 **Grant Management Overview and Readiness Assessment**

SMART 3.0 Training
Dallas, TX
May 29-31, 2019


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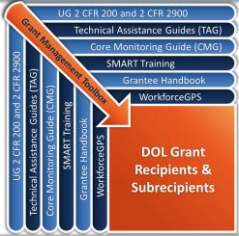
 **Today's Speakers**

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 **Grant Management Toolbox**



UG 2 CFR 200 and 2 CFR 2900
Technical Assistance Guides (TAG)
Core Monitoring Guide (CMG)
SMART Training
Grantee Handbook
WorkforceGPS

DOL Grant Recipients & Subrecipients

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Grant Management Toolbox References

- SMART Training
- Core Monitoring Guide
- Technical Assistance Guides
- ETA Grantee Handbook
- WorkforceGPS Resources

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Module Overview


- Grant Phases
 - Pre-Award
 - Post-Award
 - Period of Performance
 - Closeout
- While reviewing each grant phase, we will look at the following:
 - Risk factors
 - Common mistakes → noncompliance
 - Financial & administrative systems
 - Oversight

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Grant Life Cycle

- Pre-Award
 - Preparing application and getting systems ready
- Post-Award
 - Launching systems and program implementation
- Period of Performance
 - Complying with financial and administrative requirements
 - Meeting budget and performance targets
 - Adhering to cost principles
- Closeout
 - Completing final tasks before turning off the lights

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 Pre-Award

- ✓ Grant application
- ✓ Readiness preparations
- ✓ Other considerations

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 Formula vs. Discretionary Awards

Formula	Discretionary
<ul style="list-style-type: none">✓ Typically to States and outlying areas✓ Based on prescribed methodology, or "formula"✓ Awarded on a recurring and/or annual basis✓ Plan submitted by States and outlying areas✓ Examples:<ul style="list-style-type: none">▶ Unemployment Insurance State Administration▶ WIOA Title I-B▶ Wagner-Peyser▶ Senior Community Service Employment Program	<ul style="list-style-type: none">✓ Awarded through a competitive process✓ Funding Opportunity Announcement describes the grant requirements and who may apply✓ Applicants are self-selected✓ ETA makes awards based on best fit✓ Examples:<ul style="list-style-type: none">▶ YouthBuild▶ Reentry Projects▶ Workforce Data Quality Initiative

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 Grantee Must-Do's


- ✓ Register on SAM.gov
- ✓ Register for a DUNS #
- ✓ View on-line training modules
 - ▶ Applying for ETA Competitive Grants - A Web-Based Toolkit for Prospective Applicants
 - ▶ <https://grantsapplicationandmanagement.workforcecegs.org>
- ✓ Prepare your systems to receive a grant
 - ▶ Accounting
 - ▶ Personnel/payroll
 - ▶ MIS reporting

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✓ Grant Application

- ✓ Review of applicant's risk factors
- ✓ Match and leveraged resources
- ✓ Statement of work, project design, and implementation plan



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✓ Federal Agency Review of Risk Factors

[2 CFR 200.205\(c\)](#)


- ✓ Financial stability
- ✓ Quality of management systems and ability to meet management standards
- ✓ History of performance including timely reporting, compliance, and expenditure levels
- ✓ Audit or other compliance findings
- ✓ Ability to implement requirements
- ✓ Ability to effectively implement statutory, regulatory, or other requirements
- ✓ Ability to satisfy these risk categories

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✓ Federal Agency Review of Risk Factors (cont.)

- ✓ Review Federal systems for
 - ▶ Debarment
 - ▶ Suspension
 - ▶ Do Not Pay list
 - ▶ Otherwise excluded from doing business with the Federal government



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CMG Risk Assessment Worksheet

- ✓ General Assessment
- ✓ Legal Assessment
- ✓ Monitoring/Audit Assessment
- ✓ Financial Stability Assessment

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Match and Leveraged Resources

Match – Report when expended only

- ✓ Determine whether there is a match requirement
- ✓ Do not promise matching funds if not required
 - ▶ Held to any match commitments you make
- ✓ Enter match requirement on the SF 424

Leveraged resources

- ✓ Do not include in the application budget
- ✓ Not a requirement
- ✓ Leverage of Federal resources is reporting item
- ✓ Can be penalized for commitments not met

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Statement of Work, Project Design, and Implementation Plan

