Fiscal and Program Management Essentials



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Segment Components

Grants Management

- Introduction to the Office of Grant Services and Award Recipient
- Overview of the Grants Management Process
- Roles and Responsibilities
- Substantial Involvement



Program Management

- Program Management Definition
- CDC Requirements that Impact Program Management
- Critical Elements of Program Management
- Program Management Resources

Office of Grants Services: Grants Management Presentation

Dr. Johnny McGrew GMO

NBCCEDP Business Meeting New Staff Orientation
Atlanta, Georgia

Agenda

- **Introduction to the Office of Grant Services (OGS)**
- **Overview of Grants Management**
  - Introduction to OGS
  - Roles and Responsibilities
  - Substantial Involvement

Introduction to the Office of Financial Resources (OFR) and Office of Grants Services (OGS)

Office of Financial Resources (OFR)

OFR Vision:

- Excellence and innovation in the investment and management of public funds for public health through the proud contributions of a talented and diverse workforce.

OFR Mission:

- The Office of Financial Resources contributes to the achievement of positive public health outcomes at CDC by providing exemplary customer-focused leadership and fiscal stewardship in appropriations, acquisitions, assistance, and financial management with accountability and sound business practices.

Grants Management Responsibilities

- **Oversight and Stewardship: Grants and Cooperative Agreements**
  - Conduct site visits
  - Evaluate performance reports
  - Provide technical assistance
  - Ensure compliance with policy requirements
  - Conduct enforcement actions
  - Close monitoring based on high-risk assessment
  - Review/evaluate final project performance
  - Serves as the point of contact for all official communications with recipients

Roles and Responsibilities

CDC Roles and Responsibilities

- **Grants Management Officer (GMO):**
  - ONLY official authorized to
    - Obligate funds for grant and cooperative agreement actions on behalf of the federal government or
    - Change the funding, duration, or other terms and conditions of an award

- **Grants Management Specialist (GMS):**
  - Primary point of contact for grant-related issues, such as processing prior approvals
  - Handles the day-to-day business management (non-programmatic) aspect of grants

- **Project Officer (PO):**
  - Official responsible for the programmatic, scientific, and/or technical aspects of assigned grants
  - Primary point of contact for substantial involvement activities under cooperative agreements

Recipient Roles and Responsibilities

- **Authorized Organizational Representative (AOR):**
  - Holds authority to act on behalf of the organization
  - Able to sign grant applications and post-award amendments
  - Held accountable for the appropriate use of funds awarded and the performance of the grant-supported project or activities

- **Other Accountable Parties:**
  - Principal Investigator
  - Program/Project Director
  - Program/Project Coordinator
  - Business/Fiscal Officer
  - Payment Management System Preparer/Approver

Substantial Involvement

Cooperative Agreements

- **Substantial involvement can include:**
  - Participating in protocol design
  - Approving proposed subaward provisions
  - Coordinating and participating in data collection
  - Providing training to project staff
  - Participating in selection of project staff

Cooperative Agreements

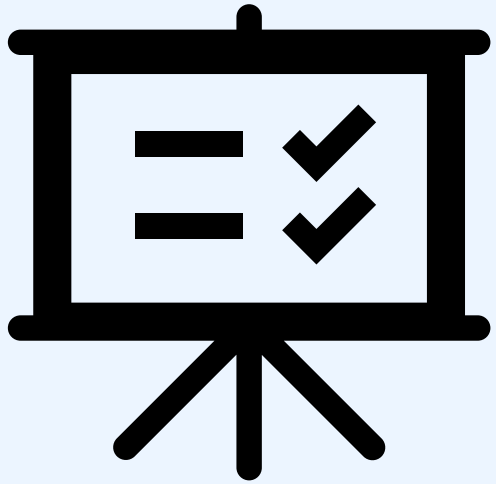
- **Substantial involvement between CDC and the recipient during the period of performance**
  - CDC staff provide collaboration or participation in activities specified in the award
  - CDC decision-making occurs at specified milestones related to performance as appropriate
  - CDC approvals may be required before undertaking the next phase of a project
- **CDC monitoring responsibilities are separate from the federal collaborative role**



Program Management

Program Management

Leading, **facilitating**, and **ensuring** the **strategic planning**, **implementation**, **coordination**, **integration**, and **evaluation** of efficient and effective programmatic activities and administrative systems.



