Grant Reporting Process POST-AWARD



RECEIVE AWARD

A substantial percentage of grant awards go through some degree of negotiation and revision before the award is made. When a funder decides to support a project, it may be at a different amount than what was requested or they may request changes in the proposal itself. The Grants Director will work with the funding agency, the project lead, and Rio Hondo Fiscal Services to facilitate negotiations and create a new budget if necessary.

Award Notification

- Funding agency will send notification and funding agreement/contract to the President, the
- Any requested grant agreement modifications will be negotiated with funding agency, by GO, Project Lead and Fiscal Services.
- Once finalized, grant agreement is forwarded to the Contract Office and the Grants Office.

Contract Approval

- Grants Office will submit via board docs for Board Agenda at the soonest possible scheduled Board Meeting.
- Following Board approval, the President (or Fin. VP) will return the signed grant (or subaward) agreement to Contract Services.
- Contract Services will send to funding agency or subaward organization with a copy to the Grants Office and project lead.
- Approved documents are uploaded to Grants Navigator by the Grants Specialist.

Establish Grant Account

- Fiscal Services will establish restricted accounts/funds for project use.
- Grants Specialist sets up reporting tasks and deadlines in Grants Navigator for reporting alerts to the project lead and Fiscal Services. Alerts will be sent out 30 days prior to due date.

2

EXECUTE PROJECT

Project Lead, or G5 system.

Once the contract is in place, the project lead, with the assistance of the Grants Director, Fiscal Services, Office of Human Resources, and other applicable offices, is responsible for the proper technical conduct of the project or program, compliance with the terms and conditions of the agreed-upon terms of the project, management of funds within the approved budget, and administration of the project within the agreement/contract and award guidelines.

Start Project Reporting Records Retention

- Grant Director will coordinate a project "kick-off" meeting with project team.
- Project lead will work with Grants
 Office and funder throughout the
 performance period to adjust for
 unanticipated challenges.
- Report reminder notices sent from Grants Navigator.
- Project lead will work with Grants Office and Fiscal Services to ensure grant compliance.

- Fiscal Services will provide the project lead with a spend down report.
- Unique reporting requirements are set by the funder.
- Project lead will provide the Grants Office with a copy of the submitted report to be uploaded into Grants Navigator.

All financial records and contracts pertaining to the grant will be maintained by Accounting and Contract Services. Copies of the proposal, final budget, and all grant reports will reside in Grants Navigator inaccordance with RHC policies/guidelines and the specific requirements of the funding agency.

GRANT DEVELOPMENT AND MANAGEMENT



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