachment B).
- Initial disbursement released at the beginning of the grant period.
- Equipment funds are disbursed at the beginning of the year they were funded.



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Refer to #4 Disbursements section of the Grant Award Agreement.

Disbursement amounts are based on the budget award by grant year and are paid upon review and approval of reports.

Initial disbursement – sent on or around the start date of the project.

If equipment was part of the project, equipment funds are disbursed at the beginning of the year in which they fall.

Disbursements



- 6-month report: at least 66% of initial disbursement.
- 12-month report and thereafter: at least 85% of total disbursements.
- Final disbursement: total amount of grant award
 - 5% of award amount withheld
 - paid on a reimbursement basis

To receive the next disbursement the thresholds are:

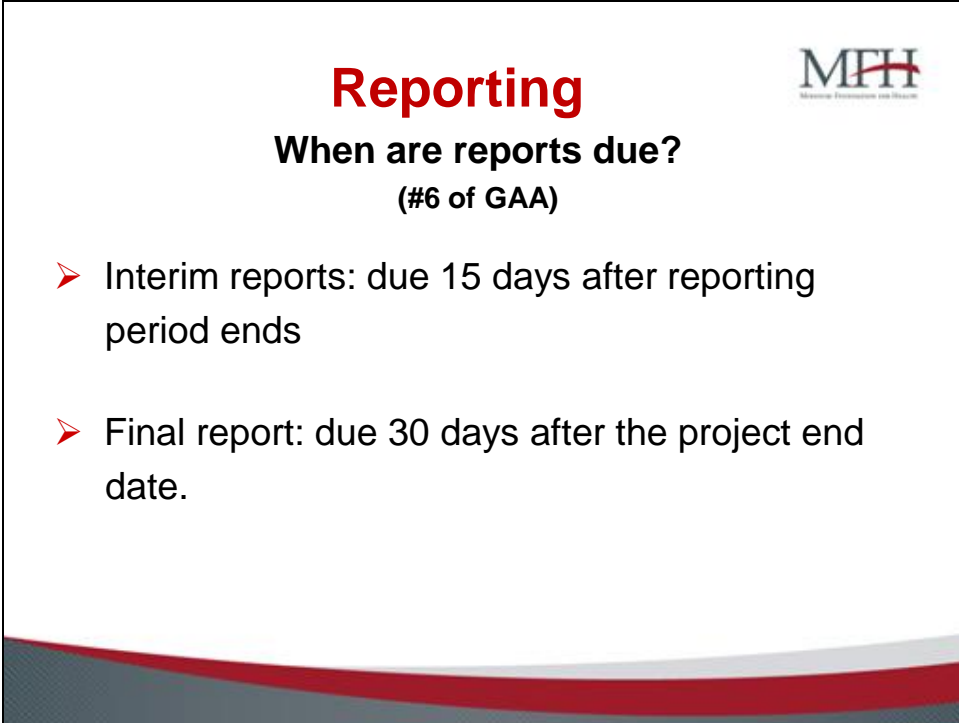
6-month report: at least 66% of initial disbursement

12-month report and thereafter: at least 85% of total disbursements

Final disbursement –All grant funds must be expended within the project period to receive the final disbursement.

(To receive final disbursement, the total grant amount must be expended by the end date in #2 of GAA)

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Reporting

When are reports due?
(#6 of GAA)

➤ Interim reports: due 15 days after reporting period ends

➤ Final report: due 30 days after the project end date.

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Refer to #6 Interim and Final Reports section of the Grant Award Agreement.


Who is the correct person to be primary contact to receive the report reminder? Please notify the assigned Program Officer and Grants Manager of any changes to project contact information or changes within the grantee organization.

Reports may be submitted as e-mail attachments. Supporting documentation due with the final report may also be submitted electronically.

Examples:

- Interim report due 07/15 for activity: 01/01 – 06/30
- Final report due 07/31 for project end date 06/30

Reporting



What is required?

- Interim reports: a programmatic and financial report.
- Final Report: 1 copy of supporting documentation for the entire grant period and the programmatic and financial reports (#6 of GAA).