Purpose of Program Management

- Maximize resources to implement program components
- Identify and leverage non-federal resources
- Provide leadership in program planning, implementation, and evaluation
- Coordinate and administer program activities and supportive management systems

Where to Locate Requirements

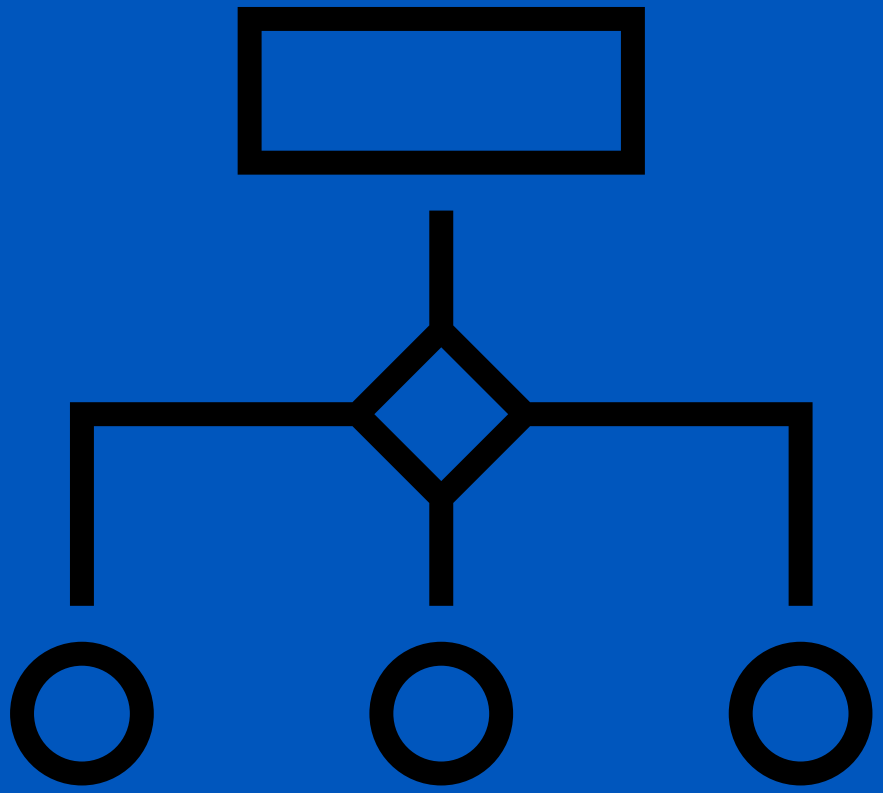
- Authorizing legislation and amendments
- Notice of Funding Opportunity (NOFO)
- Notices of Award
- NBCCEDP Program Manuals (Part I and Part II)
- CDC Office of Financial Resources website
- Guidance documents and communications posted to CDC’s Awards Management Platform (AMP) and nbccep.org or in GrantSolutions



