Good CLG Grant Management

Guidance from OHP staff

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Congratulations!
You Received a CLG Grant

Way to Go!

You're Awesome!

Many management responsibilities come with accepting a CLG grant.

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Communicate with OHP

Sub grantee

OHP

Meet reporting deadlines and keep OHP informed of any problems.

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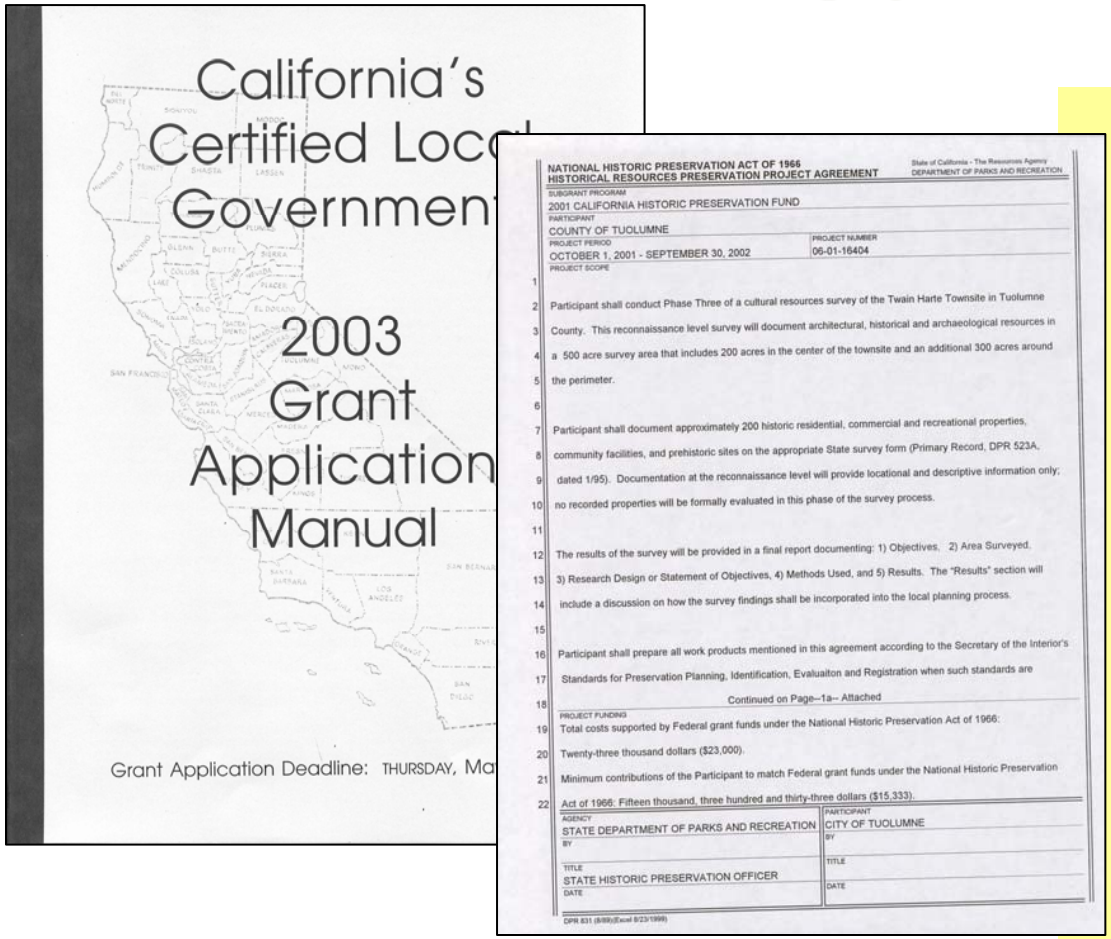
Contract and Manual



Read project agreement (contract) and grant guide to understand your responsibilities

