

Task Statements		% Approximate Percentage of Items per Domain	N Approximate Number of Items per Domain
<b>1</b>	<b>Grant Guidance</b>	<b>23</b>	<b>30</b>
1.a	Prepare a grant application		
1.b	Interpret the impact of, and follow, grant laws and regulations		
1.c	Review and implement policies and procedures to align with federal grant guidance		
1.d	Assist with the response to Notice of Proposed Rulemaking for federal grants		
1.e	Research and communicate funding opportunities		
1.f	Provide technical assistance (e.g., technicality of regulations) to internal and external stakeholders in order to ensure compliance with grant requirements		
<b>2</b>	<b>Grant Award</b>	<b>29</b>	<b>38</b>
2.a	Adhere to grant terms and conditions		
2.b	Collect and distribute certifications and assurances		
2.c	Review proposed subaward agreement terms and conditions to ensure compliance with federal grant terms and conditions		
2.d	Complete federally-required risk assessments		
2.e	Establish subrecipient monitoring protocol and plan		
2.f	Track, facilitate, and address (e.g., escalate) issues between grantors and grantees		
2.g	Create and/or maintain traceable documentation (e.g., reports, procedures, policies)		
<b>3</b>	<b>Fiscal Management</b>	<b>25</b>	<b>34</b>
3.a	Review and address internal and external payment requests and budget modification requests		
3.b	Determine the allowable costs to the program (e.g., admin cost caps)		
3.c	Identify the indirect and direct costs to the program		
3.d	Align expenses with grant budget		
3.e	Coordinate with appropriate staff to set up separate accounts for each grant award, including chart of accounts		
3.f	Assist with and/or complete drawdowns		
3.g	Submit financial reports based on financial activity		
<b>4</b>	<b>Program Management</b>	<b>22</b>	<b>28</b>
4.a	Adhere to the goals and objectives described in the grant award document/application		
4.b	Carry out the SOW and requirements as established in the grant award document		
4.c	Comply with post-award subrecipient monitoring requirements as assigned		
4.d	Submit programmatic reports based on performance metrics		
4.e	Review and approve equipment purchase and disposition		
<b>Total</b>		<b>100</b>	<b>130*</b>

\*The CGMS exam consists of 150 multiple-choice questions (130 scored and 20 pilot non-scored questions).

Blueprint revised July 2025