ARIZONA DEPARTMENT OF CHILD SAFETY

TITLE	POLICY NUMBER	
Grants Management	DCS 07-18	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Audit Management Services	03/15/21	1

I.   POLICY STATEMENT

This policy establishes standard grant management processes within the Department of Child Safety (DCS) including the creation of funding opportunities, applications, award decisions, and successful implementation. It pertains to all new grants sought by the Department as well as ongoing grants including: federal Title IV-E Foster Care Maintenance payments; funds promoting safe and stable families under Title IV-B; payments for Title XIX behavioral health placements; funds for kinship placements and transition to adulthood; Social Service Block Grants; and all other funding that supports the full spectrum of child welfare services. This policy describes the chronology of the grants management process, documents specific grant management tasks and activities, and serves as a resource for the Grants Manager and other DCS staff. DCS shall seek grant opportunities that align with its mission, vision, and strategic plan.

II.   APPLICABILITY

This policy applies to new and continuing grant applications, regardless of the origin of funding. The procedures shall apply to the work performed by DCS personnel involved throughout the grants management lifecycle.

III.   AUTHORITY

A.R.S. 8-453 (A) 13   Powers and duties

CFR Title 2, Subtitle A   Office of Management and Budget Guidance for

                                       Grants and Agreements

[State of Arizona Accounting Manual](#)   Topic 70 Grants

[U.S. Code, Title 5, Part I, Chapter 5](#)   Subchapter II, Administrative Procedure

[U.S. Code, Title 31, Chapter 63](#)   Using Procurement Contracts and Grant and Cooperative Agreements

IV.   DEFINITIONS

Application: The specific set of forms, documents, and attachments that comprise an applicant's submission to a federal grant opportunity.

Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient. The term does not include technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts that are required to be entered into and administered under federal procurement laws and regulations.

Budget: The financial plan for the project or program that the federal awarding agency or pass-through entity approves during the federal award process or in subsequent amendments to the federal award. It may include the federal and non-federal share or only the federal share, as determined by the federal awarding agency or pass-through entity.

Catalog of Federal Domestic Assistance (CFDA) number: The number assigned to a federal program in the CFDA.

Close Date: The deadline designated by the grant-making agency designated for submission of a particular grant application.

Closeout: The process by which the federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the

federal award have been completed and takes actions as described in § 200.344 Closeout of the OMB Uniform Grants Guidance.

Contract Development Team: A group that assists in the development of a grant proposal from conceptualization through the final submission of a proposal. The team may include the Grants Manager, financial representatives, program experts and, if needed, procurement and legal representatives.

Cost Sharing or Matching: The portion of project costs not paid by federal funds (unless otherwise authorized by federal statute). See also §200.306 Cost sharing or matching of the OMB Uniform Grant Guidance.

Data Universal Numbering System (DUNS): The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to identify unique entities. A non-federal entity is required to have a DUNS number in order to apply for, receive, and report on a federal award. A DUNS number may be obtained from D&B by telephone (currently 866–705–5711) or the internet (currently at http://fedgov.dnb.com/webform).

Date of Completion: The date on which all work under an award is completed, or the date on the award document (or any supplement or amendment thereto) on which the awarding agency sponsorship ends.

Department or DCS: The Arizona Department of Child Safety.

eCivis: A cloud-based grant management system designed to streamline compliance and centralize the grant activities of local, state, and tribal governments.

Federal Agency: An ''agency'' as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).

Federal Funding Accountability and Transparency Act (FFATA): Sub-award Reporting System that requires the primary federal grant or contract awardee to provide reporting on any grant/cooperative agreement over $25,000 or any subcontract over $30,000.

Federal Award: Has two definitions, depending on the context of its use, as described in paragraphs (a) and (b):

    a.   The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass- through entity, as described in § 200.101 Applicability of the OMB Uniform Grant Guidance; or the cost-reimbursement contract under the Federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability of the OMB Uniform Grant Guidance.

    b.   The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 of the OMB Uniform Grant Guidance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

Federal award does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal government owned, contractor operated facilities (GOCOs). See also the definition of grant agreement.