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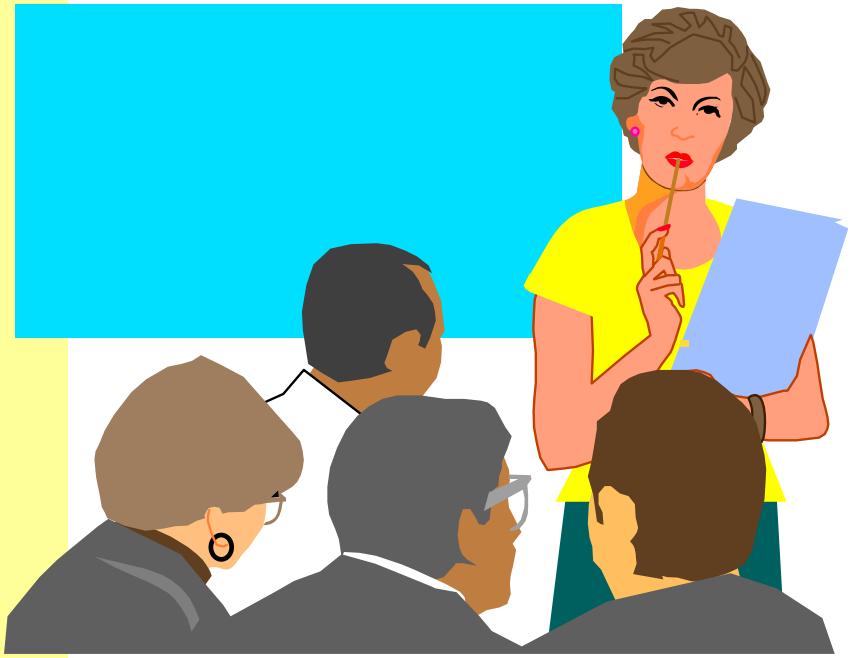
Communicate Within Your Government Agency

Work closely with your business office. They should have experience administering grants.

Know what oversight bodies you must seek approval from (commissions, councils, boards, etc..)



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Request for Proposals

Begin the RFP process ASAP. OHP must review RFPs prior to putting out.

Allow plenty of time to complete the process of seeking and finding competitive bids.

Have reasonable expectations for the consultant services your budget will cover.

City of Preservation
Request for Proposal:
Historic Survey

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Phased Projects

If your project is to be completed in phases over several years you either need to RFP all phases or prepare a separate RFP for each phase.

Request for Proposal Survey
- **Phase I**
- **Phase II**
- **Phase III**

or

RFP survey Phase I 2004

New RFP survey Phase II 2005

New RFP survey Phase III 2006

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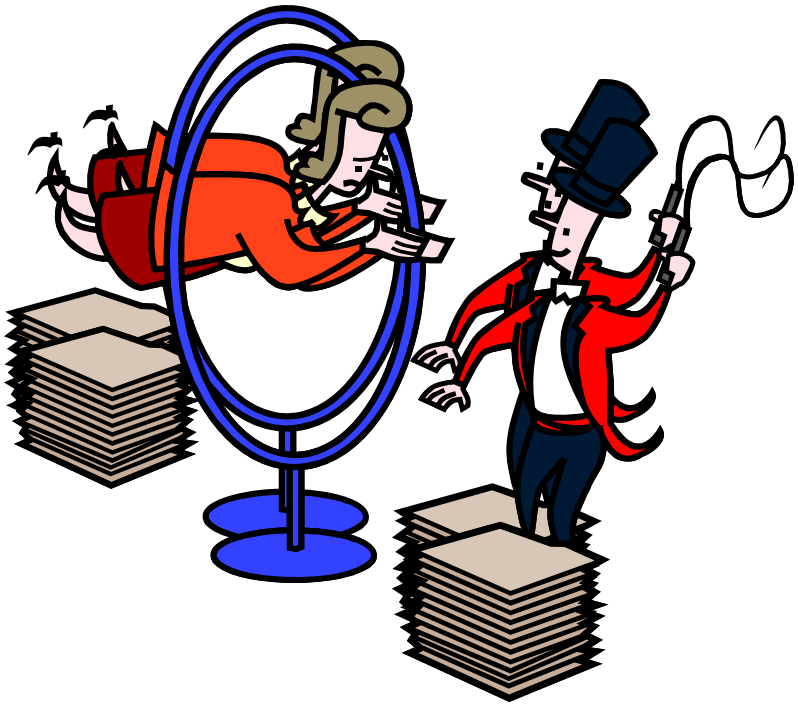
Manage Consultants



Be sure consultants are sticking to contracted deadlines and products.

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Record Keeping

Keep good records of time charged to the grant or as match.

