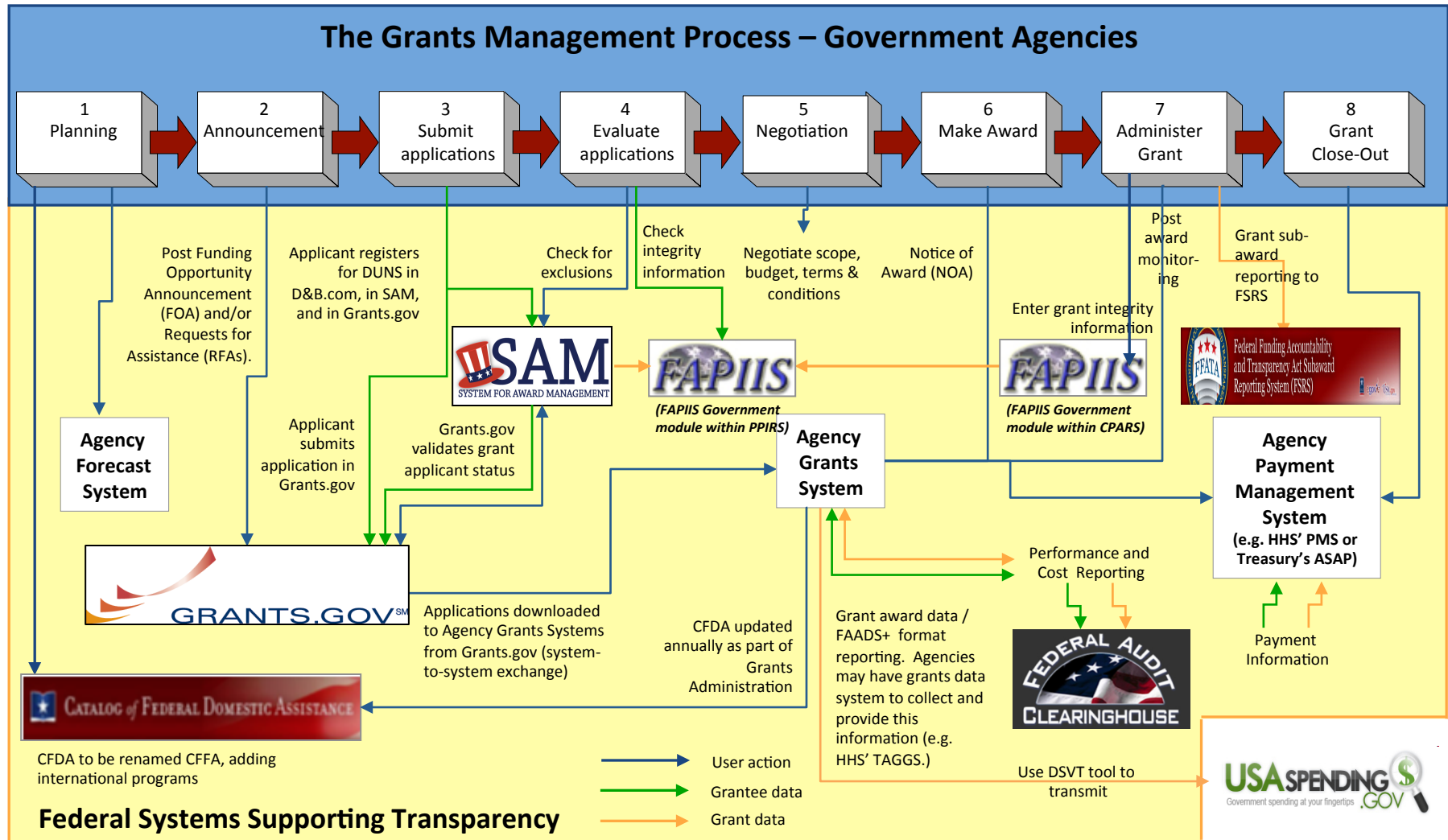


Grants Management Lifecycle

Version 3/11/2013 A generic overview of discretionary grants process as it interacts with pertinent IT systems.





Description of Grants Management Lifecycle



1. Planning

- Includes identifying the program goals, objectives, and available resources, determining the grant mechanism for the best management office, identifying and planning for any special grants management requirements, and developing long-term plans and schedules for announcing and awarding grants.
- Some grants agencies then publish a forecast, essentially a database of **planned** grant opportunities proposed by its grant programs, which contains actual or estimated dates and funding levels for grants that the agency intends to award during the fiscal year. Forecast **opportunities are subject to change** based on enactment of congressional appropriations. An example of an Agency Forecast System is the HHS Grants Forecast (<http://www.acf.hhs.gov/hhsgrantsforecast/>) facilitates HHS' internal agencies (NIH etc.) external communication with grantees about upcoming funding opportunity announcements.

