



870.1 - Grants Management

Purpose:

The purpose of this procedure is to provide guidance to all employees working on or with federal grants to be aware of all applicable grant requirements.

Procedure:

This manual has been organized and compiled for faculty and staff who are seeking and/or have received grant funding from external sources (e.g. federal agencies, private foundations) in support of their projects. At Bismarck State College, faculty and staff are required to work collaboratively with the grants team to ensure grants are successfully administered and all grant requirements are met – timely reporting, document retention, audit compliance, etc.

References:

Federal Register, Part III Office of Management and Budget, 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.

The BSC Grants Administration Team and Duties:

- **Vice President of College Advancement:** Responsible for all grants – **Kari Knudson** x45604 kari.l.knudson@bismarckstate.edu
- **Director of Grants:** Assists with grant writing and submission; reviews program and financial requirements and needs; maintains database of grant awards; monitors BSC Principal Investigator (PI) as necessary to ensure compliance – **Emily Cash** x42410 emily.cash@bismarckstate.edu
- **Resource Development Manager:** Assists with grant writing, submission, program/financial requirements, and budgeting support – **Julie Erickson** julie.c.erickson@bismarckstate.edu
- **Grants Accountant:** Works with award recipients to track expenditures and maintain master grant budget; reviews financial expenditures for compliance – **Taunia Grad** x5656 taunia.grad@bismarckstate.edu
- **Controller:** Responsible for and authorizes final financial report submissions as needed – **Cassandra Trhlik** x45432 cassandra.trhlik@bismarckstate.edu
- **Principal Investigator (PI)/Project Director Supervisor:** Authorizes budget, subcontractors, subrecipients as needed
- **Principal Investigator (PI)/Project Director:** Faculty or Staff member implementing the grant. The grants administration team is available to assist with financial compliance and reporting requirements, and regular communication is critical. The PI, however, will be

responsible for ensuring the work plan described in the proposal narrative is fully implemented, including:

- Deliverables included in proposal narrative are met,
- Required performance reports are thoroughly prepared and submitted timely,
- Grant-related charges are reasonable, allowable, and allocable, according to the scope of work and adhere to BSC policies and procedures on expenses (see post-award section for more details),
- Salary and wages charged to the grant are accurately tracked and consistent with the effort expended by individuals working on the grant, as well as time and effort documentation when required, and
- All policies and procedures of the college, North Dakota University System (NDUS), and the awarding agency are followed.
- ***Failure to carry out these responsibilities could have serious implications for the College and the Principal Investigator/Project Director.***
- ***Visit the Grants Management Core Portal Site for important files: [Grant Management \(sharepoint.com\)](#)***

Pre-Award

Decide on priorities - do you need funds to help with curriculum, equipment, prof. development?

Complete a **Department Funding Priorities*** Form for the BSC Grants office.

If it's professional development you need, apply to the **BSC Foundation Grants Program***.

For other funding needs, search nat'l associations, Federal or State grants, private foundations, or contact the grants office.

Once you find a grant opportunity, contact Emily or Julie to initiate a **Request to Proceed*** Form (DocuSign).

Application

Contact the Grants Office to discuss application process and needs.

As Project Director, you will draft application and budget as best you can. The Grants Office will help you refine, edit, budget, upload, etc.

Compile Budget Estimate with **Sample Budget Template***

Apply and wait! Send all application materials and communications to Grants Office.

Post-Award

Meet with Grants Team to review **Grants Management Procedures***

Upload documents and reports to the Grant Workspace on the Core Portal.

Adhere to requirements and deadlines, track budgets, follow BSC policies and procedures.

Complete grant closeout requirements and upload all materials to Core Portal Grant Workspace.

Grant Pre-application:

- Prior to grant application, employees must submit a “Request to Proceed” form through DocuSign. To initiate a form, contact the grants office to review the project feasibility and receive instruction on completing the form.
- To aid in the development of budget estimates, a **sample budget worksheet** is provided on the Grants Management site in the employee intranet site, the Core Portal.
- Personnel costs included in grant budgets must be approved by Supervisor/Dean prior to application.
- For grant budgets with high-level budget categories, a more detailed operational budget must be developed and submitted for approval by the appropriate Dean or other supervisor and sent to the Grants Accountant prior to expenditures.
- **SUBRECIPIENTS:** If the grant includes subrecipients, refer to the **Subrecipient Guide** for additional forms and requirements.

Grant Application:

- Following the grant application, all correspondence, award letters and emails, etc., **must** be forwarded to grants team for notification and placed on the shared drive.
- **SUBRECIPIENTS:** If the grant includes subrecipients, refer to the **Subrecipient Guide** for additional forms and requirements.