Federal Awarding Agency (AKA Grant-Making Agency): The federal agency that provides a federal award directly to a non-federal entity.

Federal Program: Includes:

    a.   all federal awards which are assigned a single number in the Catalog of Federal Domestic Assistance (CFDA);

    b.   when no CFDA number is assigned, all federal awards to non-federal entities from the same agency made for the same purpose and combined/considered one program;

c. notwithstanding paragraphs (a) and (b) of this definition, a cluster of programs. The types of clusters of programs are Research and Development (R&D), Student Financial Aid (SFA), and "other clusters" as described in § 200.17 of the OMB Uniform Grant Guidance.

Financial Representative: The financial analyst and/or the Grants, Cost Allocation, and Reporting (GRC) representative of personnel within the finance division.

Funding Opportunity Announcement (FOA): A publicly available document by which a federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. FOAs may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program. Funding opportunity announcements can be found at Grants.gov in the *Search Grants* tab and on the funding agency or program's website.

Grant: The furnishing of financial or other assistance, including state funds or federal funds, by any state governmental unit to any person for the purpose of supporting or stimulating educational, cultural, social, or economic quality of life.

Grant Agreement: A legal instrument of financial assistance between a federal awarding agency or pass-through entity and a non-federal entity that, consistent with 31 U.S.C. 6302, 6304:

a. is used to enter into a relationship the principal purpose of which is to transfer anything of value from the federal awarding agency or pass-through entity to the non-federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)). It shall not be used to acquire property or services for the federal awarding agency or pass-through entity's direct benefit or use;

b. is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the federal awarding agency or pass-through entity and the non-federal

entity in carrying out the activity contemplated by the federal award;

    c.   does not include an agreement that provides only:

        i.   direct U.S. Government cash assistance to an individual;
        ii.   a subsidy;
        iii.   a loan;
        iv.   a loan guarantee; or
        v.   insurance.

<u>Grants Manager</u>: The DCS employee assigned to the direct or indirect management of grant awards or grant programs. Also known as the "Program Lead", this individual is primarily responsible for the management, oversight, and implementation of the grant project or program within the Department.

<u>Grantor</u>: A user registered on behalf of their federal grant-making agency to post funding opportunities or manage submissions to these funding opportunities. The grantor may also be referred to as the granting agency or the awarding agency.

<u>Non-Federal Entity</u>: A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a federal award as a recipient or subrecipient.

<u>Nonprofit Organization</u>: Any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

    a.   is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;

    b.   is not organized primarily for profit; and

    c.   uses net proceeds to maintain, improve, or expand the operations of the organization.

<u>Pass-Through Entity</u>: A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

Pass-Through Funding: Funds issued by a federal agency to a state agency or institution that are then transferred to other state agencies, units of local government, or other eligible groups per the award eligibility terms. The state agency or institution is referred to as the "prime recipient" of the pass-through funds. The secondary recipients are referred to as "subrecipients." The prime recipient issues the subawards as competitive or noncompetitive as dictated by the prime award terms and authorizing legislation. More explanation is contained in the What Is a Government Grant and Pass-Through Funding? blog post.

Project Period: The time established in the award document during which awarding agency sponsorship begins and ends.

Recipient: A non-federal entity that receives a federal award to carry out an activity under a federal program. The term recipient does not include subrecipients. See also § 200.69 Non-Federal entity in the OMB Uniform Grants Guidance.

State of Arizona Accounting Manual (SAAM): A compendium of the central accounting policies and procedures established by the General Accounting Office of the Arizona Department of Administration.

Subaward: An award provided by a pass-through entity to a subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. It does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

System for Award Management (SAM): The system that validates applicant information and electronically shares secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). SAM stores organizational information, allowing Grants.gov to verify identity and pre-fill organizational information on grant applications. For more information, review the Register with SAM page.

Termination: The ending of a federal award, in whole or in part, at any time prior to the planned end of period of performance.

V. POLICY

The grant process shall follow a linear lifecycle that consists of a pre-award phase, an award phase, and a post-award phase.