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Document the costs

Keep good records of invoices, receipts and other items that document expenditures.

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Hourly rates

$85.67 per hour*

Make sure hourly rates do not exceed the HPF maximum:

- Use fixed-fee consultant contracts.
- Break out benefits on staff salaries.
- If salary still too high, charge only the maximum.

- *2009-2010 rate

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Cash Costs

Documented in receipts, payroll reports and invoices

Show on reimbursement request form

		Grant	Match
Senior planner			
	$37 x 125 hrs.		$4,625
	Fringe 35 %		$1,619
Clerical			
	$25 x 24		$600
	Fringe 35 %		$210
Consultant contract			$10,000
	Indirect 15%		$1,058
	Total	$10,000	$8,112

Documentation should itemize all cash costs. Detail supplies, salaries, etc.

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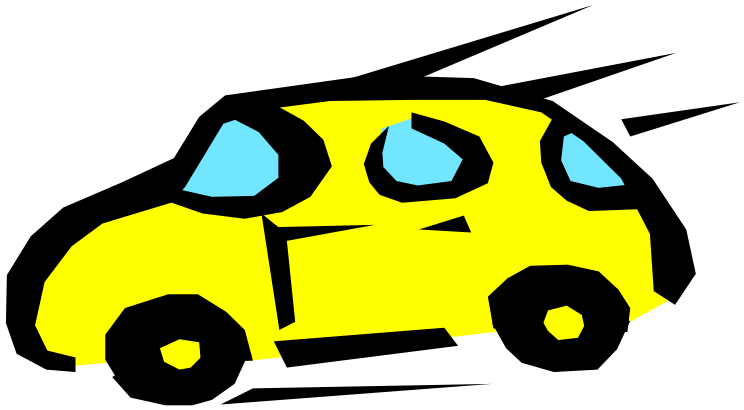
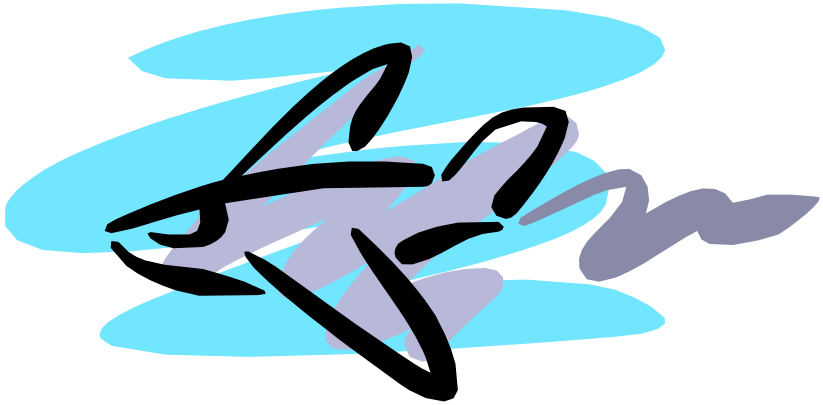
Travel Costs





Keep receipts. Detail when, where, whom, per diem, lodging, mileage, etc.

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Indirect Costs

Indirect costs

Business Services
Contracts
Personnel
Mailroom
Budgets
Procurement
Space costs
Etc.

Example:
Expenditures $10,000 x Indirect 25 % = $2,500

Put on line "I" of payment request form

You do not have to itemize, but you do need to show the percentage rate charged and have a rate agreement on file. The maximum is 25 percent.

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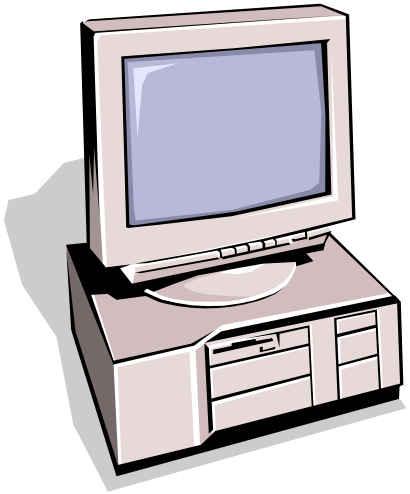
Equipment

OK



Under $5,000 considered supplies.
Avoid purchases over $5,000.

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Overmatch

Grant

Match

Overmatch?

