



WHAT'S IN MY GRANT PACKAGE – TEST YOUR KNOWLEDGE OF GRANT REQUIREMENTS

Answer Sheet

1. A subrecipient of your funds uses its own money, not Federal money, to hire a lobbyist to try to get its own organization a Federal grant. Is the subrecipient required to inform you of this fact?

Yes No Not Sure

If a subrecipient is using non-appropriated funds to lobby, it must complete the lobbying disclosure form (SF LLL) and submit it to the grantee. (29 CFR 93). The grantee is required to forward it to the Grant Officer through the Federal Project Office

2. Staff whose salary is paid in whole or in part with grant funds may file an equal opportunity complaint directly with the U.S. Department of Labor and are not required to follow the grantee's complaint procedure.

Yes No Not Sure

Applicants for grant funded services, as well as program participants, and applicants for employment and employees whose positions are funded through the grant must be notified that they have the right to file an equal opportunity complaint with either the grantee's Equal Opportunity Officer or the Director, Civil Rights Center, U.S. Department of Labor. Participant notifications must be made part of the participant file (29 CFR 37.29, 37.30, and 37.31).

3. Using the words "equal opportunity employer" in an advertisement to recruit a grant funded project director fulfills the U.S. Department of Labor equal opportunity public notice requirement.

Yes No Not Sure

All program brochures, outreach materials, job announcements, and other materials must contain the wording that the program is an "equal opportunity employer/program" and that "auxiliary aides and services are available upon request to individuals with disabilities" (29 CFR 37.34).

4. I can change the amount I budgeted for personnel by 5% without getting prior grant officer approval.

Yes No Not Sure

Prior grant officer approval is required for any increase/decrease in personnel, fringe benefits and/or indirect cost line items (Grant Award, Special Clause 1).

5. I provided a list of the equipment that I will buy with grant funds in my application. Since my application was included in the approved grant award document, I can go ahead and buy the equipment without further notification to USDOL.

Yes No Not Sure

Prior grant officer approval must be obtained for purchase of any equipment with a per unit acquisition cost of \$5,000 or more and a useful life of more than one year (Grant Award, Special Condition 2).

6. I can use grant funds to pay the fee of the grant writer we hired to write the application.

Yes No Not Sure

Pre-award costs, or cost incurred prior to the official start date of the grant are not allowable grant costs (Grant Award, Special Condition 4).

7. If I ask my subrecipients to submit monthly invoices within 15 days after the end of the month only for reimbursement for costs they incurred that month, I will have enough financial information from them to complete my quarterly financial report.

Yes No Not Sure

Grantees must submit their quarterly financial reports on an accrual basis [(29 CFR 95.21(b)(1)]. Invoices submitted on a reimbursement basis will not include accruals for the reporting period.

8. The purpose of my grant is to train youth to install solar panels. As part of their training, the youth can install solar panels at the county swimming pool

Yes No Not Sure

No ARRA funds may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool (Grant Award Additional Provisions of the American Recovery and Reinvestment Act of 2009).