Grant Post Award:

- Grant application materials will be placed in a shared file on the Core Portal, established by the Grants Accountant. All pre- and post-grant materials, including application, budgets, letters, reports, etc., will be placed in the shared drive for document retention.
- Once a grant is awarded, the Director of Grants and the Grants Accountant will provide training to the Principal Investigator/Project Director on requirements and guidelines.
- Project Directors or Grant Leads will review this guide and comply with all policies and procedures.
- ***No portion of the grant application may be shared with external parties without prior approval and review from the Grants Office.***
- **SUBRECIPIENTS:** If the grant includes subrecipients, refer to the **Subrecipient Guide** for additional forms and requirements.

Grant Oversight

Grant expenditures and activities for BSC employees must comply with Bismarck State College and appropriate federal agency/private foundation requirements. Accounting methods by Bismarck State College and the NDUS should satisfy requirements of federal and state laws and follow Generally Accepted Accounting Principles and the federal Uniform Guidance. **It is the duty of the grant administration team and the Principal Investigator/Project Director to know and follow existing federal, state, local, and grantor agency regulations to ensure proper use**

of funds and stewardship of resources. Documentation of expenditures must be retained and filed for justification and audit purposes.

Policies and Procedures

The most common and grant-specific procedural activities are linked below, followed by a more detailed breakout of guidance.

- **Travel** – Unless specified by granting agency guidelines, all grant-related travel must be in line with BSC’s travel and reimbursement policy. Please note restrictions on in-state hotel costs and documentation requirements. [See BSC Travel Procedures.](#)
- **Time & Effort** – Employees partially funded by a grant must complete and submit monthly time and effort reports. These reports must be completed and approved in a timely manner. [See BSC Time and Effort Procedure.](#)
- **Equipment** – Equipment purchases often have additional restrictions within grants. Equipment can be defined by federal agencies as a single equipment purchase of \$5,000 or more and can be **an unallowable cost** unless prior written approval from the federal agency is granted. In addition to BSC’s procurement policies and procedures, there may be additional equipment requirements by the awarding agency.
- **Procurement** – All grant-related purchases must be made in accordance with BSC procurement policy and federal guidelines. Purchases must be reasonable, allowable, and allocable within the grant scope, and the Principal Investigator/Project Director is responsible for ensuring that purchases are approved by required personnel and documentation is maintained according to grant guidelines. [See BSC Purchasing Policies and Procedures](#)
 - **Micro-Purchase Receipts** – Detailed receipts and/or invoices are required as supporting documentation for any grant-related micro-purchase (less than \$10,000). Detailed receipts must be attached to Requests for Payment or Credit Card slips.
 - **Procurement for Construction-Related Grants** – Procurement by micro-purchases for construction costs is limited to \$2,000. Construction costs are also subject to the Davis-Bacon Act.
 - **Small businesses, minority businesses, women’s business enterprises, and labor surplus area firms** – For federally-funded procurement, BSC must take affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible, including 1) Placing qualified small and minority business and women’s business enterprises on solicitation lists; 2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the

requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

- In North Dakota, the DOT maintains a list of ND-based businesses that qualify: <https://www.dot.nd.gov/divisions/civilrights/dbeprogram.htm>

- **Participant Support Costs**

- Participant Support Costs are costs to support individuals training as part of a workshop, conference, seminar, symposium, or other short-term instructional or information-sharing project. Costs may include stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants.
 - Stipend – a set amount of dollars to be paid directly to a participant for attending a project training activity.
 - Subsistence Allowance – the cost of participant housing and per diem expenses to attend project training activities.
 - Travel – includes the transportation costs to attend a project training activity.
 - Other – costs may include materials and supplies for participants’ use, participant tuition, and other expenses or fees specifically incurred for participants of the project.
- Participants are not BSC employees. Many times, participants are students or workshop attendees.
- Participant Support Costs may not be rebudgeted without prior authorization from the federal granting agency. Contact your grant support team for help in this situation.
- **Scholarships** – Cost of scholarships and other programs of student aid are allowable only when permitted by the granting agency. All scholarship and student aid costs must be reported to the Financial Aid Office to be included with the student’s financial support records.
- **Subrecipient Monitoring** – If the grant includes subrecipients, there are additional forms and requirements. [See BSC Subrecipient Procedure](#)

Uniform Guidance

For questions on purchases, refer to Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Refer to specific rules according to the chart below:

