



Grant-Funded Position Lifecycle Checklist

From award to sunset: fund the position honestly, track the grant's rules, and plan the ending on day one.

WHAT THIS HELPS YOU DO

Use this checklist across the life of any grant-funded position — hiring within the grant's actual rules, tracking time and reporting obligations, and managing renewal risk so the ending is a plan instead of a surprise layoff.

WHEN TO USE THIS DOCUMENT

- Before posting any position paid from grant funds
- When drafting offer letters for grant-funded hires
- When one employee is split across multiple funding sources
- Six months before any grant period ends
- When a funder's renewal looks shaky

WHAT THIS DOCUMENT HELPS PREVENT

- Employees learning at hire's end that their job was 'always temporary'
- Time-allocation records that can't survive a grant audit
- Grant rules (caps, match, allowability) discovered after the hire
- Renewal cliffs that become same-week layoffs
- Disallowed personnel costs the organization must repay

Faulkner HR Solutions focuses on the system behind the people problem. This tool is designed to help employers slow down the decision, identify the risk, and create proof before the issue becomes a claim, complaint, turnover event, or credibility problem.

BEFORE YOU START: READINESS CHECKLIST

Gather the following before working through this document. Incomplete inputs are one of the most common reasons employer decisions fail under later scrutiny.

Have it	Input	Notes / location
<input type="checkbox"/>	Employee name and role	
<input type="checkbox"/>	Date of incident, request, or separation	



Have it	Input	Notes / location
<input type="checkbox"/>	Supervisor involved	
<input type="checkbox"/>	Policy or handbook section that applies	
<input type="checkbox"/>	Prior documentation on file	
<input type="checkbox"/>	Pay records, if applicable	
<input type="checkbox"/>	Relevant emails, texts, notes, or complaints	
<input type="checkbox"/>	Decision-maker name	
<input type="checkbox"/>	Deadline, if applicable	



POSITION LIFECYCLE CHECKLIST

A grant-funded position has three lives: setup, operation, and sunset. Most damage is done by skipping the first and improvising the third.

Phase 1 — Setup (before posting)

Position title and grant(s) funding it (award numbers)	
Grant period covering the position (start / end)	
% of salary per funding source (must total 100)	
Salary caps, fringe rules, or match requirements in the award	
Whether the award actually allows this role (scope + budget line)	

Phase 1a — Honest Offer Language

Done	Offer step	Notes
<input type="checkbox"/>	Offer letter states the position is grant-funded and continuation depends on funding	
<input type="checkbox"/>	No promises of permanence, verbal or written, beyond the funding reality	
<input type="checkbox"/>	At-will status preserved alongside the funding disclosure	
<input type="checkbox"/>	Benefits eligibility confirmed against the fringe budget	
<input type="checkbox"/>	Job description matches what the grant scope actually pays for	

Phase 2 — Operation (ongoing)

Working	Operating discipline	Owner
<input type="checkbox"/>	Time and effort tracking matches the funding split — contemporaneous, after-the-fact certified as required	
<input type="checkbox"/>	Duties drift monitored: work performed matches what the grant pays for	
<input type="checkbox"/>	Salary changes checked against caps and budget amendments before granting	
<input type="checkbox"/>	Reporting obligations (programmatic + financial) calendared with owners	



Working	Operating discipline	Owner
<input type="checkbox"/>	Split-funded employees: allocation reviewed quarterly against actual effort	

Phase 2a — Duties Drift Log

Date	Drift observed (work outside grant scope)	Resolution (reallocate, amend, stop)

Phase 3 — Renewal Risk (start 6 months out)

Renewal decision date and probability (honest estimate)	
Funder signals (program officer feedback, priorities shifts)	
Bridge options if renewal slips (reserves, reallocation, other grants)	
Date employee will be told about renewal status (set it now)	
Retention risk: will they leave before the grant ends if uncertain?	

Phase 4 — Sunset Plan

Done	Sunset step	Date / notes
<input type="checkbox"/>	Decision made: absorb into general funds / redeploy to new grant / end position	
<input type="checkbox"/>	Employee notified with as much runway as possible (target 60+ days)	
<input type="checkbox"/>	Separation processed correctly: layoff classification, final pay timing, COBRA/benefits	
<input type="checkbox"/>	Reference and rehire posture decided (this person did nothing wrong)	
<input type="checkbox"/>	Knowledge transfer and grant closeout records completed	
<input type="checkbox"/>	Unemployment claim response prepared (layoff = generally payable; don't contest reflexively)	



Role	Name / signature	Date
Program lead		
Finance / grants manager		
ED		

STOP AND REVIEW BEFORE ACTING

If any statement below is true, pause. Get the decision reviewed by HR, counsel, or Faulkner HR Solutions before you act.

- An employee is 100% grant-funded and doesn't know it.
- Time sheets show a 50/50 split that everyone knows is really 80/20.
- The grant ends in 90 days and no sunset conversation has happened.
- Salary was raised past the funder's cap without an amendment.
- Grant-paid staff spend significant hours on unallowable activities (general fundraising, other programs).
- The organization is quietly planning to 'find the money somehow' instead of deciding.

MINIMUM DOCUMENTATION STANDARD

Before this file is closed, the employer should be able to answer every question below and point to where the proof lives.

Question	Your answer / where the proof is stored
What happened?	
When did it happen?	
Who observed or reported it?	
What policy, standard, deadline, or expectation applies?	
What decision was made?	
Who had authority to make the decision?	
What alternatives were considered?	
What risk was reviewed?	
What follow-up is required?	
Where is the proof stored?	



COMMON MISTAKES

1. Hiring first and reading the award's personnel rules second.
2. Writing offer letters that imply permanence the budget can't promise.
3. Backfilling time records at reporting deadlines — auditors recognize reconstruction.
4. Letting the star employee drift into work no grant is paying for.
5. Treating the renewal cliff as unmentionable until it becomes a layoff notice.
6. Contesting the unemployment claim of someone laid off by funding cycle.

WHAT TO DO NEXT

Set the two calendar anchors now — the six-month renewal review and the employee-notification date — and put time-and-effort tracking on a monthly rhythm. When sunset comes, process it as the layoff it is, generously and cleanly; grant cycles end, reputations shouldn't.

Before you terminate, deduct, discipline, classify, or respond, get the decision reviewed.

Call 210.446.8730 or email thomas@faulknerhrsolutions.info.



Mission does not replace infrastructure. If the same people problem keeps coming back, the system needs to be rebuilt.

Need help applying this to a real workplace decision?

Faulkner HR Solutions helps Texas employers, nonprofits, municipalities, and growing businesses fix the people systems behind recurring workplace problems.

If this document raised a risk flag, do not guess your way through the next step.

Call: 210.446.8730

Email: thomas@faulknerhrsolutions.info

Website: faulknerhrsolutions.info

DISCLAIMER

This resource is provided for general employer education and planning purposes. It is not legal advice and does not create an attorney-client relationship. Employment laws, agency guidance, and local requirements may change. Employers should review the facts of each situation before acting and consult appropriate HR or legal counsel when needed.