



Department of  
**Finance &  
Administration**

# GRANTS WORKSHOP

## Corrective Action Plan

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# WORKSHOP AGENDA



**Corrective Action Plan**



**Illustrative Examples**



**Grants Management Tool Kit**



**Search & Apply for a Grant**



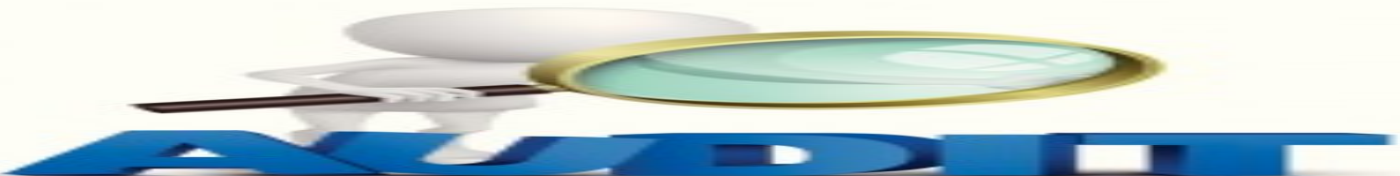
**Upcoming Future Steps**

# BACKGROUND OF CORRECTIVE ACTION PLAN

- The Corrective Action Plan (CAP) serves as the roadmap to effectively correct and resolve noncompliance identified during the Audit.
- The CAP is one of the reporting packages required by Uniform Guidance, Subpart F Section [200.512\(c\)](#).
  - i. Must be submitted to FAC (Federal Audit Clearinghouse) by March 31<sup>st</sup>.
  - ii. Auditee must prepare CAP in accordance with Uniform Guidance, Subpart F Section 200.511(c).
  - iii. Reporting packages are publicly available on the FAC Web site. Click [here](#).
- Database of Audit Findings by Compliance Requirement.

# CORRECTIVE ACTION PLAN

- In accordance with Uniform Guidance Subpart F section [200.511\(c\)](#), the Corrective Action Plan **MUST** provide the following:
  - i. The name of contact person responsible for corrective action.
  - ii. The corrective action planned.
  - iii. The anticipated completion date.
  - iv. If the auditee does not agree with the audit finding or believes corrective action is not required, then the corrective action plan **MUST** include an explanation and specific reasons.



# WRITING IN CORRECTIVE ACTION PLAN

- ❖ Step 1: Clearly state the problem or weakness, including the root cause.
- ❖ Step 2: Create simple, measurable solutions that address the root cause.
- ❖ Step 3: List the individuals who will be accountable for the results of the corrective action.
- ❖ Step 4: Set achievable deadlines.
- ❖ Step 5: Monitor the progress of your plan.



# ILLUSTRATIVE EXAMPLES

❖ Step by step examples using CAP Template:

1. If auditee concurs with audit finding.
2. If auditee does not concur with audit finding.
3. If auditee concurs in part with audit finding.



# TOOLKIT FOR GRANTS MANAGEMENT PROFESSIONALS

- ❖ The Grants Management Assessment Toolkit (assessment) was created through a partnership between AGA and The National Grants Management Association (NGMA) and can be used to screen grants management professionals.
- ❖ This Toolkit assessment is designed to serve two distinct groups:
  - 1) Hiring managers
  - 2) Professionals and job applicants who want to assess their knowledge and skills across an array of grants management competencies.
- ❖ Click [here](#) to website.



# SEARCH & APPLY FOR A NEW GRANT

## Grants.Gov

1. Search & apply.
2. Access application forms.
3. Learn about grant.
4. Access training videos.

## ICR Tool

1. Provide a link to Grants.Gov.
2. Access USA Spending.Gov.
3. Access Uniform Guidance.

## DGS Website

1. Posting 19 State agencies' grants.
2. Access forms and applications.
3. Access state funding & federal funding.





# SEARCH & APPLY THROUGH GRANTS.GOV

## Grants.Gov

1. Search & apply for a new grants through the “Search Grants” Tab.
2. Learn about grant lifecycle, grant policies, and grant terminology through the “Learn Grants” Tab.
3. Apply for grants under applicants.
  1. Step by step instructions are provided.
  2. Access application forms through the “Forms” Tab.
4. Access training videos on the registration process through the “Applicants” Tab, Applicants>>Applicants Tools & Tips.

