

UNIFORM GRANT AGREEMENT



Grant Agreement Overview

Jennifer Butler, CMC

Grant Accountability and Transparency Unit

Uniform Grant Agreement

Objectives

- ❖ Three Parts of the Uniform Grant Agreement (UGA)
- ❖ Agency Gap Analysis
- ❖ Description of the Exhibits
- ❖ Required Attachments





Uniform Grant Agreement Overview

- ❖ The UGA is divided into three parts along with exhibits
- ❖ Part One contains the uniform requirements applicable to all awards in the State of Illinois (state and federal requirements)
- ❖ Part Two may contain any additional agency-specific requirements an agency may have for grants
- ❖ Part Three should contain the grant (program or project) specific requirements



Grant Agreement Sections Overview

- ❖ Part one is considered core and common requirements (state and federal requirements)
- ❖ Agencies can “add” to the requirements that are listed in Part One by adding provisions to Part Two or Part Three
- ❖ Agencies may not “subtract” from Part One
- ❖ The overall goal is keep Part One as uniform as possible; subtractions to Part One should only occur if there is an exception to the state or federal general rule



Grant Agreement Sections Overview

- ❖ Parts Two and Three contain cross-references to Part One, therefore Parts Two and Three may add requirements to Part One
 - These cross-references in the UGA template are instructional and should be removed
- ❖ Further, the UGA must identify all federal or state rules applicable to the program, likely in Part Three



Uniform Grant Agreement Overview

All blanks in the UGA should be completed. Note that some blanks are of variable length.

- ❖ For example, Paragraph 1.3 lists the CFDA number, and the award may have multiple CFDA numbers
- ❖ Changes in these funding source(s) or an increase to the award amount requires an amendment, signed by both parties
- ❖ Notice of State Award and the final approved budget must be attached to the UGA

Agency Gap Analysis

- ❖ Agencies may wish to conduct a gap analysis to determine the differences between the UGA and the document currently used
- ❖ When the analysis reveals items not covered by Part One, those items can be contained in Part Two or Part Three





UGA Exhibit Descriptions

Exhibit A – Project Description

- ❖ Provide a comprehensive description of the core functions, activities, tasks or products associated with UGA
- ❖ Language should be clear and specific
- ❖ Do not simply reiterate the program objective or goal without providing further detail
- ❖ Include any federal award description



Exhibit A Examples

The program area is defined as [geographic or county information] and will include the following services:

- ❖ Provide a full-day comprehensive Head Start Child Development program to eligible children ages 6 weeks to 6 years from migrant and seasonal farm worker families (program will run for 95 days from July 2, 20XX to October 31, 20XX, and June 8, 20XX to June 30, 20XX)
- ❖ Collect allowable non-federal share contributions (cash or in-kind donations)
- ❖ Maintain compliance with Illinois Migrant and Seasonal Head Start policies and procedures



Exhibit B – Deliverables and Milestones

Deliverables:

- ❖ All services, goods, products, work product, data, items, materials and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or made available through, the grantee (or any agent, subgrantee) in connection with the UGA
- ❖ Specific and targeted results expected from the activities outlined in the Exhibit A; serves as a checklist of what is to be accomplished throughout the term.
- ❖ Clear, objective and measurable to determine whether the Grantee has satisfied all obligations



Exhibit B – Deliverables and Milestones

Milestones:


- ❖ Important events that must occur at specific points throughout the term to effectively achieve goals
 - ❖ Include timelines, dates or other measurements where appropriate
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Exhibit B – Deliverables and Milestones Examples

- ❖ Enroll 56 eligible children ages 6 weeks to 6 years from migrant and seasonal farm-workers families for 95 days from July 2, 20XX to October 31, 20XX, and reopening on June 8, 20XX and June 30, 20XX
- ❖ Collect \$15,000 in allowable non-federal share contributions (cash or in-kind donations) each quarter
- ❖ Complete developmental assessments for all children enrolled more than 30 days within 60 days of enrollment



Exhibit B – Deliverables and Milestones Examples

- ❖ Complete medical and dental assessments for all children enrolled more than 30 days within 60 days of enrollment
- ❖ Hold parent committee meetings on a monthly basis
- ❖ Hold policy committee meetings on a monthly basis
- ❖ Submit quarterly expenditure reports to grantor.



Exhibit C – Payment

Details payment information, such as when or how payments will be made:

- ❖ Reimbursement Only
- ❖ Working Capital Advance – 2 month advance with monthly reconciliation
- ❖ Based on completion of milestones

Exhibit D – Contact Information

Identifies and lists the contact information for the parties

Grantees may have more than one contact listed including:

- ❖ Program Contact
- ❖ Fiscal Contract
- ❖ Administrative Contact





Exhibit E – Performance Measures

Outlines performance-related reporting requirements, describes the indicators or data points that the grantee must provide, includes method and timeframe for submitting data reports:

- ❖ What will be measured?
- ❖ What data points need to be reported?
- ❖ How often will data be reported?
- ❖ How will grantee submit the data (written reports, Excel, email, E-Cornerstone, e-Grants, CRV)



Exhibit E – Performance Measures

- ❖ When appropriate, include outcomes (which represent the ultimate impact on the client) in addition to outputs (which measure the grantor's activities)
- ❖ For programs with a logic model, metric must be aligned to the outcomes
- ❖ State the frequency of reporting (daily, weekly, monthly, quarterly, and annually), the method of reporting (e.g., Excel, E-Cornerstone, DARTS) and the data fields to be reported



Exhibit E – Performance Measures Examples

- ❖ Number of children enrolled with associated demographic information
- ❖ Number and percentage of children with disabilities who are enrolled and received services
- ❖ Number of developmental assessments completed
- ❖ Number and percentage of medical assessments completed
- ❖ Number and percentage of parents with partnership agreements
- ❖ Number and percentage of parents committee meetings held
- ❖ Number and percentage of policy committee meetings held



Exhibit F – Performance Standards

- ❖ Minimum thresholds for acceptable performance
- ❖ If Performance Standards are available, they should correlate to Performance Measures
- ❖ Corrective action or termination of funding may be necessary if standards are not being met
- ❖ Specify which performance indicators will be used to trigger remedial action, if not all



Exhibit F – Performance Standards Examples

- ❖ 100% of eligible children in the recruitment area are enrolled
- ❖ 100% of eligible children with disabilities are enrolled and received services
- ❖ 98% of developmental assessments are completed
- ❖ 95% of dental assessments are completed for children enrolled >30 days
- ❖ 90% of parents whose children are enrolled in the program completed partnership agreements



UGA Exhibits G-H

Exhibit G – State Agency Contracts

- ❖ Identifies other state agreements the Grantee is a party to

Exhibit H – Specific Conditions

- ❖ Lists specific conditions applicable to the award imposed after a risk assessment and merit review, if applicable, and the requirements to remove the conditions

UGA Attachments

- ❖ Final Approved Budget
- ❖ Notice of State Award (NOSA)