2. Issue Announcement

- The Program Management Office for the Grant Program (see CFDA soon to be re-named CFFA) develops the Funding Opportunity Announcement (FOA) (some agencies refer to this as a Request for Assistance (RFA)). When funding is available and an agency is ready to accept applications, the agency will issue an official FOA, which will be available on Grants.gov. The FOA provides guidance on how to receive an application kit and instructions on how to apply.
- HHS serves as the Managing Partner for Grants.gov – the central portal to FIND and APPLY for discretionary grants.



Description of Grants Management Lifecycle -2



3. Submit Applications

- Applicants, who meet the grant program eligibility criteria as listed in the CFDA/CFFA and in the FOA, submit a grant application to Grants.gov. Normally, private sector businesses are not eligible for grants.
- First, however, the applicant must register (1) for a DUNS at <http://fedgov.dnb.com/webform>, (2) at SAM.gov, and then (3) in Grants.gov.

4. Evaluate Applications

- Applications downloaded to Agency Grants Systems from Grants.gov (a system-to-system exchange).
- Application evaluation includes the receipt and review of grant applications, a business management evaluation, including grant applicant's risk, and cost analysis applying the cost principles. Grants.gov validates grant applicant status.
- The Grants Management Officer checks for exclusions in SAM and may check for pertinent data in FAPIIS. **FAPIIS receives administrative proceedings information and exclusions information from SAM. This information is available for viewing in the FAPIIS module of PPIRS.**

5. Negotiation

- The Grants Management Officer and Program Officer, at minimum, negotiate with grants applicants on one or more aspects of the award, which could include the scope of work, budget and/or terms and conditions.



Description of Grants Management Lifecycle -3



6. Make Award

- The award process involves the preparation of the Notice of Award (NoA) and officially obligates funds for the grant. The NoA describes all terms and conditions of the award, including reporting requirements. The award is then entered into the Agency's Grants System.
- Agency grants systems or data systems are used to transmit award information, via FAADS-plus format, using the Data Submission and Validation Tool (DSVT), to USASpending.gov (<http://www.usaspending.gov/>). For example, HHS' Tracking Accountability in Government Grants System (TAGGS) (<http://taggs.hhs.gov/>) is the data system used to collect this information from HHS' grants Centers of Excellence (COEs) and transmit it to USASpending.gov.
- Grant payment information is sent to the Agency Payment Management System (e.g. HHS' PMS or Treasury's ASAP).

7. Administer Grant for Post-award Monitoring

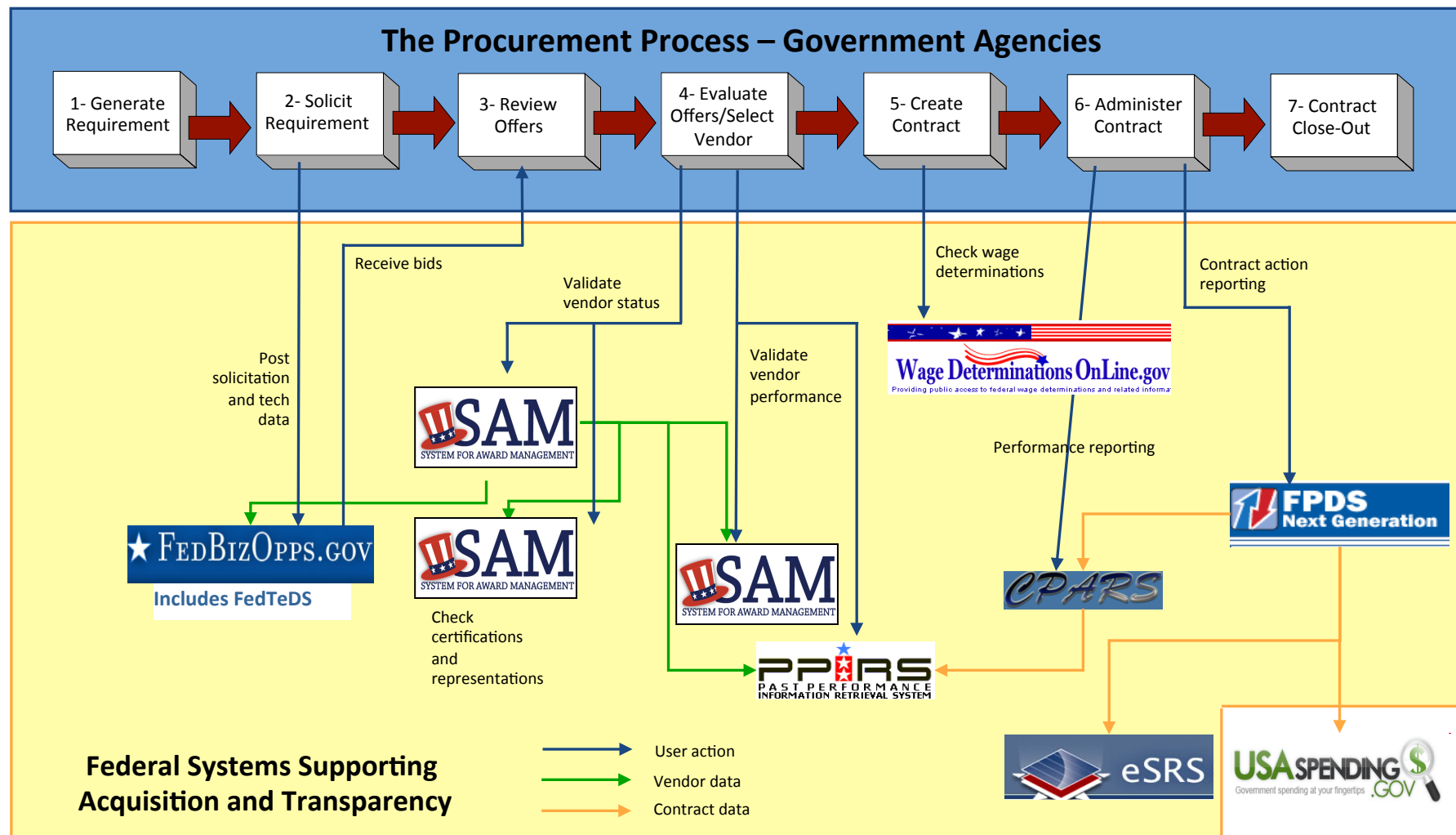
- Includes the Grants Management Officer and Program Officials' tracking receipt of required financial and progress reports, reviewing all reports to identify performance or financial deficiencies, maintaining records of all communications with the recipient, conducting site visits and responding to requests for amendments to the grant.
- The grants systems' performance and cost reporting data is submitted to the Federal Audit Clearinghouse (<http://harvester.census.gov/sac/>). Prime grant awardees report their first tier sub-award data into FSRS, including executive compensation information (if the sub-awardee is NOT already in SAM).
- Grant integrity information is documented in the FAPIIS module of CPARS. The exclusions and proceedings information is documented in SAM. This information will ultimately be viewable in the FAPIIS module of PPIRS for use by the Grants Management Officer during application evaluation.