# SEARCH THROUGH ICR TOOL

## ICR Tool

- 1.** Provide a link to Grants.Gov. for each Federal Awarding Agency. Click individual Federal agency name on “Gov. Agencies” Tab.
- 2.** Access spending for each Federal Awarding Agency through “Grant Summary from USA Spending.Gov.” on “Gov. Agencies” Tab.
- 3.** Access Uniform Guidance: Subpart B through appendix XII.

# SEARCH & APPLY THROUGH DGS WEBSITE

## DGS Website

1. Posting of 19 State agencies' grant opportunities.
2. Access Application materials.
3. Access state funding & federal funding resources through links on State Website (e.g. Agriculture).
4. Some grants workshop webinars available through agency website (e.g. Arts Commission Arts Commission>>Apply Online>>Grants Workshop Webinar).

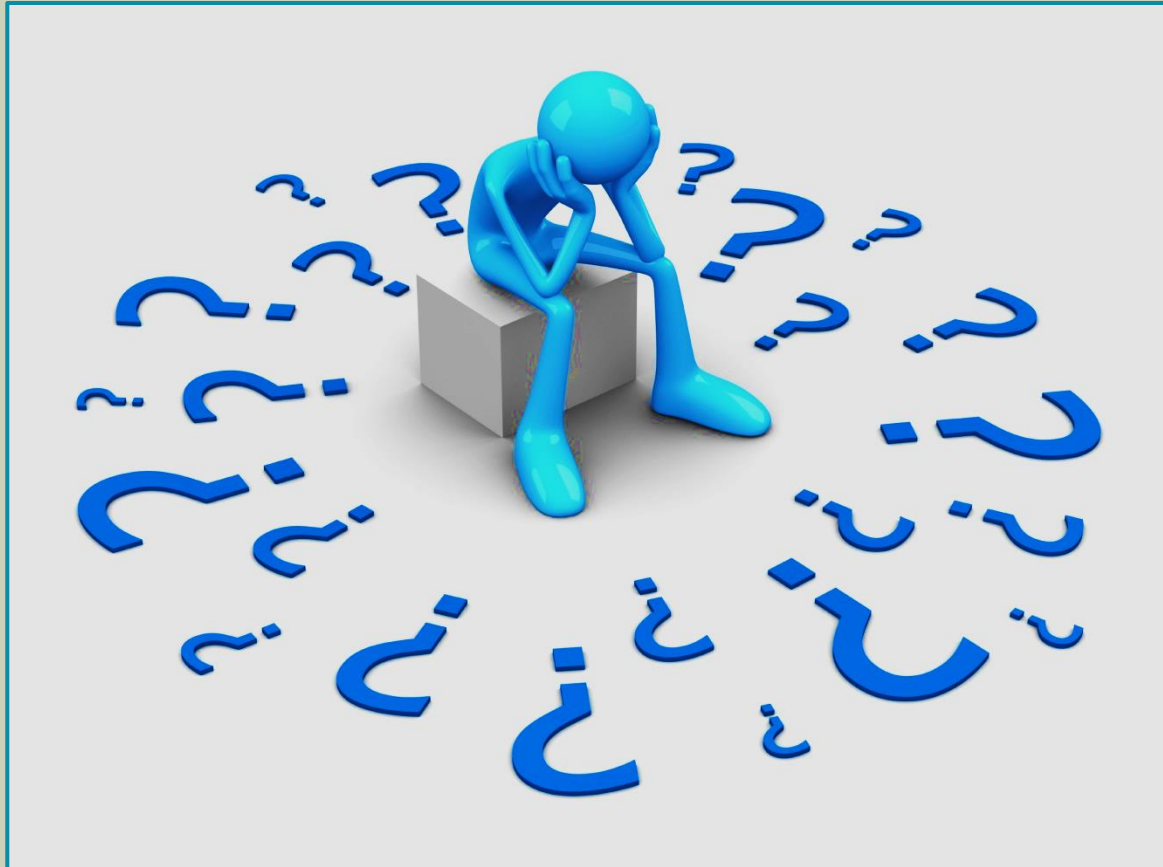


# FUTURE OF WORKGROUP

## What is Coming Next?

- Updated Grant Manual.
- Quarterly grant training or workshop.
- Recorded grant trainings (webinar) – both Edison processing training and technical training on compliance.
- Updated Grant Policy.
- Job aids or checklists for compliance requirement.

# QUESTIONS



# CONTACT INFORMATION

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