10 Critical Components of Program Management

10 Elements of Program Management



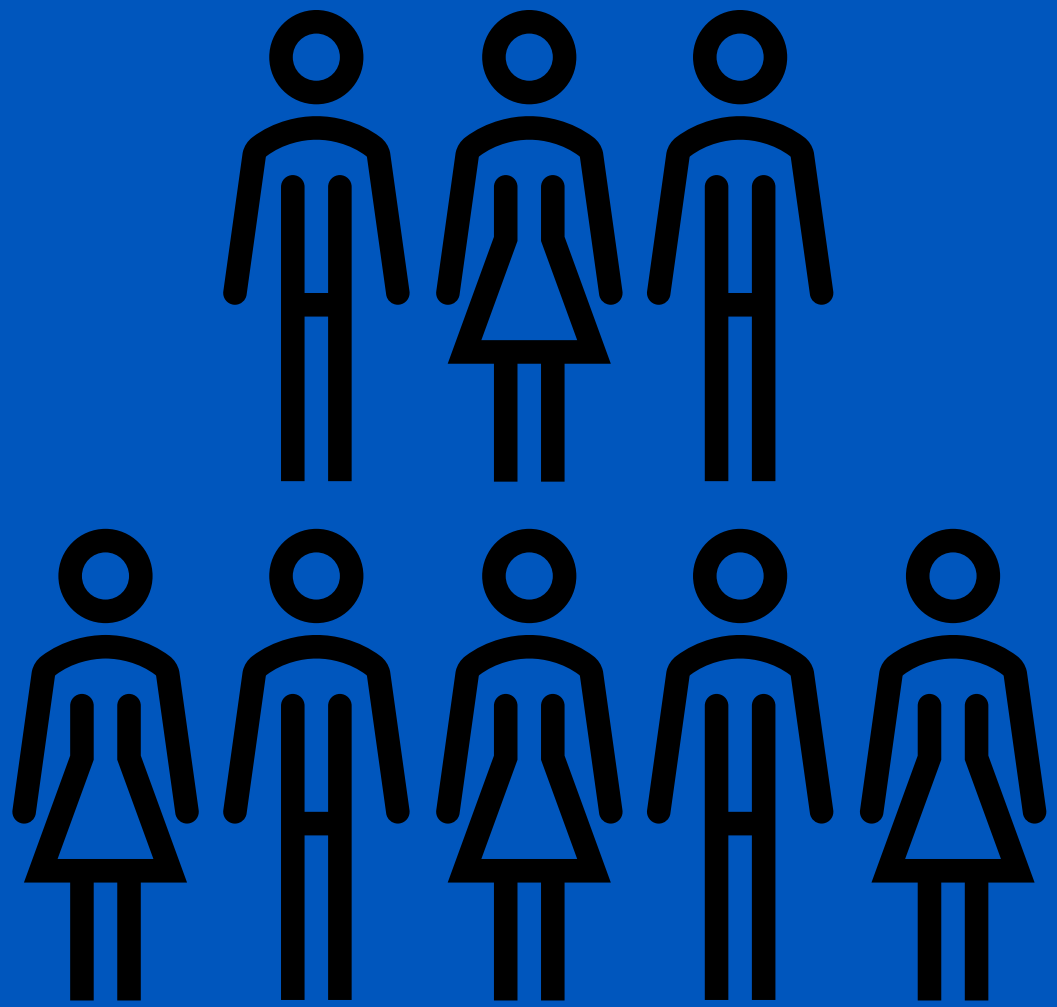


1. Infrastructure

Establish and enhance program **infrastructure** capacity.

Infrastructure

- Systems and processes that support successful program implementation, monitoring, and evaluation.



2. Personnel

Hire or retain **personnel** with adequate knowledge and expertise in critical program areas.

Personnel

- Adequate and qualified core staff, at minimum:
  - Program Manager, 0.5 FTE
  - Data Manager, 0.5 FTE
  - Program Evaluator, 0.5 FTE
  - Medical Consultant
- Expertise to support all aspects of the program, including working with health systems to implement EBIs



3. Work Plans

Develop and implement annual **work plans** with SMART objectives, activities, and performance measures for each NOFO strategy.

Work Plans

- Address NOFO strategies and program requirements
- Use state and local data to support proposed goals
- Include SMART objectives
- Describe activities to reach women who experience a high burden of late-stage disease, incidence, and mortality
- Outline an approach for monitoring objectives
- Have variable due dates



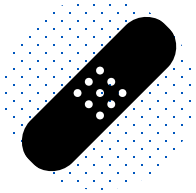
4. Partnerships

Establish formal agreements and **partnerships** for clinical service delivery and implementation of EBIs.

Partnerships



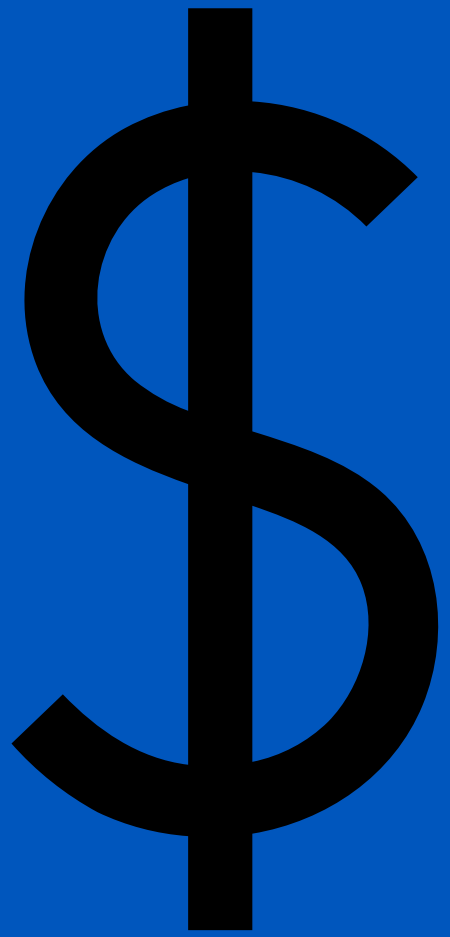
Providers



EBIs



Non-Clinical



5. Fiscal System

Develop and maintain a **fiscal system** that tracks and monitors program expenditures, ensures the timely reimbursement of services, and provides timely detailed fiscal reporting to CDC.