8. Grant Closeout

- Ensures that all programmatic and administrative requirements are met and involves obtaining all final reports, resolving and reconciling business management issues, and ensuring that the grant file is complete. The grant payment closeout information is sent to the Agency Payment Management System.

Revised with SAM changes, validated by IAE Business Ops Team – 2/21/2013

(Updated 3/11 to include CPARS)



IAE also manages the government-wide Dun & Bradstreet contract that supports FFATA



Description of Acquisition Management Lifecycle



1. Generate Requirement

- Write the requirements for the goods or services to be procured.
- Conduct market research.
- Complete an approved acquisition plan.

2. Solicit Requirement

- Create the pertinent solicitation documents, with a focus on clear requirements, the expected performance by the contractor, and deliverables.
- Publish the Request for Procurement (RFP), Request for Information (RFI) or whatever other solicitation documents that are pertinent for your requirement on Federal Business Opportunities (<http://www.fbo.gov>) (or outside of IAE systems, with such services as **eBuy, GSAAAdvantage, Multiple Award Schedules, etc).**

3. Review Offers

- Proposals are received by the Contracting Officer listed in the FBO solicitation (or **eBuy, GSAAAdvantage, Multiple Award Schedules**), by the deadline, and then subsequently reviewed by a team to score and rate the proposals who then recommend a contract award to an authorizing official and the Contracting Officer.



Description of Acquisition Management Lifecycle -2



4. Evaluate Offers and Select Vendor

- Validate a vendor's status in [SAM.gov](https://sam.gov).
- Check certifications representations of the vendor in [SAM.gov](https://sam.gov).
- Validate the vendor's past performance in [PPIRS](https://ppirs.gov).
- Check for exclusions in [SAM.gov](https://sam.gov) and may check for pertinent data in [FAPIIS](https://fapiis.gov). FAPIIS receives administrative proceedings information and exclusions information from SAM. This information is available for viewing in the FAPIIS module of PPIRS.
- Select the vendor who will receive the contract award.

5. Create Contract

- Check wage determinations in [WDOL](https://wdol.gov).
- The Contracting Officer, working with the Program Office, negotiates with the vendor selected on one or more aspects of the award, which could include the scope of work, budget and/or terms and conditions.
- The vendor must register (1) for a DUNS number at <http://fedgov.dnb.com/webform> (or already have one), (2) at [SAM.gov](https://sam.gov).





Description of Acquisition Management Lifecycle -3



6. Administer Contract

- Submit contract award information into [FPDS](#), which subsequently feeds into [USASpending.gov](#).
- Monitor contract performance, review deliverables, pay invoices.
- Submit subaward reporting into [eSRS.gov](#).
- Submit past performance information into [CPARS](#).

7. Contract Close-Out

- Includes the Contracting Officer and Program Officials' tracking receipt of required financial and progress reports, reviewing all reports to identify performance or financial deficiencies, maintaining records of all communications with the contractor, and accounting for government furnished equipment.
- Ensures that all programmatic and administrative requirements are met and involves obtaining all final reports, resolving and reconciling business management issues, and ensuring that the contract file is complete.

