

INSTRUCTIONS FOR THE UNIFORM GRANT AGREEMENT

The Uniform Grant Agreement (UGA) is divided into three parts along with exhibits. The UGA replaces agencies' current grant agreement. Part One contains the uniform requirements applicable to all Awards in the State of Illinois. Part Two can contain any additional agency-specific requirements an agency may have for grants. Part Three should contain grant (or program) specific requirements. Part Two or Three may be empty, if an agency considers the others sufficient.

Importantly, agencies can "add" to the requirements that are listed in Part One by adding provisions to Part Two or Part Three, but they may not "subtract" from Part One. Part One is considered the core and common requirements, so Parts Two and Three may add requirements to Part One. Agencies may wish to conduct a gap analysis to determine the differences between the UGA and the document the agency currently uses. Where the analysis reveals items that are not covered by Part One, those items can be listed in Part Two or Three. In addition, Parts Two and Three contain cross-references to Part One, which cite portions of Part One that specifically mention that Parts Two or Three may contain updates to the particular Paragraph. Those cross-references are there for assistance and should be removed. Further, the UGA must identify all federal or state Rules applicable to the program, likely in Part Three.

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. Further, changes in these funding source(s) or an increase to the Award amount requires an amendment, signed by both parties. In addition, the State's Notice of Award and the final approved budget must be attached to the UGA.

Finally, the Exhibits must be completed for each award. The following pages describe the exhibits further, but here is a short description of them and what each is expected to detail:

- Exhibit A (Project Description)
 - o Provide a comprehensive description of the core functions, activities, tasks or products.
- Exhibit B (Deliverables or Milestones)
 - o List all services, goods, products, work product, data, items, materials and property to be created, developed, produced, delivered, performed, or provided; and/or
 - o List important events that must occur at specific points throughout the term to effectively achieve goals
- Exhibit C (Payment)
 - o Describe the payment details
- Exhibit D (Contact Information)
 - o List Grantor and Grantee contacts
- Exhibit E (Performance Measures)
 - o Outlines performance-related reporting requirements, describes the indicators or data points that the grantee must provide, includes method and timeframe for submitting data reports; emphasizes outcomes
- Exhibit F (Performance Standards)
 - o Minimum thresholds for acceptable performance.
- Exhibit G (State Agency Contracts)
 - o Grantee must provide a listing of contracts with the State
- Exhibit H (Specific Conditions)
 - o List any specific conditions to which the Grantee must adhere that result from the risk assessment and merit review.

Obviously, all information conveyed to the Grantee in the UGA must be consistent with other documents related to the Award, e.g. Notice of Funding Opportunity.

**EXHIBIT DESCRIPTIONS
FOR THE
UNIFORM GRANT AGREEMENT**

See below for an aid to grant-making agencies to understanding the contents of the Exhibits of the Uniform Grant Agreement (UGA). These are general guidelines to improve understanding of how these fit together, and not an exhaustive list of contents.

1. UGA: Exhibit A – Project Description

- Provide a comprehensive description of the core functions, activities, tasks or products associated with UGA
- The language should be clear and specific
- Do not simply reiterate the program objective or goal without providing further detail
- Include any Federal Award description here.

Examples:

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

1. 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)
2. Collection of allowable non-federal share contributions (cash or in-kind donations)
3. Maintain compliance with Illinois Migrant and Seasonal Head Start policies and procedures

2. UGA: 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, services as a checklist of what is to be accomplished throughout the term.
- Clear, objective and measureable to determine whether the Grantee has satisfied all obligations

Milestones:

- Important events that must occur at specific points throughout the term to effectively achieve goals.
- Include timelines, dates or other measurements where appropriate.

Examples:

1. 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.
2. Collect \$15,000 in allowable non-federal share contributions (cash or in-kind donations) each quarter.
3. Complete developmental assessments for all children enrolled more than 30 days within 60 days of enrollment.
4. Complete medical and dental assessments for all children enrolled more than 30 days within 60 days of enrollment.
5. Hold parent committee meetings on a monthly basis.
6. Hold policy committee meetings on a monthly basis.
7. Submit quarterly expenditure reports to Grantor.

3. UGA: Exhibit C – Payment

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

4. UGA: Exhibit D – Contact Information

Identifies and lists the contact information for the parties. Grantees may have more than one contact listed here.

5. UGA: 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, ROCS, DARTS, CRV)?
- 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, etc.) and the data fields to be reported for purposes of performance.

Examples:

1. # of children enrolled with associated demographic information.
2. # and % of children with disabilities who are enrolled and received services.
3. # of developmental assessments completed.
4. # of % of medical assessments completed.
5. # and % of parents with partnership agreements.
6. # and % of parents committee meetings held.
7. # and % of policy committee meetings held.

6. UGA: 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.

Examples:

1. 100% of eligible children in the recruitment area are enrolled.
2. 100% of eligible children with disabilities are enrolled and received services
3. 98% of developmental assessments are completed.
4. 95% of dental assessments are completed for children enrolled >30 days.
5. 90% of parents whose children are enrolled in the program completed partnership agreements.

7. UGA: Exhibit G – State Agency Contracts

Identifies other state agreements the Grantee is a party to.

8. UGA: Exhibit H – Specific Conditions

Lists specific conditions applicable to the award as well as requirements to remove the condition, if applicable, imposed after a risk assessment and merit review.