Fiscal System

- Aligns the budget with work plan
- Tracks and monitors program expenditures
- Submits fiscal reports on time
- Submits accurate fiscal reports by program
- Maintains a spend rate close to 100% of awarded funds
- Provides timely reimbursement

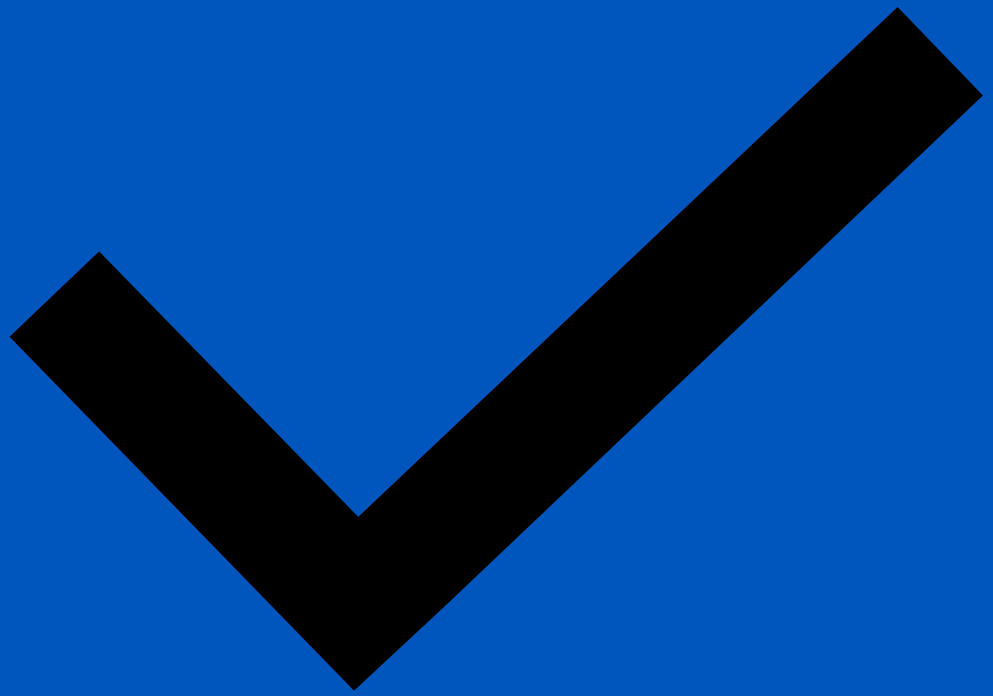


6. Reports

Prepare and submit required **reports** and updates to CDC on time.

Reports

- 0.5 FTE evaluator
- Document your work or fiscal status
- Allow monitoring and evaluation



7. Evaluation

Complete CDC's **evaluation** requirements.

Evaluation

- 0.5 FTE Program Evaluator
- Conduct process and outcome evaluation of program activities
- Develop an evaluation and performance management plan
- Ensure use of evaluation results
- Submit an annual evaluation results report and share findings
- Participate in CDC-led evaluations
- Establish and maintain MDE systems to collect and report patient data.
- Monitor, report, and use MDE and clinic data.
- Report baseline and annual clinic-level data records for clinics implementing EBIs



8. Medical Consultant

Acquire **medical consultants** to provide clinical consultation throughout the project period.

Medical Consultant

- Provides clinical expertise in breast and cervical cancer screening
- Serves as clinical consultant to program throughout the five-year funding period
- Consults program on:
  - Screening policy and procedures
  - Reimbursement
  - Resolution of complex clinical cases



9. CDC Meetings and Trainings

Participate in required **CDC meetings** and **trainings**

CDC Meetings and Trainings

- Attendance at CDC meetings is required and considered essential
- Significant resources are invested in creating meetings and trainings
- Always include proposed funding for a reverse site visit in your continuation application



10. Collaboration

Collaborate with the state, tribal, or territorial-wide Cancer Control Leadership Team.

Collaboration

- Interaction across federally-funded programs to maximize outcomes.
- You are required to:
  - participate and serve on state or jurisdictional cancer coalitions
  - use cancer plans to inform program planning and identification of priority populations
  - perform data linkages with NPCR and collaborate to report and use cancer data for program planning.
- Collaboration with other cancer and chronic disease programs can maximize outcomes, improve program reach, and reduce redundancy.

The Program Manager (Program Director)


Management is doing things right; leadership is doing the right things.
Peter Drucker





Resources

Resources

- GrantSolutions
- Notice of Award (NOA)
- NOFO (Notice of Funding Opportunity)
- NBCCEDP Program Policy Manual – available in AMP
- https://nbccedp.cdc.gov
- About the Office of Financial Resources | Funding | CDC
- NACDD Cancer Council and Peer-to-Peer (P2P) Learning website
- CDC's Awards Management Platform (AMP)

For more information, please see your Program Consultant.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 https://www.cdc.gov/
Follow us on social **@CDCgov**

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the U. S. Centers for Disease Control and Prevention.