

# CGMS Exam Blueprint

Task Statements		%	N Items
<b>1</b>	<b>Grant Guidance</b>	<b>23</b>	<b>34</b>
1.a	Prepare a grant application	4	6
1.b	Interpret the impact of, and follow, grant laws and regulations	5	8
1.c	Review and implement policies and procedures to align with federal grant guidance	5	8
1.d	Assist with the response to Notice of Proposed Rulemaking for federal grants	1	2
1.e	Research and communicate funding opportunities	2	3
1.f	Provide technical assistance (e.g., technicality of regulations) to internal and external stakeholders in order to ensure compliance with grant requirements	5	7
<b>2</b>	<b>Grant Award</b>	<b>30</b>	<b>45</b>
2.a	Adhere to grant terms and conditions	6	9
2.b	Collect and distribute certifications and assurances	3	4
2.c	Review proposed subaward agreement terms and conditions to ensure compliance with federal grant terms and conditions	5	7
2.d	Complete federally-required risk assessments	4	6
2.e	Establish subrecipient monitoring protocol and plan	4	6
2.f	Track, facilitate, and address (e.g., escalate) issues between grantors and grantees	4	6
2.g	Create and/or maintain traceable documentation (e.g., reports, procedures, policies)	5	7
<b>3</b>	<b>Fiscal Management</b>	<b>26</b>	<b>39</b>
3.a	Review and address internal and external payment requests and budget modification requests	5	7
3.b	Determine the allowable costs to the program (e.g., admin cost caps)	5	7
3.c	Identify the indirect and direct costs to the program	4	6
3.d	Align expenses with grant budget	4	6
3.e	Coordinate with appropriate staff to set up separate accounts for each grant award, including chart of accounts	2	3
3.f	Assist with and/or complete drawdowns	3	4
3.g	Submit financial reports based on financial activity	4	6
<b>4</b>	<b>Program Management</b>	<b>21</b>	<b>32</b>
4.a	Adhere to the goals and objectives described in the grant award document/application	4	6
4.b	Carry out the SOW and requirements as established in the grant award document	5	8
4.c	Comply with post-award subrecipient monitoring requirements as assigned	5	7
4.d	Submit programmatic reports based on performance metrics	4	6
4.e	Review and approve equipment purchase and disposition	3	5

*Applicable to CGMS Exam  
launched in 2025*