



POWER Virtual Workshop

Organizational Structure

What is Organizational Structure?

- An organization, *by definition*, implies a structure.
- Structure establishes and arranges clear ways to work together and get things done.
- Structure gives clear guidelines for how to proceed.

Ref: Application - Work Plan, Organizational/Administrative Capacity, and Readiness/Timeline.

Elements of Structure

Governance

Rules

Distribution of Work

Governance

- Who makes the decisions within the organization?
- Establish formal roles and responsibilities for all levels of the organizational structure.
- Fiscal Sponsors may be an option to support implementation.

Rules

- Demonstrate to reviewers that your organization has the capacity to follow federal grant management regulations ([2 CFR 200](#))
- If awarded, among other requirements, your organization will be expected to:
 - Develop policies and procedures to cover the five essential management areas:
 - people;
 - money;
 - supplies and equipment;
 - activities; and
 - relations with the outside world.
 - Document key grant functions –
 - compliance reporting,
 - subaward management
 - financial tracking,
 - performance measurement,
 - record management

Required Written Procedures Checklist

- Written Cash Management Procedures
- Written Allowability Procedures, in Accordance with Federal Award and Subpart E of 2 CFR Part 200—Cost Principles
- Written Standards of Conduct Covering Conflicts of Interest Relating to Procurement/Contracts
- For employees, officers, agents, family members, partners,
- For the organization (e.g., parent, affiliate, or subsidiary that is not a state or local government or Indian tribe
- Written Procurement Procedures, 200.319(c)
- Written Mandatory Disclosures of All Violations of Federal Criminal Law Involving Fraud, Bribery, or Gratuities, 200.113
- Written Method for Conducting Technical Evaluations of Proposals and Selecting Recipients (Competitive Proposals), 200.320(d)(3)
- Written Travel Reimbursement Policy, 200.474(a)
- Written Equipment Management and Maintenance Procedures, 200.313(d)

2 CFR 200 Written Procedures Requirement

Distribution of Work

- Develop a workplan: outline key activities, responsible person(s) and timeline for project scope of work
- Assign responsibilities
 - Adequate staffing
 - Staffing expertise matches assigned task/responsibilities
 - To demonstrate expertise, include resumes for key staff as attachment
 - If staff member not hired, include position description/tentative job posting as attachment



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