

Overview of Post-Award Technical Assistance Services



Locations: Atlanta, GA; Austin, TX; Baltimore, MD; Bluffton, SC; Cary, NC;
Chapel Hill, NC; Columbia, SC; Florence, SC; Greenville, SC; Nashville, TN;
Newberry, SC; Simpsonville, SC; Shreveport, LA

Qualifications and Expertise

History: The Grant Evaluation Group, Inc., doing business as The Evaluation Group (TEG), has over **30 years** of experience in evaluating and providing technical assistance for large federal, state, foundation, and corporate grant programs. Since TEG was founded in 1988, we have evaluated over **297 large projects** totaling **\$750 million** in funded grants for over 153 organizations. TEG has conducted evaluations in the following specialty areas: Social-Emotional, Trauma-Informed, School Climate, School Violence Prevention, Postsecondary Preparation, High School Reform, Extended Day Programming, Physical and Health Education, Technology, Blended Learning, Arts Education, Magnet Schools, Youth Development, Adult Education, Literacy, Teacher Preparation and Leadership, Healthy Relationships, STEAM, Mentoring, Early Childhood, Healthcare, Mental Health, and Public Health.

Our mission is to be the leader at helping organizations across the nation achieve their purpose through grants and evaluation and our purpose is creating opportunities to improve lives. We state this on our website, www.evaluationgroup.com, and embody this in everything we do. Our team is built on the values of positivity, teamwork, integrity, excellence, initiative, and continuous improvement.

Grant Strategists are available to provide post-award capacity building services for each grant project for 3.99% of the grant award. Technical assistance is customized based upon specific partner needs.

Overview and Frequency of Services

First Year of the Grant: Your Grant Strategist (GS) is available to provide consultation, tools, and training to ensure your new grant project is successfully kicked off and implemented.



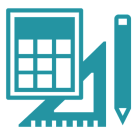
Facilitating a New Grant Orientation: Your GS and Evaluator will provide a New Grant Orientation to provide an overview of the grant program and the evaluation components. Your GS is also available to develop a press release and presentation materials to aid the Project Director in communicating key grant components with internal and external stakeholders.



Conducting Financial and Grant Management Meetings: Your GS will meet with the Project Director, Finance Department, and Key Personnel to discuss best practices and recommendations for financial and grant management processes and procedures.



Conducting a New Project Director Briefing: Your GS will meet one-on-one with the Project Director to provide a program overview; discuss roles, expectations, and effective project management techniques; review the management plan; and plan for next steps.



Designing a Project Director's Tool Kit: A customized tool kit will be created for the Project Director to include grant and project management resources such as best practices; effective processes and policies; inventory tracking tools; time and effort reporting tools; guidance for communicating with the program office; and sustainability materials.

Ongoing / As Requested: Your Grant Strategist is available to provide ongoing technical assistance to build the capacity of grant staff with implementing the project in accordance with federal, state, and local policies while ensuring progress is made toward reaching project objectives and the funder's goals.



Conducting Implementation Check-In Meetings: Your GS will meet with your team monthly to review your implementation plan and discuss challenges, successes, needs, and budget planning. These meetings may be held via video-conference or in-person.



Providing Regular Consultation: Your GS is available to discuss the management plan, best practices, budget management, and sustainability planning. Your GS will support the Project Director in building capacity to implement effective project management techniques, problem solve to address implementation challenges, build partnerships, identify effective strategies to strengthen implementation, and ensure grant compliance.



Providing Grant Policy Interpretation: TEG has extensive experience analyzing and interpreting program and fiscal management policies. Your GS is available to research and respond to requests for program guidance, including capacity building tips and technical questions; providing guidance on interpreting laws, regulations, government policies, and grant requirements such as the Uniform Guidance (2 CFR § 200), EDGAR, key financial requirements, and budget issues; and consulting on record keeping and federal reporting requirements.



Preparing Communications to the Program Office: Your GS is available to work with you to prepare budget requests and draft communications to the program office to assist you in effectively communicating your needs to get the best possible response to help your program operate more effectively.



Accessing Research: Upon request, your GS will identify and send key research reports, case studies, best practices, and reviews of contemporary articles, along with news of upcoming conferences and trainings that you and your team may wish to attend.



Assisting with Budget Management: Your GS will create budget management tools, review expenditures, and recommend when formal budget amendments are needed.



Assisting with Sustainability Planning: Your GS will work with your team on a sustainability planning process to ensure that the impact and outcomes of the valuable work initiated through your grant program do not end when funding expires.



Preparing Required Performance and Budget Reports: If the funder requires you to submit a progress report, conduct a program or financial audit, or submit any written reports, your GS will review and advise you on completing these tasks in an effective manner. Your GS will also help brief your team on preparing for monitoring calls or site visits.

Final Year of the Grant: Your Grant Strategist is available to support the grant team in applying for project time extensions, preparing for grant closeout, submitting final reports, and liquidating funds.



Assisting with No-Cost Time Extensions (NCTE): In the latter years of your grant, you may begin to see that all funds will not be spent within the approved grant period. If this occurs and is offered by the program office, your GS will consult with you to prepare a NCTE, which allows you to use grant funds up to 12 months beyond the grant period.



Providing Program Closeout Guidance: In the final year of the grant, your GS will provide you with guidance on closing out your grant and liquidating all available funds.