Try to overmatch where possible. In an audit, additional match can be helpful if any costs are disallowed.

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Allowable Costs Period

Only costs incurred between October 1 and September 30 following are allowable.

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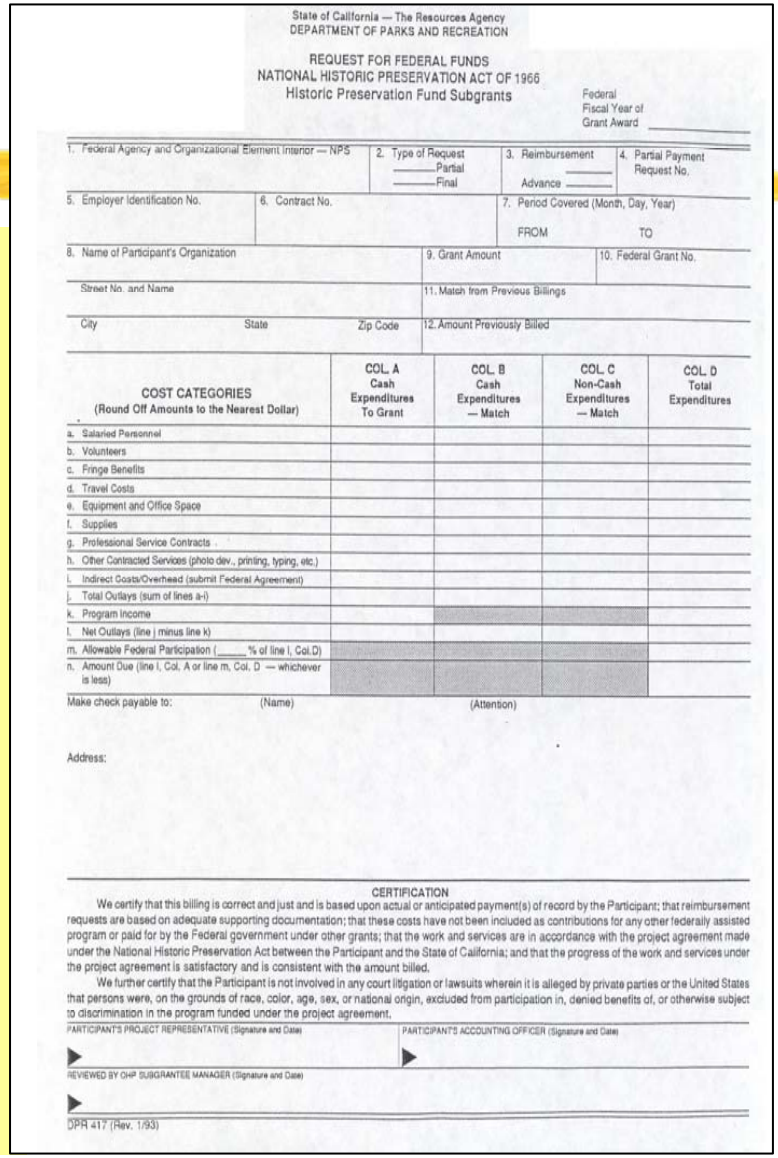
Reimbursement

Be sure to send a Form 417 and documentation to support claimed grants costs and match. You may request partial payment in phases, but final payment will be withheld until product is received.



State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

REQUEST FOR FEDERAL FUNDS
NATIONAL HISTORIC PRESERVATION ACT OF 1966
Historic Preservation Fund Subgrants

Federal Fiscal Year of Grant Award _____

1. Federal Agency and Organizational Element Interior — NPS	2. Type of Request ____Partial ____Final	3. Reimbursement ____ Advance ____	4. Partial Payment Request No.
5. Employer Identification No.	6. Contract No.	7. Period Covered (Month, Day, Year) FROM TO	
8. Name of Participant's Organization		9. Grant Amount	10. Federal Grant No.
Street No. and Name		11. Match from Previous Billings	
City State Zip Code		12. Amount Previously Billed	