Item of Cost	Citation of Allowability Rule
Considerations for selected items of cost.	2 CFR §200.420
Advertising and public relations.	2 CFR §200.421
Advisory councils.	2 CFR §200.422
Alcoholic beverages.	2 CFR §200.423
Alumni/ae activities.	2 CFR §200.424
Audit services.	2 CFR §200.425
Bad debts.	2 CFR §200.426
Bonding costs.	2 CFR §200.427
Collections of improper payments.	2 CFR §200.428
Commencement and convocation costs.	2 CFR §200.429
Compensation—personal services.	2 CFR §200.430
Compensation—fringe benefits.	2 CFR §200.431
Conferences.	2 CFR §200.432
Contingency provisions.	2 CFR §200.433
Contributions and donations.	2 CFR §200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements.	2 CFR §200.435
Depreciation.	2 CFR §200.436
Employee health and welfare costs.	2 CFR §200.437
Entertainment costs.	2 CFR §200.438
Equipment and other capital expenditures.	2 CFR §200.439
Exchange rates.	2 CFR §200.440
Fines, penalties, damages and other settlements.	2 CFR §200.441
Fund raising and investment management costs.	2 CFR §200.442
Gains and losses on disposition of depreciable assets.	2 CFR §200.443
General costs of government.	2 CFR §200.444
Goods or services for personal use.	2 CFR §200.445
Idle facilities and idle capacity.	2 CFR §200.446
Insurance and indemnification.	2 CFR §200.447
Intellectual property.	2 CFR §200.448
Interest.	2 CFR §200.449
Lobbying.	2 CFR §200.450
Losses on other awards or contracts.	2 CFR §200.451
Maintenance and repair costs.	2 CFR §200.452
Materials and supplies costs, including costs of computing devices.	2 CFR §200.453
Memberships, subscriptions, and professional activity costs.	2 CFR §200.454

Organization costs.	2 CFR §200.455
Participant support costs.	2 CFR §200.456
Plant and security costs.	2 CFR §200.457
Pre-award costs.	2 CFR §200.458
Professional service costs.	2 CFR §200.459
Proposal costs.	2 CFR §200.460
Publication and printing costs.	2 CFR §200.461
Rearrangement and reconversion costs.	2 CFR §200.462
Recruiting costs.	2 CFR §200.463
Relocation costs of employees.	2 CFR §200.464
Rental costs of real property and equipment.	2 CFR §200.465
Scholarships and student aid costs.	2 CFR §200.466
Selling and marketing costs.	2 CFR §200.467
Specialized service facilities.	2 CFR §200.468
Student activity costs.	2 CFR §200.469
Taxes (including Value Added Tax).	2 CFR §200.470
Termination costs.	2 CFR §200.471
Training and education costs.	2 CFR §200.472
Transportation costs.	2 CFR §200.473
Travel costs.	2 CFR §200.474
Trustees.	2 CFR §200.475

Allowable/Unallowable Costs/FAQ

COSTS	ALLOWABLE	UNALLOWABLE
Personnel (<i>for direct services to project</i>)	X	
Fringe Benefits (<i>for approved personnel costs</i>)	X	
Equipment (<i>that hasn't been pre-approved</i>)		X
Equipment (<i>that has been pre-approved and supports the project</i>)	X	
Alcoholic beverages		X
Advertising (<i>unless specifically needed for recruitment or promotion of grant activities only</i>)		X
Finance charges for late payments		X
Travel (<i>for direct support to goal/objectives</i>)	X	
Project specific materials and supplies	X	
Construction		X
Airfare tickets other than Coach/Economy Class		X
Donations		X

- **Program income** – 2 CFR §200.307 If your project in any way earns money, there are very specific ways in how it is tracked and handled. For example, you purchase a trailer with grant funds and then rent it (\$\$) to an outside group; or your grant is for a specific event in which you sell tickets (\$\$). Prior to any scenario in which the specific grant would earn any income, first visit with your grant team on what is allowable and how it must be tracked.
- **Maintenance and repair costs** – 2 CFR §200.452 Costs for general upkeep, repair, etc., which keep things in efficient operating condition are allowable. If maintenance activities significantly prolong intended life or add to the permanent value of the property, it could be seen as a capital expenditure and may not be allowable.
- **Construction** – In many cases, construction with grant is not allowable. Sometimes alterations and minor renovations can be allowed, but need to be approved prior to any work being done. Visit with your grant team prior to any work.
- **Memberships, subscriptions** – 2 CFR §200.454 Membership in business, technical, and professional organizations are allowable. Subscriptions to business, professional, and technical periodicals are allowable. Membership in civic or community orgs can be allowable with prior approval. Country club, social, dining, lobbying clubs, etc., are unallowable.
- **Outreach/Public Relations/Advertising** – 2 CFR §200.421 Allowable only when necessary to communicate when pertaining to specific activities or accomplishments or as necessary according to the grant. All advertising and public relations costs must be necessary for the performance of the particular award, and must not be for the purpose of advertising or promoting Bismarck State College in general. “Promotional items” such as hats, pens, notepads, etc., are prohibited. Also, costs of displays, demonstrations, and exhibits are unallowable unless expressly allowed by grant.
- **Competition** – 2 CFR §200.319 Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.
- **Request for no-cost extension** – Speak to your grant team at least 90 days prior to the end of the grant.
- **Administrative Costs** – These are different than indirect costs. Speak to your grant team for clarification.

