



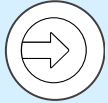
GRANTS MANAGEMENT SMART TRAINING

*In partnership with the U.S. Department of Labor,
Employment and Training Administration (DOL-ETA)
and National Association of State Workforce
Agencies (NASWA)*



Questions about the content? Contact: compliance.policy@dol.gov

Questions about account creating or training? Contact: learning@naswa.org



To access this SMART Grants Management training, you will need to:

a. Create an account on the NASWA.org website, AND

b. Request access to the Learning Management System (LMS).

Both steps must be completed to obtain access to the training. Please see the Quick Start guide [here](#)* on how to create your account. Once you have created an account and requested LMS access, click the [here](#)** to take you straight to the SMART Grants Management Training.

SMART is **S**trategies built on the 4 cornerstones of sound grant management:

OVERVIEW

- ★ Introduction to Grants Management
- ★ The Grant Life Cycle - Pre-Award and Award Activities
- ★ The Grant Life Cycle - Post-Award Activities

MONITORING

- ★ Subrecipient Management
- ★ Monitoring and Oversight
- ★ How to Write an Effective Monitoring Report
- ★ Audits and Audit Resolution

ADVANCED MONITORING

- ★ Introduction to Grants Monitoring
- ★ Pre-monitoring Preparations
- ★ Conduct Monitoring: Part 1
- ★ Conduct Monitoring: Part 2

RISK MANAGEMENT

- ★ Internal Controls for Effective Grants Management
- ★ Payment Management
- ★ Cash Management
- ★ Budget Management
- ★ Grant Amendments
- ★ Introduction to Procurement
- ★ Procurement Standards
- ★ Procurement Methods
- ★ Formal Competitive Procurement Process
- ★ Complaints, Grievances, and Incident Reporting

ACCOUNTABILITY

- ★ Cost Principles - Allowability
- ★ Cost Principles - Cost Classification
- ★ Basic Cost Allocation
- ★ Advanced Cost Allocation
- ★ Cost-Sharing (Match) and Leveraged Resources
- ★ Property Management - Equipment, Supplies, and Intangibles
- ★ Property Management - Real Property

TRANSPARENCY

- ★ Financial Reporting - Basic Requirements
- ★ Financial Reporting - ETA-9130 Reporting
- ★ Records Management
- ★ Personnel and Fringe Benefits
- ★ Closeout and Post Closeout

*<https://bit.ly/SMARTquickstartguide>

**<https://bit.ly/SMARTlogin>