A. Pre-Award Phase

The pre-award phase represents the beginning of the grant lifecycle, which includes announcing opportunities, submitting applications, and reviewing applications. The following actions occur during this phase.

1. Funding Opportunity Announcement

   The Grants Manager shall seek funding opportunities at websites such as Grants.gov and eCivis.com and assess eligibility, competency, and interest in the funding opportunity. The Grants Manager shall elevate funding opportunities to the Department leadership. Department staff who receive grant opportunities shall forward them to the Grants Manager.

   A Department staff member who is in need of additional grant funds to support a current program or service may submit a *Grant Request* form for consideration.

2. Completing the Application

   Prior to completing the application, the Grants Manager shall analyze the Department's capabilities and resources as they compare to the specific eligibility and technical requirements detailed in the application instructions. While the specific steps vary widely depending on the type of grant, major components of the planning process include:

   a. developing ideas, projects, or programs;

b.   conducting research;

c.   writing proposals;

d.   completing applications in Grants.gov or the grantor agency website.

The Grants Manager shall oversee the process of registering to apply for grants, and assemble an application development team if necessary.

3.   Application Review Process

The Grants Manager shall ensure that application contains all of the necessary elements to qualify for the grant.

4.   Initial Application Screening

The Grants Manager shall enhance the application's chance for success by ensuring that it contains all the required elements requested by the granting agency when they conduct an initial screening, also known as a basic minimum requirements review. Specific requirements will vary for each grant, but common elements are eligibility, program narrative, and a budget attachment. If the application does not contain these basic requirements, the likelihood of a rejection increases.

5.   Programmatic Review and Assessment of Applications

The Grants Manager shall ensure that the application is able to withstand a thorough review and assessment for technical and programmatic quality and competency by the granting agency.

6.   Financial Review
The Grants Manager shall ensure that in addition to technical and programmatic quality, the application also contains a well-documented budget that reflects the requirements of the grant program.

B.   Award Phase

The Grants Manager shall receive a Notice of Award (NOA) after the grantor
agency completes the application review process and makes an award based
on the programmatic and financial reviews of the applications. The NOA is
the official, legally binding issuance of the award. When the Department
accepts the grant (i.e., by signing the grant agreement or by drawing down
funds), the Department becomes legally obligated to carry out the full terms
and conditions of the grant. As an award recipient, the Department is also
subject to federal statutory and regulatory requirements and policies.

C.   Post-Award Phase

The Grants Manager shall manage the grant and fulfill all related
administrative requirements, including the following tasks.

1.   Reporting

The Grants Manager shall work closely with the awarding agency's
grants management officer and program officer throughout the life of
the grant and build effective lines of communication. The goal will be
to clarify grant terms and expectations in order to anticipate problems
and issues before they arise. The grantor agency monitors the
Department's progress and expenditures through various programmatic
and financial reporting procedures, as well as using performance
metrics identified in the grant agreement.

All grants shall be established in eCivis which is the official grant file
and repository for all grant documents, be subject to review and audit.
The Grants Manager and the Department's Financial Representative(s)
shall review financial compliance tools and information on the
Association of Government Accountants (AGA) website and state-
specific information on the Arizona General Accounting Office (GAO)
website.

The Grants Manager will enter first-tier Subawards in the Federal
Funding Accountability and Transparency Act (FFATA) Subaward
Reporting System (FSRS).

2. Auditing

   The Grants Manager and the Financial Representative(s) shall be aware of the audit requirements for the grant and comply with applicable rules, regulations, and laws.

3. Single Audits

   The federal awarding agency, or the non-federal entity that is passing through federal funds, ensures the Department has a single audit conducted and submits a single audit-reporting package to the Federal Audit Clearinghouse (FAC). The federal awarding agency, or the non-federal entity that is passing through federal funds, also performs follow- up(s) on audit finding(s) to ensure the Department takes appropriate and timely corrective action. As part of this process, the federal awarding agency, or the non-federal entity that is passing through federal funds, issues a management decision, within six months of FAC acceptance of the audit report, for audit findings regarding federal awards it makes to the Department.

