



Federal Grants Management

Summary of Post-Award Requirements

Once a Federal Grant is approved, the following administrative elements are required:

QUARTERLY REPORTS

- Financial Status Reports (SF 269A)
- Federal Cash Transaction Report (SF 272)

Quarterly Reports ensure that all advanced funds are disbursed within 3 days

ALL REPORTS ARE DUE 30 DAYS AFTER THE END OF EACH QUARTER

QUARTER ENDS ON: March 31; June 30; September 30 and December 31

PAYMENT

Request for an Advance or Reimbursement

- Use SF 270 (as needed but should attempt at least quarterly)
- Submit memo itemizing costs and changes
- Actual source documentation should be retained in files for auditing purposes

CHANGES

Changes requiring prior approval

- Need for additional funding
- Change to the Scope of Work
- Change of key persons
- Cumulative transfers among direct cost categories which exceed 10 percent of the current total award, whenever the awarding agency's share exceeds \$100,000.
- Transfer of funds allotted for training
- Sub-granting or contracting out
- Extension of performance period
- Capital equipment (A-87, Att. B, 19)
- Cost of membership to social, civic, or community organizations as a direct cost
- Pre-award costs (A-87, Att. B. 32)
- Travel costs of officials covered by section 23 (A-87, Att. B, 41.a.)

Make sure to get all prior approvals in writing!

CLOSE-OUT

- Final financial reports (SF 269) and (SF 272) are due 90 days after the expiration of the grant
- Unless an extension is granted, all funds must be requested and liquidated at this time
- After receipt of all closeout documents, FEMA will make all cost adjustments or disallowances to the allowable costs
- Grantee is expected to refund any balance of un-obligated or unencumbered funds immediately

AUDITS

- OMB-Circular A-133 “Audits of States, Local Governments, and Non-Profit Organizations” that expend financial assistance of \$500,000 or more in Federal awards must have a Single or Program-specific audit conducted for the year

FILES

- Records and accounts are to be retained for a period of not less than 3 years after closeout unless there is some litigation or audit.

ACQUISITIONS

- Land acquisition projects are subject to bi-annual site inspections with confirmation by photos and official statement. In the case of multiple acquisitions, inspections will start two years after the first closing.

Grant Resource References

- **Grants Management Forms:**
http://www.whitehouse.gov/omb/grants/grants_forms.html
- **Code of Federal Regulations 44 CFR Part 13**
http://www.access.gpo.gov/nara/cfr/waisidx_05/44cfr13_05.html
- **OMB Circular A-87 Cost Principles for State, Local and Tribal governments**
<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>
- **OMB Circular A-102 – Administrative Principles**
<http://www.whitehouse.gov/omb/circulars/a102/a102.html>

For more information Contact:

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