

GRANTS

Life Cycle Support

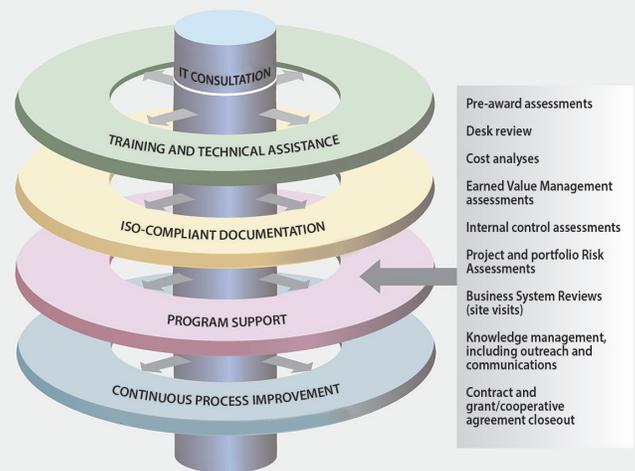
Providing Proven People, Processes, and Solutions

Managing the lifecycle of a grant involves a service system that demands a variety of professional skill sets to ensure administrative, programmatic, and financial success. As with any large system, grants management requires workflows, from the most routine and repetitive, to the most creative and expert. Technology insertions can automate many routine tasks. However, these advances must be set into an environment of people, policies, systems and processes with planning and careful consideration to avoid possible operational disruption.

ManTech offers a holistic approach that serves both the federal funding agency and non-federal entity communities. We offer a support structure that takes into consideration federal guidance, technology solutions, good project management practices, as well as the complexity of strong financial management methodologies. We provide support over the lifecycle of a grant with any ancillary services needed to provision technology insertion.

Our Accomplishments

- **IT Consultation:** We have gathered requirements, build business processes, develop solutions, and provide configuration management.
- **Training:** We have provided instructor-led classroom training as well as SCORM- and 508-compliant e-learning modules. Our training programs are supported by instructor and participant's guides, multimedia presentations, and hands-on practice seminars.
- **ISO-Compliant Documentation:** We have prepared narratives and map processes to develop standard operating procedures.
- **Program Support:** We have offered Project Management Office (PMO) services and project controls.
- **Continuous Process Improvement:** We have interviewed customer experts and map process and procedures.
- **Desk Reviews:** We have studied grants projects for administrative and financial adherence to the Uniform Guidance and other federal laws across the Order of Precedence. We also review financial and reporting practices to provide technical assistance for grants projects in process.
- **Outreach Communications:** We have planned, brand, develop, and provide logistics for conferences nationwide. We design and develop digital media, conference apps, and webcasting events.
- **Cost Analysis:** We have developed new, high-quality cost estimates according to U.S. Government Accountability Office standards. We corroborate submitted cost estimates by dissecting attributes, identifying anomalies, and validating development processes.
- **Site Visits:** We have inspected large facilities, interview participants, and review policy and procedure to gather compliance documentation.
- **Risk-Management Consultation:** We have consulted on the development and implementation of risk frameworks.
- **Cooperative Agreement, Grant, and Contract Closeout:** We have provided professional closeout services that include reconciliation and documentation.



Grants Management Body of Knowledge

National Grants Management Association (NGMA) selected KGS, a wholly owned subsidiary of ManTech, as its partner to develop the Grants Management Body of Knowledge (GMBok) because of our deep subject matter expertise. We researched, wrote, designed and referenced the GMBok Guide. The information in the book covers the following topical areas.

Chapter 1: Mastering Federal Guidance

Covers the Order of Precedence and laws governing grants management and provides an in-depth review of the Uniform Guidance.

Chapter 2: Types of Federal Financial Assistance

Discusses the forms that federal assistance takes in order to be distributed to the organizations committed to accomplishing public works.

Chapter 3: Pre-Award Phase

Focuses on how to find, apply for, and plan for the award of grants.

Chapter 4: Award and Award Acceptance

Describes how the funding agency has developed the parameters to define work that must be done to address a specific public problem.

Chapter 5: Execution Phase

Examines the business management of the actual project to be done under the grant funding. The chapter also takes a deeper dive into project management.

Chapter 6: Monitoring Phase

Describes how federal agencies and non-federal entities acting on behalf of the federal government must assess and mitigate (or entirely prevent) risk, while also providing relevant technical assistance to the grantee. Chapter 6 also describes the procedures and responses to desk reviews and site visits.

Chapter 7: Closeout Phase

Describes the reports and recordkeeping required of grantees, and reviews relevant federal guidance for compliance with closing out publicly funded projects.

Chapter 8: Understanding Audits

Explains how federal audits contribute both to improved financial stewardship and to grantee performance excellence.

Chapter 9: Understanding Fraud, Waste, and Abuse

Defines fraud, waste, and abuse and describes the common forms of these blights. Provides information to ensure an organization's ability to serve as an honest broker of publicly funded projects.

Chapter 10: Understanding Internal Controls

Discusses how internal controls affect every step in the grants management life cycle.

Grants Management Lifecycle					
Pre-Award	Award and Award Acceptance	Execution	Monitoring	Closeout	Audits
Agency creates solicitation	Agency prepares award package	Grantee plans project	Agency selects grants for review	Grantee and awarding agency schedule closeout	Auditor plans audit
Potential grantee researches agency programs	Agency awards grant	Grantee administers subawards and procurements	Agency reviews and reports on selected grants	Grantee resolves obligations and plans disposal of property	Auditor reviews and tests internal controls
Potential grantee applies for grant	Grantee reviews notice of award	Grantee plans quality control	Agency requests corrective action	Grantee prepares, reconciles, and delivers final reports	Auditor performs substantive testing
Agency evaluates application	Grantee accepts award	Grantee reports on project and finances	Agency monitors corrective action	Agency reviews reports and settles accounts	Auditor submits final and draft reports
Agency conducts pre-award risk assessment	Grantee awards and administers subawards	Grantee monitors subrecipients		Agency processes refunds and final payments (recovers unused funds)	Awarding agency conducts follow-up

LEARN MORE

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