4. Subrecipient Monitoring

   The Department must ensure the fiscal and programmatic integrity and accountability of its subrecipients through proactive monitoring and to assist subrecipients in implementing approved programs within a framework of relevant statutes, regulations, policies and guidelines pertaining to grant programs. The Department has the primary responsibility for monitoring subrecipient grants and grant programs. Monitoring should be conducted no less than annually.

5. Closeout

   The closeout step completes the grant process. In order to complete a closeout, the Department, also known as the award recipient, of a federal grant or as a pass-through of federal funds, shall submit the final financial and programmatic reports. According to the OMB Uniform Grants Guidance §200.344, the Department must submit all financial, performance, and other reports required under the grant

within 120 days after the grant award expires or is terminated. However, it should be noted that awards of federal financial assistance issued prior to August 13, 2020, have only 90 days after the grant award expires or is terminated to submit all financial, performance, and other reports required under the grant. The awarding agency will review these reports to ensure compliance with all grant terms and conditions as well as to verify that the Department spent the funds appropriately.

6.   Record Retention

The Department shall retain grant financial records, supporting documents, statistical records, and all other program records pertinent to a grant federally funded in whole, in part, or a federal pass-through grant.

VI.   PROCEDURES

A.   Pre-Award Phase

1.   Funding Opportunity Announcement

The awarding agency publishes a grant notice of funding availability (NOFA) or also known as Request for Applications (RFA). A NOFA includes all the pertinent information and requirements for the Department to assess eligibility, competency, and interest in the funding opportunity. The Grants Manager completes an *Overview Funding Opportunity Tracker* on a weekly basis and sends it to DCS leadership monthly. If there are multiple opportunities, the tracker will be sent biweekly, at the Grants Manager's discretion.

A Department staff member who seeks a grant shall submit a *Grant Request* form to the Grants Manager 32 weeks before the date the grant is needed (40 weeks in advance if the grant in a new initiative) because of a typical three to six months wait between application and award. The *Grant Request* form has specific questions that help the Grants Manager search for grant opportunities. The decision to proceed with a grant application is made by Department leadership. Due to a

variety of requirements that must be reviewed and accepted when applying for funding, the Grants Manager shall carefully review the application requirements to determine whether the Department has the capacity and legal standing to pursue the grant.

For more information or training on the development of an effective proposal, staff may consult the awarding agency's website about pre-award processes regarding funding opportunities. The Grants.gov Community Blog also contains information about upcoming grant events.

2.   Completing the Application

Once the Department leadership selects a funding opportunity to apply for, in addition to the Department's own application development processes, the following steps shall be completed before submitting an application in Grants.gov or the grantor agency designated website:

a.   The Grants Manager shall register, as early as possible, to apply for grants on Grants.gov or the grantor agency designated website. This may include several steps and types of registration, includes obtaining a Data Universal Numbering System (DUNS), and having an active, up-to-date SAM.gov registration account.

b.   The Grants Manager shall organize a Grant Application Development Team for larger, complex grant applications. The Grants Manager shall assign team member tasks within the eCivis system to aid with this process.

3.   Initial Application Screening

Specific requirements will vary for each grant, but common elements are eligibility, program narrative, and a budget attachment. The Grants Manager shall include these elements in the application to increase the likelihood of acceptance.

4.   Financial Review

The budget portion of the application shall contain line items detailing cost projections.

B.   Award Phase

The Grants Manager ensures that the application and NOA are uploaded in eCivis and saved in the Grants Management drive. The official grant file will be saved in eCivis for record retention purposes. Once the NOA is uploaded to eCivis, the State Application Identifier (SAI) number, also known as the internal grant ID in the Arizona Financial Information System (AFIS), is entered on the Contracts and Accounts tab by the Single Point of Contact (SPOC) Office. This prompts the interface between eCivis and AFIS. The Grants Manager will provide the SAI number to the Department's Grants, Cost Allocation, and Reporting (GRC) representative(s) to ensure they are able to build the cost structure of the grant in AFIS for expenditure purposes.

