

CENY NETWORKING LUNCHEON
APRIL 5, 2013

TOPICS TO BE COVERED

- Contracting and Special Conditions
- Documenting Project Match
- Project Changes: Scope, Budget, Personnel, Timeline
- Reporting: Systems, Frequency and Timeliness
- Federal Cost Principles
- Documenting Performance
- Grantor Site Visits and
- Evaluations Tips

THE BUDGET CYCLE



THE BUDGET PROCESS

- 1. Congress Appropriates
- 2. Agencies Get their Budgets
- 3. Agencies Make Funding Awards

Process Is Not Always Smooth, Impacting award recipients as follows:

- Continuing Resolutions
- Partial Awards

FUNDING OPPORTUNITY ANNOUNCEMENT

- Often abbreviated as FOA and also called a "program announcement"
- Specific numbers for federal FOAs often the shorthand for that program

Funding award types:

- Cooperative agreement
- Grant
- Contract

FUNDING AWARDS

- Notice of Grant Award (NGA)
- Indicates award amount
- Includes specific "Terms and Conditions"
- Summary Statement/Technical Review (TR)
- Request for Negotiation (Timelines and Budget)
- The NGA and all the references are legally binding documents

GRANTS MANAGEMENT OFFICES

Grants Management Offices

Responsible for the business/non-programmatic administration of grant

Each award assigned a grants management specialist
Generally the grants management specialist receives
your narrative progress reports (along with
documentation and project products) for review

Narrative Progress Reports may be due quarterly, semi-annually or annually.

PROGRESS REPORTS AND POLICIES

- Frequency is prescribed in the FOA and in the Terms and Conditions of the Award
- Often required quarterly, semi- annually, or annually
- Submitted by authorized or designated representative

FINANCIAL STATUS REPORT (FSR)

Annual report of expenditures Includes unobligated balances Includes unliquidated, obligated funds

Reported on Federal Form 269, FFR, FSR . . .

Due no later than 90 days (Quarterly) after the close of the budget period.

Example: If your budget period ends Sept. 30, 2009, your FSR is due December 30, 2009.

FINANCIAL STATUS REPORTS (FSRS)

Unobligated Balance:

Portion of funds awarded by the federal agency not obligated by the recipient

Example: Grantee anticipated buying new computers, but decided that the old computer would be sufficient to meet the needs for the remainder of the budget period

Unliquidated Obligation:

Obligation that has not been paid

Example: Grantee purchased 5 computers but has not paid for the computers. (Must document obligation)

FINANCIAL STATUS REPORTS (FSRS)

Revised FSRs Are Required

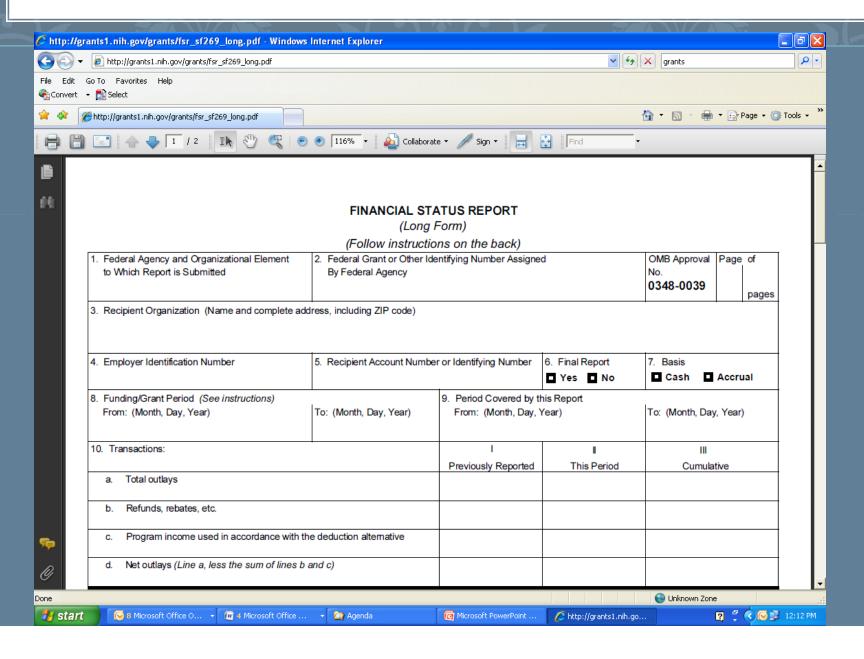
When grantee overcharged and there's a balance due the federal agency
Upon discovery of an error

Must be submitted ...