Statement of Work	Project Design	Implementation Plan
<ul style="list-style-type: none"> • Responsive to the FOA; should not conflict with Federal statutes, regulations, and Department policy 	<ul style="list-style-type: none"> • Structured to accomplish project goals • Subrecipients • Delivery of services • Phases detailed with timelines, if appropriate • Governance structure is in place 	<ul style="list-style-type: none"> • Quick start up • Weak plan = possible failure

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✓ Readiness Preparations

- ✓ Program design
- ✓ Service delivery system
- ✓ Performance accountability
- ✓ Financial systems and administrative procedures



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✓ Program Design – Readiness Criteria

- ✓ Elements of statement of work comply with FOA, Federal statutes, regulations, and DOL policy.
- ✓ Project design is complete, well thought out, and effectively structured to accomplish project goals.
- ✓ Governance structure is in place that can guide and track the accomplishment of project goals.
- ✓ Approved indirect cost rate in place or submit application within 90 days of award.

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✓ Program Design – Are you ready?

- ✓ Partnership or subrecipient relationships established
- ✓ Administrative systems in place
- ✓ Essential management and staff personnel identified and trained
- ✓ Written policies and procedures
- ✓ Data collection and reporting systems
- ✓ Budget and resource allocations adequate to accomplish the project's goals
- ✓ Procedures for tracking actual v. planned performance and financial goals

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✓ Service Delivery System

- ✓ Capacity to provide the full range of services in the grant agreement including:
 - ▶ Effective case management system
 - ▶ Partner and subrecipient readiness
 - ▶ System for recruiting eligible target group members
 - ▶ Ability to assess participants and develop an individual service strategy

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✓ Performance Accountability

- ✓ Implementation plan identifies specific project goals, activity levels, spending targets, and timeframes
- ✓ Agreements with subrecipients contain clear, specific, and measurable budget and performance goals
- ✓ System in place to periodically monitor grantee and subrecipient progress toward meeting performance goals, spending targets, and taking corrective action

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✓ Financial Systems/Administrative Procedures

- ✓ Financial reporting system
 - ▶ Permit preparation of Federal reports
 - ▶ Report accruals, obligations, match, program income
- ✓ Accounting records
 - ▶ Fund accounting for grant revenue and expenditures
 - ▶ Source documentation
 - ▶ Maintained in accordance with GAAP
- ✓ Internal controls
 - ▶ System to protect integrity of funds
 - ▶ Accountability for cash, property & other assets
 - › Equipment inventory and oversight procedures
 - ▶ Policies and Procedures

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✓ Financial Systems/Administrative Procedures (2)


- ✓ Budget controls
 - ▶ Comparison of actual expenditures (outlays) to approved budget plan
 - ▶ Compliance with line item requirements
 - ▶ Administrative cost limitation
- ✓ Allowable cost policy
 - ▶ Only allowable costs charged
 - ▶ Only allocable costs charged
- ✓ Source documentation
 - ▶ Costs must trace to authorizing document
- ✓ Cash management
 - ▶ System to control cash and other assets

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✓ Financial Systems/Administrative Procedures (3)

- ✓ Written Policies and Procedures
 - ▶ Timekeeping or payroll system
 - ▶ Employee Handbook including Conflict of Interest
 - ▶ Financial Reporting
 - ▶ Purchasing/Procurement
 - ▶ Cash Management
 - ▶ Cost Allocation Plan
 - ▶ Contracting
 - ▶ Equipment and supplies
 - ▶ Program services and activities




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✓ Financial Systems/Administrative Procedures (4)

- ✓ Written Policies and Procedures
 - ▶ Property Management
 - ▶ Budget & Modifications
 - ▶ Grievances and Complaints
 - ▶ Audit & Audit Resolution
 - ▶ Monitoring
 - ▶ Grant or Contract Closeout
 - ▶ Program Income,
 - ▶ Match & Leveraged resources
 - ▶ Record Retention schedule



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✓ Other Considerations

- ✓ Equipment listed in the proposal does not constitute Grant Officer approval
 - ▶ Specific written Grant Officer approval is required
- ✓ Pre-award costs
 - ▶ Incurred at awardee's own expense
 - ▶ ETA does not approve these costs
- ✓ Proposal costs
 - ▶ Cannot be directly charged to the grant
 - ▶ Can only be charged as indirect cost and allocated in the current period to all activities of the entity

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✓ Knowledge Check – Questions

True or False?