C.   Post-Award Phase

1.   Reporting

With the assistance of the grantor agency, the Grants Manager shall oversee the implementation of the grant, issue progress reports, and complete the closeout requirements. The specific reporting requirements, schedules, and systems vary for each grant; therefore, it is imperative that grant terms and conditions are carefully reviewed. The Grant Systems section of the Grants.gov website provides information about which systems to use.

The Department's Financial Representative(s) and Program Lead shall include the Grants Manager when sending reports to the awarding agency. The Grants Manager shall upload all reports in eCivis and save the reports in the Grants Management drive.

The Grants Manager will enter the first-tier Subaward in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) by the end of the month following the month that the Subaward was fully executed.

The Grants Manager will review all amendments to Subawards. When required, the Grants Manager will enter the first-tier amendment information in FSRS by the end of the month following the month that the amendment was fully executed.

2.   Auditing

The Government Accountability Office (GAO), Office of Inspector General (OIG), and various departments within each federal agency monitor and analyze policies, expenditures, and other activities within each grant-making agency. These same entities, as well as others, also monitor and analyze the performance of grant recipients.

For federal awards by the Department of Health and Human Services (HHS), the Financial Representative(s) will review and follow specific implementation regulations of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards as codified in 45 CFR Part 75. This includes provisions that apply to all mandatory grant programs from HHS; an overview may be found in the General Terms and Conditions.

3.   Single Audits

If the Department expends $750,000 or more in federal awards during its fiscal year, a single audit is required for that year. Historically, the Arizona Auditor General typically performs a single audit at the end of the state fiscal year and includes the Department. This audit is in lieu of any financial audit of federal awards that the Department is required to undergo under any other federal statute or regulation. The Auditor

General's Office annual single audit report is posted on the Arizona General Accounting Office (GAO) website with a link on the GAO Financials page. After completion of the audit, the Department submits the audit-reporting package to the FAC within nine months after the end of the audit period. If appropriate, the Department also performs follow-up and corrective action on all single audit findings.

For any identified finding(s) given to the Department, such as not meeting a specific requirement, a Corrective Action Plan (CAP) will be

developed by Audit Management Services with the collaboration of the Grants Manager, Finance, and Program Representatives. The CAP shall outline actions to correct the finding(s) and target date(s). The document shall also be uploaded to eCivis and saved in the Grants Management drive. For details and more information about external audits including single audit, please refer to the [External Audit Authority (DCS 07-02)](#) policy.

4.   Subrecipient Monitoring

Subrecipient monitoring includes:

       i.   Programmatic monitoring includes a review of elements to address the content and substance of the program. It assesses whether grant activities are consistent with the grant implementation plan and responsive to grant goals and objectives. Programmatic monitoring also involves providing technical assistance (TA) needs, evaluating activities, reviewing contracts and interagency agreements and assessing implementation of projects and/or making any necessary modifications.

      ii.   Financial monitoring includes the general review of financial reports by the Grants Manager as well as a review of grant expenditures compared to the approved budget. The Grants Manager shall perform detailed financial monitoring to ensure compliance with financial guidelines and general accounting practices, as well as determinations on the allowability of grant expenditures.

      iii.   Administrative monitoring includes a review of elements focusing on compliance with grant terms and conditions, reporting requirements, completeness of documentation and compliance with statutory regulations and other policy guidelines.

5.   Closeout

The awarding agency confirms that the Department has completed all required grant work and applicable administrative tasks to determine if

the grant has ended. Until the awarding agency confirms this, the Department is still responsible for fulfilling all the terms of the grant. The closeout process can take several months if there are financial concerns or questions to reconcile. If the Department has acquired any property using grant funding, the grant stipulations regarding the property shall be fulfilled.

6.   Record Retention

The Grants Manager shall follow the schedule of Uniform Guidance, section §200.334 Retention requirements for records for a period of three years from the date of submission of the final expenditure report.

Additionally, the Department's policy DCS 02-24 Record Management addresses certain program record retention requirements.

State funded grants follow state policy in accordance with General Record Retention Schedule GS1018 Rev 2. This requires financial documents to be retained for five years and programmatic documents for three years.