<u>Expense Category</u>	<u>Documentation</u>
Salary	Payroll Register
Equip. Major & Minor	Paid Invoice
Printing	Paid Invoice
Travel	Paid Invoice
Other Direct	Paid Invoice

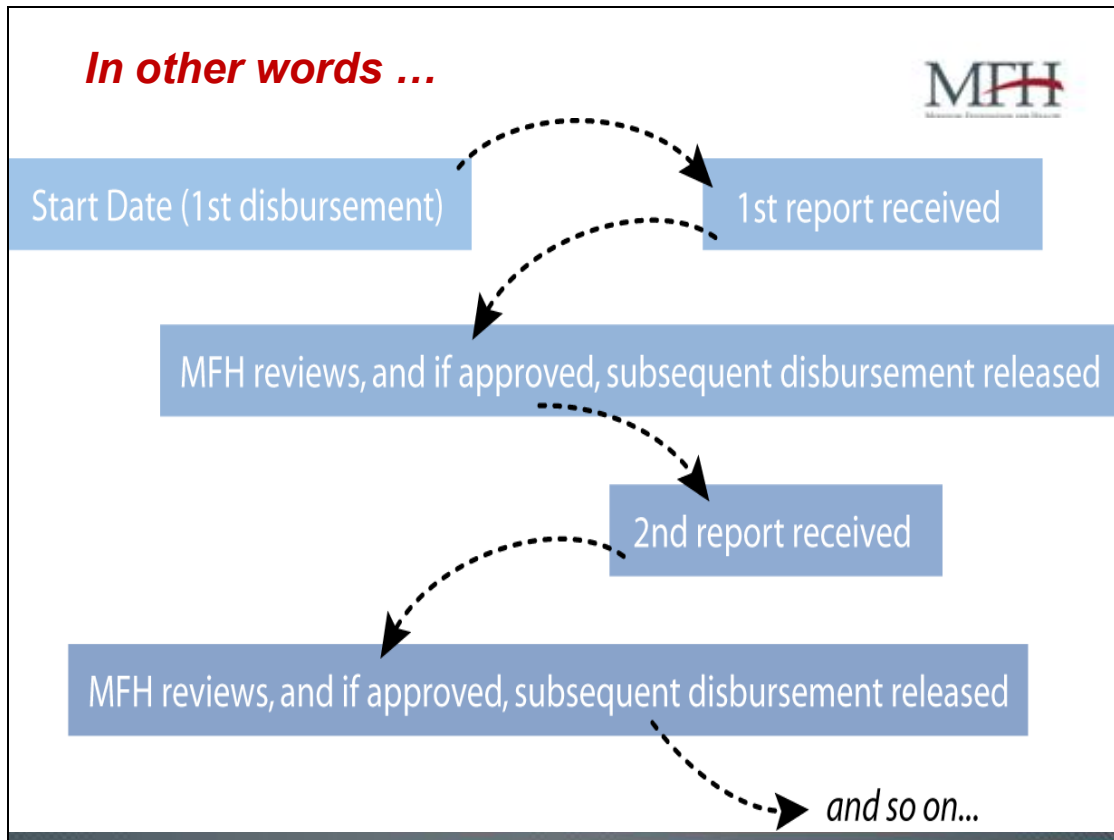
Reports have a programmatic (WORD document) and financial (EXCEL document) section.

What is the difference between an interim report and final report?

The final report requires supporting documentation in addition to the programmatic and financial reports.



1 copy of the supporting documentation should be for the entire TOTAL grant period for the required categories. Supporting documentation due with the final report may also be submitted electronically.

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Disbursements are paid upon review and approval of reports (*expense thresholds must be met, see Slide 7*).

To receive final disbursement, the total grant amount must be expended by the end date in #2 of GAA.




Budget

**How can the money be spent?
(#5 of GAA)**

- Must be consistent with the approved project budget (Attachment B of GAA)
- Prior written approval by MFH is required for deviations from the approved budget.

Spending should be in accordance with the approved Budget/Budget Narrative (Attachment B)

Spending on non-budgeted items is unallowable

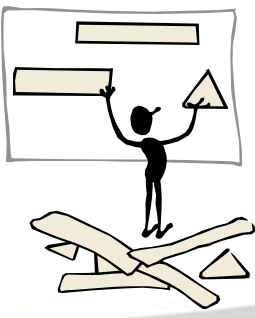


Amendments

When is a Grant Award Amendment needed?

When changes are required for:

- Approved Budget (Attachment B of GAA)
- Project Plan (Attachment C of GAA)
- Project Extension (#3 of GAA)



The total award amount cannot be increased.

If necessary, budget reallocations can be requested but not prior to completion of 1 year. Ex. - Unable to hire position, reallocate to contracted services

Project Extension – a request is made at least 60 days prior to the project end date (#3 of GAA)

To discuss a possible budget reallocation/no-cost extension, send a request in writing to the assigned Grants Manager and Program Officer (e-mail is acceptable)

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Contact MFH

Occasionally, grantees experience challenges implementing project, spending budget ...



Contact MFH to determine best course of action



We are always available to