Financial Tracking and Receipt of Funds

- Grants are typically set up on an “accrual basis” and not in advance, unless expressly approved by the grantor. The preferred method of reimbursement is electronic funds transfer, which can be arranged with the Grants Accountant.
- The Grants Accountant will prepare and share a grant-specific cost-tracking sheet for grant expenditures. This spreadsheet will be reviewed and monitored by the Grants Administration Team, and the Principal Investigator/Project Director will regularly monitor it for accuracy. If applicable, subrecipients will also utilize this tracking system.

Grant Workspace

- The Principal Investigator/Project Director will utilize and house important grant documents on a shared drive with the grant administration team. Documents include the application materials, reports, financial spreadsheets, receipts, etc.
- BSC is subject to local, state, and federal audits, and the Principal Investigator/Project Director will furnish any additional required documentation as requested by internal and external audits.

Other Applicable BSC Policies

- [BSC Conflict of Interest Policy \(which includes Financial Interests Disclosure Statement\)](#)
- [BSC Theft, Fraud, Abuse and Waste Reporting](#)

Federal Requirements That May/May Not Apply to Project (mostly construction-related)

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable. (Information found at Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards).

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the **Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils)** as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) **Davis-Bacon Act**, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage

determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the **Copeland “Anti-Kickback” Act** (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) **Rights to Inventions Made Under a Contract or Agreement**. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) **Clean Air Act** (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the **Federal Water Pollution Control Act** as amended (33 U.S.C. 1251–1387).

Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act** (42 U.S.C. 6201).

(I) **Debarment and Suspension** (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

§ 200.321 Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§ 200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the **Solid Waste Disposal Act**, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.306(i)1 Cost sharing or matching. (1) The value of donated land and buildings must not exceed its fair market value at the time of donation to the non-Federal entity as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and certified by a responsible official of the non-Federal entity as required by the **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, as amended, (42 U.S.C. 4601– 4655) (Uniform Act) except as provided in the implementing regulations at 49 CFR Part 24. (**Uniform Relocation Assistance Act:** The Uniform Relocation Assistance Act (a.k.a. Uniform Act) of 1970 is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federally funded projects.)

Buy American Act: Buy American Act requires U.S. Government to prefer U.S. made products in its purchases. It does not necessarily mean a product has to be purchased in America but does give preference to domestic construction material.

American Iron and Steel Act (AIS): AIS requires recipients of certain federal funds, including State Revolving Fund (SRF) loans, to use iron and steel products that are produced in the United States for the construction, alteration, maintenance, or repair of a public water system or treatment works.

History of This Procedure:

First procedure: August 2019. Updated July 2023. Approved by Kari Knudson on August 10, 2023.

SUPPLEMENT: Grant Application Checklist

Grant Pre-application:

- Request to proceed form completed, submitted, and approved by Executive Council
- Budget prepared using sample budget worksheet
- SUBRECIPIENTS: Complete Subrecipient vs Vendor Worksheet
- SUBRECIPIENTS: Complete Subrecipient Risk Assessment Questionnaire
- SUBRECIPIENTS: Complete Management Letter based on risk outcomes (can be during grant application and post-award as well)

Grant Application:

- All correspondence with potential funding agency forwarded to Grant Team.

Grant Post Award:

- Financial Coding established and Schedule of Expenditures of Federal Awards (SEFA) assigned and entered into financial system
- Core Portal shared site established
- Terms and Conditions reviewed with Grant Team and Principal Investigator/Project Director
 - Special Conditions, Financial and Performance Reporting Schedule, Cost limitations, etc.
- SUBRECIPIENTS: Invoice and Financial Monitoring System created and sent to Subrecipients
- SUBRECIPIENTS: Regular Monitoring by Compliance Manager and Principal Investigator/Project Director