

Tips for a Successful Grant Period

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Award agreement

- Carefully read the award package (including special conditions) and post-award instructions
- Notify program manager of changes in program immediately
- Document everything and have adequate policies and procedures in place
- Reference award number and/or application number in communication with NIJ staff



Reporting requirements

- Progress reports: performance measures must have a numerical value; explanations/additional information must be included in the narrative section or attached report
- Overdue progress reports will result in withholding of funds
- Overdue financial status reports will result in withholding of funds
- Reporting requirements must be met during the entire life of the grant.



Funding/Obligation requirements

- Financial status reports: consistent reconciliation of financial records
- Request funds based upon immediate disbursement/reimbursement requirements to avoid excess cash on hand
- Obligate and expend funds in a timely manner to avoid extension requests
- Sole source contracts over \$100k require PRIOR approval from NIJ.
- Compensation for consultants/contractors must be reasonable and consistent with that paid for similar services in the marketplace. PRIOR approval is required if the rate exceeds \$450/day or \$56.25/hour



Close Out requirements

- Extension requests should be made no later than 30 days prior to the end of the grant period
- Close outs packages are due 90 days after the end of the grant period. Final reports must reflect project activities during the reporting period AND entire period of support/entire grant period
- Final progress report, final financial status report, financial reconciliation, special condition compliance, and programmatic requirements must be marked COMPLETE to submit standard close out
- Retain all grant related documentation for a minimum of three years from time of close out, audit completion, or litigation



Thank You!

For a copy of this presentation with notes, please contact:

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