1. Equipment and pre-award costs listed in the application are approved when the grant is signed.
2. All financial management systems, policies, and procedures should be in place prior to the award.
3. A grantee should not be expected to meet planned program and budget goals in the first quarter due to the extra time needed for start-up.
4. Policies and procedures do not need to be in writing as long as they are clearly communicated to employees.

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✓ Knowledge Check – Answers

1. Equipment and pre-award costs listed in the application are approved when the grant is signed. **False**
2. All financial management systems, policies, and procedures should be in place prior to the award. **True**
3. A grantee should not be expected to meet planned program and budget goals in the first quarter due to the extra time needed for start-up. **False**
4. Policies and procedures do not need to be in writing as long as they are clearly communicated to employees. **False**

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 **Post-Award**

- ✓ Execute grant agreement
- ✓ Implement program plan
- ✓ Understand types of allowable costs
- ✓ Understand hierarchy of authorities
- ✓ Negotiate subawards as needed
- ✓ Procure contracts as needed

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 **Grant Execution**

- ✓ Execute grant agreement with the Grant Officer
 - ▶ Cannot charge costs to grant until signed
- ✓ HHS Payment Management System
 - ▶ Cannot access cash until this account is set up
- ✓ Obtain Grant Officer written approval for equipment purchases and other requests requiring prior approval
- ✓ If claiming indirect costs
 - ▶ Apply to Federal Cognizant Agency for an approved rate within 90 days of grant award or
 - ▶ Use 10% de minimis rate
- ✓ Comply with all grant terms and conditions

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 **Implementation Plan**

- ✓ Contact Federal Project Officer (FPO) to discuss SOW, project design, and implementation plan
 - ▶ FPO can help avoid grant "potholes"
- ✓ Initial Scope of Work from the proposal may not be specific enough
 - ▶ FPO can help develop a more detailed scope of work
- ✓ Project may lack a detailed implementation plan
 - ▶ Grant application may not include performance schedules
 - ▶ Grant Officer may have removed budget details
- ✓ Project design needs to be complete, well thought out, and effectively structured to accomplish project goals

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✓ Avoid Late Startup

Be proactive in avoiding late start-up, a common cause of grant failure

- ✓ Staff in place and fully trained to implement grant Day 1
- ✓ Focus on meeting first quarter program and budget goals
 - ▶ SOW, project design, and intermediate goals and milestones communicated to all staff
 - ▶ Outreach and recruitment plan activated
- ✓ Operationalize financial and administrative procedures

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✓ Understand Types of Costs

- ✓ Direct Costs
 - ▶ Readily identified with a particular cost objective
 - ▶ Program or administrative
- ✓ Indirect Costs
 - ▶ Not readily identifiable with a particular cost objective
 - ▶ Program or administrative
- ✓ Administrative Costs
 - ▶ Not same as indirect
 - ▶ Based on function performed
 - ▶ Administrative functions defined at [20 CFR 683.215](#)
 - ▶ Composed of direct and indirect costs
 - ▶ Cap or limitation on allowable amount

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✓ Understand Hierarchy of Authorities (Order of Precedence)

- ✓ Program authorization legislation/statutes;
- ✓ Other applicable Federal statutes
- ✓ Applicable appropriations
- ✓ Implementing Regulations
- ✓ Executive Orders
- ✓ Office of Management Budget (OMB)
- ✓ DOL-ETA Directives
- ✓ Terms and conditions of the Federal award

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Subawards

- ✓ Grantees are pass-through entities when making subawards to partners and subrecipients
 - ▶ Subawards are not procurement actions
 - › Unless required by statute
 - › Unless selected on competitive basis
 - ▶ Awards to contractors are competitive procurement actions governed by the procurement rules
 - › Purchase of goods and services for own use or consumption
- ✓ Grant agreement terms may prohibit or limit subawards

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Pass-through Entity Requirements

[2 CFR 200.331](#)

"Pass-through" is not a "pass" on accountability


- ✓ Provide funds to a subrecipient to meet the pass-through entity's program and performance objectives
- ✓ As accountable as if providing the services yourself
- ✓ Uniform Guidance Requirements
 - ▶ Every subaward includes the required information
 - ▶ Evaluate subrecipient's risk of noncompliance with Federal requirements and grant terms and conditions
 - ▶ Impose subaward conditions if appropriate as described in 2 CFR 200.207 Specific Conditions

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Procurement Standards & Thresholds

- ✓ Micro Purchase - Under \$10,000
- ✓ Small Purchase - Under \$250,000
- ✓ Sealed Bids - Primarily for construction
- ✓ Competitive Proposals - Over \$250,000
- ✓ Non-Competitive Proposals
- ✓ Professional services