COST CATEGORIES (Round Off Amounts to the Nearest Dollar)	COL. A Cash Expenditures To Grant	COL. B Cash Expenditures — Match	COL. C Non-Cash Expenditures — Match	COL. D Total Expenditures
a. Salaried Personnel				
b. Volunteers				
c. Fringe Benefits				
d. Travel Costs				
e. Equipment and Office Space				
f. Supplies				
g. Professional Service Contracts				
h. Other Contracted Services (photo dev., printing, typing, etc.)				
i. Indirect Costs/Overhead (submit Federal Agreement)				
j. Total Outlays (sum of lines a-i)				
k. Program Income				
l. Net Outlays (line j minus line k)				
m. Allowable Federal Participation (_____% of line l, Col.D)				
n. Amount Due (line l, Col. A or line m, Col. D — whichever is less)				

Make check payable to: (Name) (Attention)

Address:

CERTIFICATION

We certify that this billing is correct and just and is based upon actual or anticipated payment(s) of record by the Participant; that reimbursement requests are based on adequate supporting documentation; that these costs have not been included as contributions for any other federally assisted program or paid for by the Federal government under other grants; that the work and services are in accordance with the project agreement made under the National Historic Preservation Act between the Participant and the State of California; and that the progress of the work and services under the project agreement is satisfactory and is consistent with the amount billed.

We further certify that the Participant is not involved in any court litigation or lawsuits wherein it is alleged by private parties or the United States that persons were, on the grounds of race, color, age, sex, or national origin, excluded from participation in, denied benefits of, or otherwise subject to discrimination in the program funded under the project agreement.

PARTICIPANT'S PROJECT REPRESENTATIVE (Signature and Date) ▶

PARTICIPANT'S ACCOUNTING OFFICER (Signature and Date) ▶

REVIEWED BY OHP SUBGRANTEE MANAGER (Signature and Date) ▶

DPR 417 (Rev. 1/93)

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Reimbursement/Product Deadline

OCTOBER 10

Reimbursement requests and products are due no later than October 10. If you can not meet this deadline, contact the OHP.

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Penalties

(From CLG grant score sheet)

***Penalty Points* (10 points)**

At OHP's discretion, up to 10 points may be deducted based on how well the CLG has met CLG program requirements and previous grant contractual deadlines and terms within the last three grant cycles.

Poor grant management can hurt changes on future CLG grant applications.

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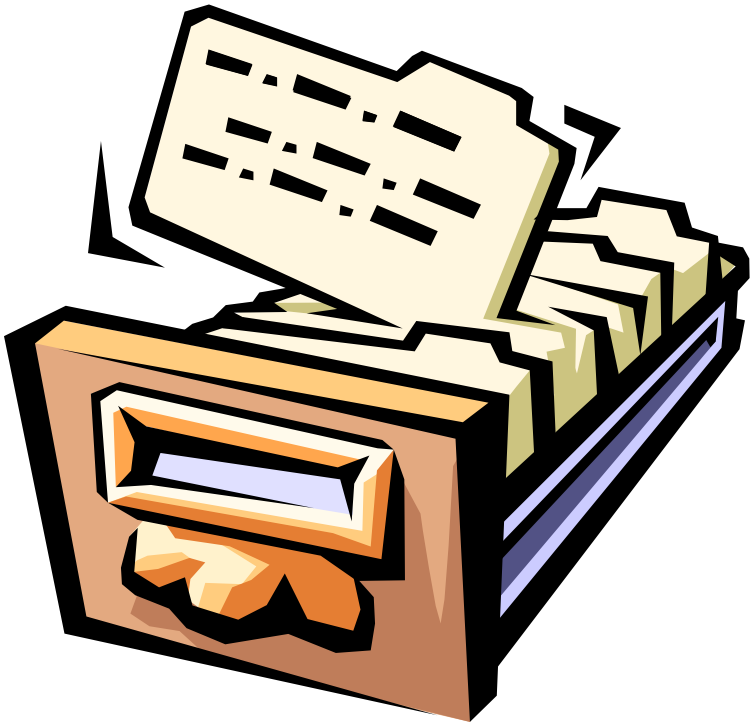
Audits



Keep for 3 years

CLGs are covered by the Single Audit Act which requires a CLG to conduct only one audit annually for all federal grants.

However, OHP could be audited by the NPS and you may be asked to supply information and documentation.

Hold all grant records and documentation for three years.

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Help Gladly Provided

Give me a call!

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If you have any questions or difficulties, please as OHP for help.

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