Documents related to eCivis and AFIS must be retained for whichever is longer: the requirements dictated in the grant, or the retention period prescribed for such records by Arizona Library Archives and Public Records (LAPR). Any record retention requirements longer than those noted above will be honored.

7.   Policy Updates

The Grants Manager shall ensure that this policy is current and document the dates of any additions and changes.

a.   If any DCS staff member determines that this policy should not or cannot be applied to a grant program, project, or a specific circumstance of a program or project, a written request for waiver must be submitted to the Grants Manager. This request shall specify:

i.   the provisions of the policy that are deemed

inapplicable to the project, program, or circumstance;

ii.   the reasons why they are considered not applicable; and

iii.   the provision that is recommended to be substituted.

VII.   FORMS INDEX

[DCS-2796 Grant Request Form](#)

Overview of Grant Lifecycle

Pre-Award Phase

Grantor Actions	Lifecycle Steps	Applicant Actions
In the early stages of the grant process, the grant-making agency plans and develops a funding program based on its mission, the Administration, and congressional initiatives.	**Planning an Opportunity**	
Next, the grant-making agency formally announces the funding opportunity, advertising it to applicant communities and inviting proposals tailored to address the program mission. The grant-making agency will publish details of the funding opportunity on Grants.gov.	**Announcing an Opportunity**	
	Searching for Opportunities	Potential applicants will use the Grants.gov and eCivis.com search tool to find funding opportunities that they are eligible for and are a mission match for their organization.
	Registering on Grants.gov	When potential applicants have identified an opportunity to apply for, they need to register with Grants.gov. Applicants should also check the funding opportunity for additional registration requirements specified by the grant-making agency.

	Completing an Application	Completing a grant application can take many weeks. The application package can be downloaded from Grants.gov in a Portable Document Format (PDF) and progress can be saved as form fields are completed. These fields require everything from basic organizational information, to explanations of proposed work and financial data. When an application package has been completed per the opportunity instructions and checked for errors, it can be submitted through Grants.gov or the grantor agency designated website.

Grantor Actions	Lifecycle Steps	Applicant Actions
When an application has been submitted, the application is retrieved by the grant-making agency and screened for compliance. If it passes initial screening, the application is routed to the appropriate agency program for consideration.	**Retrieving the Application**	Once an application has been retrieved by the agency from Grants.gov, the applicant is automatically notified via email. At this point, the grantor application processing begins.
	Tracking Application Status	Applicants can track the status of their application by communicating with the grant-making agency. The application status process is handled differently by each agency.
As the funding agency reviews applications, a range of program stakeholders will participate. The review process takes time and varies based on grant type. As the review process takes place, grant-making agencies may update applicants on the status of their application.	**Finishing the Review Process**	

Award Phase

Grantor Actions	Lifecycle Steps	Applicant Actions
When the review process has been completed, the funding agency notifies the applicants whether or not they have been awarded a grant. The agency also begins working with the award recipient to finalize the legal framework for the funding agreement. Following this, the funds are disbursed.	**Notifying the Award Recipient**	

	Beginning the Project	After an applicant receives a Notice of Award and the funds have been disbursed, their project can begin. The award recipient is responsible for meeting the administrative, financial, and programmatic reporting requirements of the award.

Post Award Phase

Grantor Actions	Lifecycle Steps	Applicant Actions
After an award has been disbursed, a grants management officer at the funding agency oversees an awardee's reporting compliance. This process extends across the life of the grant award and involves reviewing reports submitted by the awardees. Representatives from the grantor agency may perform on-site visits with the project director and implementation staff. Oversight may also occur in the form of auditing.	**Providing Support and Oversight**	
	Reporting Your Progress	Award recipients conduct two primary types of reporting to the funding agency on a regular basis: financial reporting and programmatic reporting. These reports provide information about the overall financial status and program performance of the grant project. Recipients must also respond to any audit requests that pertain to the grant.
As reports and financial data are submitted to the grantor agency, the program stakeholders ensure that all requirements are being met. Upon completing all the closeout requirements, including a review of the final financial and technical reports from the awardee, the grant lifecycle is completed.	**Award Closeout**	