▶ See letter on threshold changes at: https://www.doleta.gov/grants/pdf/Grantee_Letter-Micropurchase_and_Simplified_Acquisition.pdf



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Required Contract Clauses

- ✓ Administrative, contractual, or legal remedies for breach of contract if contract exceeds Simplified Acquisition Threshold (currently \$250,000)
- ✓ Termination for cause and for convenience if contract > \$10,000
- ✓ Equal Employment Opportunity provisions
 - ▶ Must include EEO notice in recruiting materials
- ✓ Davis-Bacon Act for construction contracts > \$2,000
- ✓ Contract work hours and safety standards for contracts > \$100,000 employing mechanics or laborers

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Grant Terms

- ✓ Important terms first
- ✓ Restrictions – For a specific recipient (if needed)
- ✓ Formula – For WIOA/UI/ES/Trade formula awards only
- ✓ Funding Restrictions – e.g. Admin Cost Limit
- ✓ Administrative Requirements – Many UG-related terms
- ✓ Program Requirements – Terms only applicable to a single program or initiative
- ✓ Appropriations – Updated annually based Congressional approval
- ✓ Public Policy – Laws and EOs that require a term
- ✓ Attachments – List of certifications and other documents as needed

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Specific Terms to Discuss – Requirement to Provide Certain Information in Public Communications

- ✓ Stevens Amendment
 - ▶ Currently undergoing GAO review

Pursuant to PL 115-141, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in the 2 CFR 200 and, when appropriate, both must be complied with.

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✓ Specific Terms to Discuss – Buy American

✓ Buy American Notice Requirements

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

Use only:

1. Unmanufactured articles, materials, and supplies that have been mined or produced in the US
2. Manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactures in the US

Does not apply if:

1. Items for use outside of the US
2. US based products are unsatisfactory
3. Items are below the micro-purchase threshold

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✓ Specific Terms to Discuss – HIPPA

✓ Violation of the Privacy Act

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

In short, no entity shall disclose any record contained in a system of records except pursuant to a written request by, or with the prior written consent of the individual to whom the record pertains. Certain exceptions apply.

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✓ Required Contract Clauses

- ✓ Right to inventions for non-profit organizations and small business firms where applicable
- ✓ Clean Air Act for contracts > \$150,000
- ✓ Energy efficiency standards per State plan
- ✓ Byrd Anti-lobbying certification for contracts > \$100,000
- ✓ Procurement of recovered materials
 - ▶ For states and their political subdivisions
- ✓ Not a contract clause, but UG prohibits use of debarred, suspended, and other excluded parties
- ✓ Grant terms and conditions may identify additional requirements

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✓ Knowledge Check (2) – Questions

True or False?

1. To charge indirect costs to the grant, grantee must have approved IDC rate at time of application or apply for a rate within 90 days of grant award.
2. Both subrecipients and contractors must be obtained by following the UG procurement requirements.
3. Micro purchase procedure is option for aggregate purchases < \$10,000.
4. Small Purchase procedure is option for purchases < \$150,000.

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✓ Knowledge Check (2) – Answers

1. To charge indirect costs to the grant, grantee must have approved IDC rate at time of application or apply for a rate within 90 days of grant award. **True**
2. Both subrecipients and contractors must be obtained by following the UG procurement requirements. **False**
3. Micro purchase procedure is option for aggregate purchases < \$10,000. **True**
4. Small Purchase procedure is option for purchases < \$150,000. **False**

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✓ Period of Performance

- ✓ Managing expenditures within budget limits
- ✓ Managing performance to meet performance goals
- ✓ Oversight and monitoring of subrecipients
- ✓ Reporting expenditures, performance results, and other information
- ✓ Modifying the grant when appropriate
- ✓ Meeting specific conditions, if applicable

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Managing Expenditures

For grant as a whole and for each subrecipient

Planned vs. actual analysis	Overall expenditures	Administrative expenditures
<ul style="list-style-type: none"> Trend analysis over time 	<ul style="list-style-type: none"> Is the grant "on-track"? Spending too fast/slow? Are costs proportionate to outcomes? 	<ul style="list-style-type: none"> Are costs appropriately reported? Are your costs within limitations? Administrative expenditure rate "too fast"?

