



**LOCAL  
VOICES  
MAKING  
LOCAL  
CHOICES**



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Grants and Funding Manager  
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# **POST-AWARD GRANT MANAGEMENT**

# Begin With The End In Mind

Closeout

Federal  
Audit

State Audit

Single  
Audit

# GRANT FILE SYSTEM

Think in terms of Accountability “Paper Trail”



**Funding Announcement**



**Application**



**Resolutions**



**Agreement**



**Reports**



**Documentation**

- Why keep Original NOFA?
- Why does it matter where funds originate?
- Significance of retaining Application?
- Application Submittal? Agreement Approval?
- Award Letter or Email
- Importance of “Fully Executed”
- Project and Financial – Monthly? Quarterly?
- Letters, memo’s, emails, Policy

# Rally the Team

## **Kickoff Meeting**

- Review grant time-period and performance requirements
- Develop a timetable and schedule of tasks to be performed by team members, i.e., who develops RFP, files public notices, approves and files reports
- Set up regularly scheduled meetings with project/grant manager and finance to review expenditures and report filing

## **Progress Meetings**

- Weekly/monthly meetings with contractors/consultants to monitor status of project
- Review budget, status of tasks, ability to meet grant period of performance

# GRANT AGREEMENT

**DELIVERABLES**

Begin and Completion dates

**ACTIVITIES, TASKS**

Does Agreement allow for extensions?

**STATEMENT OF WORK**

Cheat Sheet Notes, Yellow Highlight method that works best for you

**SPECIAL CONDITIONS**

Some Federal and State Grants have additional requirements throughout

**ATTACHMENTS**

Agreement

**EXHIBITS**

Record Retention: State usually 3 years, Federal usually 5, 6, or 7 years

\*Grant Extension Deadlines – notify 30 days? 60 days? Formal Amendment

# FINANCE Paper Trail



**Budget**



**Invoices**



**Bank Statements**



**Cleared Checks**



**NOD (notice of deposit)**



**Credit Card Statements**



**On-Line Purchase Receipt**



**EFT Statement & AP ASCII File**

# CONSTRUCTION Paper Trail

## ESTIMATES & QUOTES

**Formal Estimate** (2 CFR 200.319(b) Secured before Contract will create an unfair advantage precluding contractor from bidding on project.

**Informal Estimate** or Quote for purpose of “estimating” approximate project costs.

## PROCUREMENT

**Federal (2-CFR 200 subpart D); Florida (Chapter 287)**

- Competitive Bidding
- Advertisement (notarized ad proof)
- Received Log (bids, proposals, qualifications)
- Pre-Bid Meeting (questions, Grant Requirements explained)
- Ranking (score sheets, committee notes, tabulation)

## CONTRACTOR SELECTION

**Grant Instructions and/or Agreement require notification of contractor or approval of contractor selection?**

# CONSULTANT SERVICES – Paper Trail

## FORMAL BID

**CCNA** (Consultants Competitive Negotiations Act FS 287.055)

- BID Solicitation
- Copy of Bidder List
- Copy Continuing Service Contract
- Copy of Consultant Contract

# CONSTRUCTION – Paper Trail Cont.

## **ONE ORIGINAL**

- Signed/Sealed Plans/Specifications

## **WEEKLY or MONTHLY**


- Project Meeting Notes

# DAVIS BACON

## Prevailing Wage Rates SAM.GOV

**“wage determinations”**

Public Buildings or Works



Wages rates for laborers and mechanics

**Davis-Bacon Act (DBA)**

Wage Determinations ^ < mination | **Construction (DBA)** | Service Cor >

Showing 1 - 3 of 3 results

Sort by Published Date

Davis-Bacon Act WD #: **FL20260103**

State	Counties	DBA Wage Determination
Florida	Alachua	

Modification Number 1

Construction Types Heavy

Published Date May 18, 2026

Davis-Bacon Act WD #: **FL20260140**

State	Counties	DBA Wage Determination
Florida	Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay,	

Modification

Showing 1 - 3 of 3 results

Davis-Bacon Act WD #: **FL20260103** Electrical

State	Counties
Florida	Alachua

Davis-Bacon Act WD #: **FL20260140** State Supplemental classification

State	Counties
Florida	Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay,

Davis-Bacon Act WD #: **FL20260002** Engineering

State	Counties
Florida	Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay,

# DOCUMENTATION IS KEY

- Continuity if project staff change – prevents loss of knowledge
- Provides evidence of activities (public hearings, meetings, work completed)
- Dated documents show that reports were filed in time
- Coded invoices show costs were tied to the grant
- Written cost or price analysis for procurement
- Allowable costs

# Resources

- Independent Cost Estimate Guide
- Agreement Cheat Sheet Example
- General Resources and Code of Federal Regulations

# Contact Us

**FLC Program questions:**

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**To book one-on-one consultations:**

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