

Grant Managers Brown Bag

TOO MUCH OF A GOOD THING

MARCH 2023

WHY CARRY OVER

- It's that time of the year
- It happens more often than you think
- It can lead to uncomfortable conversations with your program officer, a reduction or a delay in future funding, and/or a compliance finding.
- It requires proactive planning and coordination



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CARRY OVER HAPPENS – WHY?

I) Pre-Award Oversight

- Grant submission, award, and implementation timeline was not considered in budget development
- Work plan and/or budget was not fully developed prior to submission
- Project was not reviewed and approved in coordination with other essential partners either internal or external to the organization



POST AWARD CHALLENGES

DELAYS IN INTERNAL PROCESSES

- Award Acceptance
- Contract Revisions
 - Budget
 - Work Plan
 - PI
 - Organizational Structure
- Staff Hiring
- Construction/Renovation
- Purchasing

DELAYS IN EXTERNAL PROCESSES

- Contract Issuance
- Delivery of Materials or Services
- Changes/Cancellations in Key Activities
 - Professional Development

MITIGATING DEVELOPMENT CHALLENGES

- 1) Remain engaged in the grant development process
- 2) Review work plan as early as possible
- 3) Read contract and understand options
- 4) Strategize with supervisor and/or College leadership to address potential and/or real challenges to on-time implementation
- 5) Work with grantor to change the Scope of Work
- 6) Return the grant if necessary

PLANNING FOR POST-AWARD DELAYS

- Begin planning for implementation as soon as you receive grant award notice
- Use your pre-award option to begin the hiring process early
- Communicate with grant partners sooner rather than later
- Initiate development of subaward agreements as soon as possible
- If you are a grant administrator, begin these processes while you wait for a grant manager
- Seek help from grant administrator, college leadership as appropriate
- Follow-up and ensure that progress is happening; set reminders for yourself to do this

WHEN FUNDS AREN'T SPENT AS PLANNED.....

- Questions to Ask:
 - 1) Where was the money not spent?
 - 2) Will you need to spend funds for this task/purchase to achieve project outcomes?
 - 3) Do you have the authority to redirect funds?
 - 4) How else might you spend the money to achieve grant objectives and outcomes?



I) WHERE WAS THE MONEY NOT SPENT?

- 1) Develop and maintain a shadow budget separate from Galaxy
- 2) Project out salary and benefit costs using actuals and estimated actuals
- 3) Monitor budget and work plan regularly
- 4) Compare projected budget with actual budget
- 5) Track requisitions and purchase orders as they are submitted, processed and paid

Most common areas of unspent funds

Salaries & Benefits

Travel

Consultants

Supplies

Equipment

2) WILL YOU NEED TO SPEND UNSPENT FUNDS IN THE FUTURE TO ACHIEVE PROJECT OUTCOMES?

- If you did not spend your funds because you were unable to purchase needed materials, supplies, or services, you will need the money.
- If you did not spend your funds because you were unable to hire, you will not need the money in the future with one exception.

Capacity-Building Outcome Statement #2: Train and support high school and community college faculty and staff, as well as employers and other community-based providers to effectively educate and train neurodivergent students			
ACTIVITIES	ENTITY(IES) RESPONSIBLE	OUTPUTS	TIMELINE/DUE DATES
Identify professional development consultant and/or facilitators to deliver professional development to faculty, staff, and employers on neurodiversity	Project Director Project Leads Advisory Committee	Contract approved for professional development facilitators with experience and knowledge of neurodiversity	By 1/31/2023
Recruit faculty and staff from CIS, DSPPS, and local high schools to participate in training	Project Director Project Leads Advisory Committee Communities of Practice	Up to 10 individuals per Consortium College will commit to participate	By 4/1/2023
Develop and deliver multi-day training for faculty and staff	Professional Development Facilitators Project Director	25 faculty, staff, and or community partners complete training	By 6/30/2023
Evaluate impact of training on participant knowledge, attitudes, and actions	External Evaluator Project Director Advisory Committee	Evaluation recommendations reviewed and addressed by Advisory Committee	By 8/31/2023
Continue to offer bi-annual training through communities of practice	Professional Development Facilitators Project Director	Annual training schedule set	By 8/31/2023
Offer additional training to faculty and counseling leads	Project Director Project Leads	Grant fund used to support Consortium training needs	Ongoing

NO COST EXTENSION

- A no cost extension is a request to extend the project period end date by up to 12 months without requesting extra funding, provided the Notice of Award does not prohibit the extension and the project's approved scope will not change.
- Almost all federal grants allow NCEs.
- State and local/private grants may allow it.
- However, the reason for the extension cannot be simply to spend down money.
 - You must use time to complete project goals, objectives, and outcomes.

If allowed, you may want to “save” unexpended Salary and Benefits for the No Cost Extension year to fund salaries and benefits for individuals not hired at the start of the grant

3) DO YOU HAVE THE AUTHORITY TO REDIRECT FUNDS?

- You may redirect funds to other areas **WITHIN** the guidelines of your award agreement.
- Read your award agreement:
 - May revise budget without restriction within scope of work (federal)
 - May move money between line items as long as Participant Support and Contractual are not impacted (federal)
 - May revise budget up to a 10% cumulative total (state/other)
 - May revise budget up to a % of line item (state/other)

Uniform Guidance has given grantees much greater flexibility to spend grant funds as necessary to achieve grant goals, objectives, and outcomes.

Limitations placed on “high risk” grantees, but in general, may redirect funds without prior approval.

4) HOW ELSE MIGHT YOU SPEND THE MONEY?

- Unspent dollars provide an opportunity to do more with your grant.
- You and your team may have identified a new and complementary or supplementary activity
- New activities and/or expenses must align with scope of work



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EXAMPLES OF PROJECTS FUNDED WITH UNEXPENDED FUNDS

- Enhance a project that may be in the grant application but is not fully funded.
- Develop and offer professional development opportunities in support of grant outcomes.
- Provide special project requests to faculty to provide targeted instructional or academic support.
- Expand the capacity of proposed services



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BUT, WORDS OF CAUTION....

- 1) Don't wait until the last minute to decide how to spend these funds
- 2) Do not buy unnecessary materials or supplies, including computers, just to spend the money
- 3) Do not obligate large purchases at the end of the project period, just to spend the money
- 4) Be mindful as to why the carryover exists, unspent money means something didn't happen as planned
- 5) Don't accidentally spend carry over that is needed to achieve grant outcomes in the future

PLANNING FOR CARRY OVER

- 1) Meet with grant administrator and other members of the team as appropriate
- 2) Review your grant award agreement to determine the process for carrying over funds
- 3) Inform your program officer if necessary
- 4) Include in annual report if requested
- 5) Work with grant accountant to develop next year budget with carry over accounted for in the appropriate line items



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OTHER END OF YEAR TASKS

- Reconcile your internal checkbook
- Make sure all expenses charged to grant are applicable to the grant
- Close out completed Purchase Orders
- Communicate with your vendors if they have not submitted invoices
- Connect with your Grant Accountant to develop FY 23/24 budget
- Follow college process for year end and projected budget development



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QUESTIONS



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