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Managing Performance Results

For grant as a whole and for each subrecipient

- ✓ Planned vs. actual analysis
 - ▶ Trend analysis over time
- ✓ Service levels on-track to meet planned levels?
 - ▶ Current enrollments
 - ▶ Enrollment in training and other major activities
 - ▶ Total served
- ✓ Performance results on track to meet goals?
 - ▶ Training and other completions
 - ▶ Job placements, earnings gain, other outcomes

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Oversight and Monitoring

- ✓ Monitor activities of subrecipients to ensure compliance and achievement of performance goals
 - ▶ Review financial and programmatic reports
 - ▶ Take timely corrective action on all deficiencies
 - ▶ Issue management decision on audit findings
- ✓ Use appropriate monitoring tools based on risk assessment
 - ▶ Training and technical assistance
 - ▶ On-site reviews
 - ▶ Agreed-upon audit procedures
- ✓ Take corrective action against noncompliant subrecipients per [2 CFR 200.338](#)

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✓ Emphasis on Performance Oversight


[2 CFR 200.328](#)

- ✓ Pass-through entities shall monitor subrecipients to ensure that subaward performance goals are achieved
- ✓ Recipients must monitor award and subaward activities to assure that performance expectations are met
 - ▶ Submit performance reports comparing actual accomplishments to award objectives; unit cost computations if useful; performance trend data and analysis if informative
 - › Reasons for slippage if objectives not met
 - › Analysis of cost overruns or high unit cost

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✓ Reporting

- ✓ General requirements
 - ▶ Electronic
 - ▶ Quarterly
 - ▶ Timely, accurate and complete
- ✓ Performance reports
 - ▶ Service levels and outcomes
 - ▶ Quarterly Narrative Progress Reports
- ✓ Expenditure reports
 - ▶ On accrued expenditure basis, accurately report obligations
 - ▶ Match and leveraged Federal resources
 - ▶ Program income



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✓ Other Information Reporting

- ✓ FFATA Subaward Reporting System (FSRS)
 - ▶ First-tier subrecipient subaward information for contract, grant, and loan transactions of more than \$25,000
 - ▶ Prime recipient and first tier subrecipients' executive compensation
 - › Names and total compensation for each top 5 executives
 - ▶ Must report subaward information by the end of the month following the month the subaward is obligated
 - ▶ Information is accessible on www.USASpending.gov
- ✓ System for Award Management (SAM)
 - ▶ Register in SAM
 - ▶ Log in periodically to review registration information: financial information and points of contact.
 - ▶ DUN and EIN numbers must remain active until the grant award closeout process is fully completed.

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Grant Modifications

- ✓ Report deviations from budget or project scope or objective
- ✓ Request prior approval for revisions [2 CFR 200.308](#)
 - ▶ Change in scope or key personnel
 - ▶ Transfer of funds budgeted for participant support costs
 - ▶ Subawards not identified and funded in approved award
 - ▶ Change in match
 - ▶ Transfers among direct cost categories
 - ▶ Other terms as specified in the Grant Agreement
- ✓ Inappropriate reasons for modifying grant
 - ▶ Poor performance
 - ▶ Not meeting budgeted expenditure goals

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Specific Conditions Options

- ✓ Requiring payments as reimbursements rather than advance payments
- ✓ Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance
- ✓ Requiring additional, more detailed financial reports
- ✓ Requiring additional project monitoring
- ✓ Requiring the non-Federal entity to obtain technical or management assistance
- ✓ Establishing additional prior approvals

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Knowledge Check (3) – Questions

True or False?

1. A grantee is not accountable or liable for the expenditures and performance of its subrecipients.
2. Falling behind in meeting performance or budget goals can be remedied by modifying my goals lower to match current performance levels.
3. One form of required oversight is to compare actual to planned results in meeting program performance and expenditure goals.
4. The grantee is allowed to maintain a cash-based accounting system and to report on a cash basis.

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✓ Knowledge Check (3) – Answers

1. A grantee is not accountable or liable for the expenditures and performance of its subrecipients. **False**
2. Falling behind in meeting performance or budget goals can be remedied by modifying my goals lower to match current performance levels. **False**
3. One form of required oversight is to compare actual to planned results in meeting program performance and expenditure goals. **True**
4. The grantee is allowed to maintain a cash-based accounting system and to report on a cash basis. **False**

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✓ Closeout

- ✓ Closeout process
 - ▶ Disposition of equipment
 - ▶ Final expenditure report
 - ▶ Closeout of subrecipients
 - ▶ Match requirements, if applicable
 - ▶ Leveraged resources, if applicable

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✓ Closeout Process

- ✓ Email notification transmitted 30 days prior to grant expiration
- ✓ Closeout package electronically transmitted to grantee
- ✓ Documentation must be submitted 90 days from expiration of grant
- ✓ Extensions may be granted
- ✓ FAQs at <http://www.doleta.gov/grants/docs/GCFAQ.pdf>
- ✓ Manual at <http://www.doleta.gov/grants/docs/GCS.pdf>

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✓ Closeout Process (cont.)

- ✓ Approval for disposal of equipment
- ✓ Final expenditure report
- ✓ Closeout of subrecipients
- ✓ Match requirement not met?
 - ▶ Like amount of grant dollars will be unallowable
 - ▶ Reduce allowable grant expenditure by amount short
 - ▶ Non-compliance may result in closeout ID/FD process
- ✓ Leveraged Resources not met?
 - ▶ Grant Officer will determine penalty

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✓ Knowledge Check (4) – Questions

True or False?

1. A PTE is responsible for the closeout and audit resolution of its subrecipients.
2. There is no penalty for not meeting the match requirement in the grant.
3. If the equipment has a current value of \$5,000 or more, you must ask the Grant Officer for disposition instructions.

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✓ Knowledge Check (4) – Answers

1. A PTE is responsible for the closeout and audit resolution of its subrecipients. **True**
2. There is no penalty for not meeting the match requirement in the grant. **False**
3. If the equipment has a current value of \$5,000 or more, you must ask the Grant Officer for disposition instructions. **True**

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Module Review

- Reviewed the requirements and standards applicable to ETA grants by discussing each phase of the grant life cycle to ensure a successful outcome
 - Pre-Award
 - Post-Award
 - Period of Performance
 - Closeout



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SMART Checklist

- ETA Grant Management Overview
 - Train staff responsible for the implement of the grant on the hierarchy of authority.
 - If managing grants from different Federal agencies, ensure that staff responsible for those grants are aware of the OMB approved exceptions for that Federal agency and to ensure that DOL exceptions at [2 CFR 2900](#) are only applied to DOL grants.
 - Periodically review SAM to ensure registration and account file is correct and updated.
 - When working with subrecipients, consider developing a risk assessment tool featuring similar risk factors that the Federal agency uses for its grant applicants.

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ETA and Uniform Guidance Resources

- [Core Monitoring Guide](#)
 - Tools 5: Risk Assessment Worksheet
- [Grant & Financial Management Technical Assistance Guide](#)
 - Chapter 16: ETA Grant Management Overview
- WIOA Administrative Provisions [20 CFR Part 683](#)
 - 20 CFR 683.210
 - 20 CFR 683.215
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200](#)
 - 2 CFR 200.205
 - 2 CFR 200.308
 - 2 CFR 200.328
 - 2 CFR 200.331
 - 2 CFR 200.338
 - 2 CFR
- Department of Labor Exceptions [2 CFR Part 2900](#)
 - 2 CFR 2900.21
 - 200.501

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Web Resources

- ✓ What is the best way to find your local American Job Center (AJC)?
 - ▶ See [DOL's Service Locator](#)
- ✓ Want More Information?
 - ▶ [DOL ETA.gov/Grants](#)
 - › [Funding Opportunities](#)
 - › [How to Apply](#)
 - › [Manage Your Awarded Grant](#)
 - › [Resources and Information](#)
 - [ETA Grantee Handbook](#)
 - [Annual Grant Terms Template](#)
 - [Core Monitoring Guide](#)
 - [Technical Assistance Guides](#)
 - [Uniform Guidance Quick Reference Sheet](#)
- ✓ Want More Training?
 - ▶ [Workforce GPS's Grants Application and Management Community of Practice](#)
 - › Financial Reporting
 - › Subrecipient Management and Oversight
 - › Indirect Cost Rates
 - › Policies and Procedures
 - › Procurement and Performance-Based Contracts
 - › Capital Assets and More
 - ▶ [WorkforceGPS](#)

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Remember the Grant Management Toolbox!

The diagram illustrates the 'Grant Management Toolbox' which includes the following components:

- UG 2 CFR 200 and 2 CFR 2900
- Technical Assistance Guides (TAG)
- Core Monitoring Guide (CMG)
- SMART Training
- Grantee Handbook
- WorkforceGPS

These tools are used to support **DOL Grant Recipients & Subrecipients**.

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Questions?

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