No later than one (1) year from due date (fifteen months following the end of the budget period)

Must include written explanation of the revision

FINANCIAL STATUS REPORTS



CARRYOVER

Carryover

- A request to "carry over" funds not obligated into next budget period Requests should include:
- Grant#
- Rationale or need for carryover
- Budget
- Contact information and signatures

FSR and progress report must be current to request carryover Additional Carryover Policies

- Only for one time needs
- Received by grants management office 120 days before the end of the budget period
- Funds from previous budget periods *are* available

CONTINUATION APPLICATIONS/IPRS

Application to continue funding for one or more years

Interim progress report (IPR) = a continuation application

Requested at least 90-120 days before the start date

Includes:

Report of current year's objectives

Objectives for the coming budget period

Update on administrative issues

Plan, revisions in methodology and/or shift in program focus

Evaluation plan

Budget and justification

CONTINUATIONS, CLOSEOUTS AND MORE

Closeout:

 Term used to describe process to complete one funding announcement

Cost Extension:

 Time limited extension of budget year/funding award at same or specified funding level

No-Cost Extension:

• Extension to continue project activities through a certain date without additional funds

SUPPLEMENTAL APPLICATION

Application to supplement existing funding for:

1.Expansion of Scope – Treated as...

New

Competitive, if over \$250K or 25% of the award

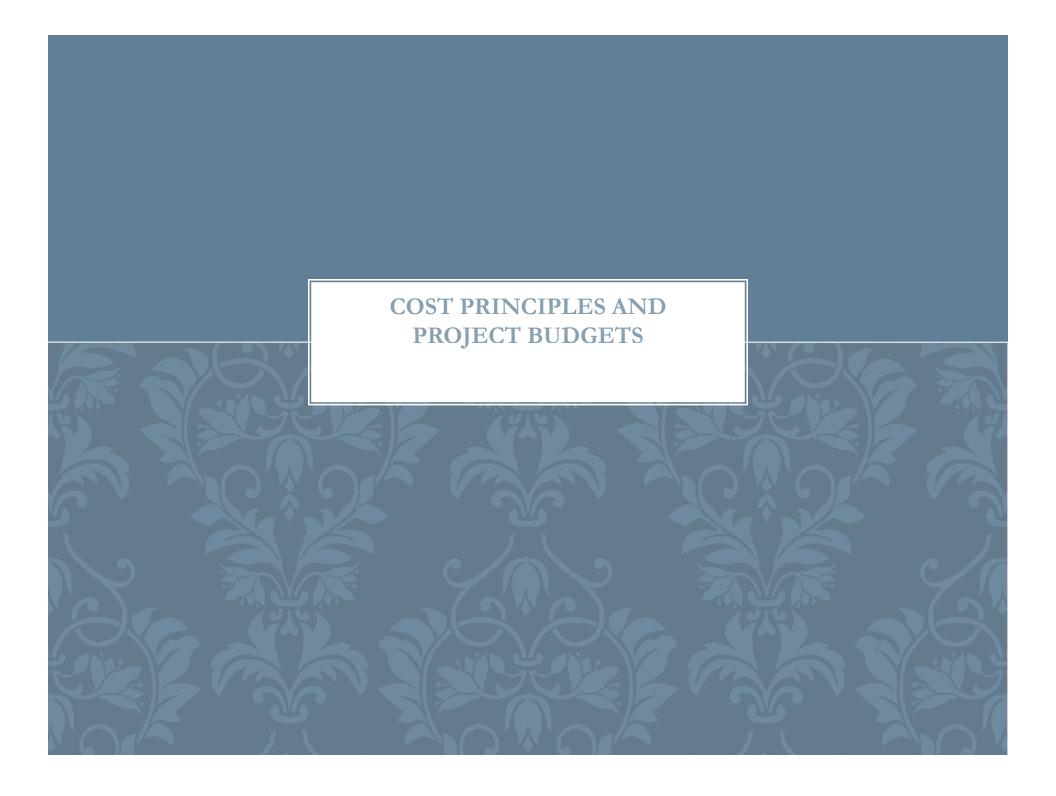
2. Administrative Increases – Provided for ...

Increased costs

Continued scope

Supplemental requests:

Require approval from grants management office Must include itemized budget and narrative



PROJECT COSTS

Federal Share

 Portion of total expenditures paid for with federal awarding agency funds

Grantee Share

- Portion of total expenditures not paid for with that agency's funds
- Cash, In-kind Match

TYPES OF MATCH

Cash Contributions

• Cash, check, electronic funds transfer, credit card, or payroll deduction

In-Kind Contributions

- Generally non-Federal third parties. Beware, that some federal dollars may be used as match with permission of both agencies.
- May be in the form of real property, equipment, supplies, services, and other expendable property

MORE ON MATCHING FUNDS

Match may be required:

As a percentage of the budget As a graduated percentage over the life of the grant for sustainability

Match must be:

Allowable
Reasonable
Allocable
Consistently Applied

Match must be recorded in the General Ledger as per Statement of Financial Accounting Standards #116.

DOCUMENTING PROJECT MATCH

Why Retain Documentation?

- To track incoming information
- To review information
- To provide historical evidence
- To provide evidence of accomplishments
- To prepare for an audit

Example: Documentation of Salary used as Match

- Signed timesheets with supervisory approval
- Quarterly payroll returns (941)
- Payroll register
- Personnel file with salary/wage information
- Employment contract
- Cancelled checks
- Direct deposit schedule

TIME & ACTIVITY REPORTING

State, Local, and Indian Tribal Governments

§ 2 CFR 225 (formerly A-87):

Budget estimates determined before services are performed do not qualify as support for expenditure, except on an interim accounting basis, provided that:

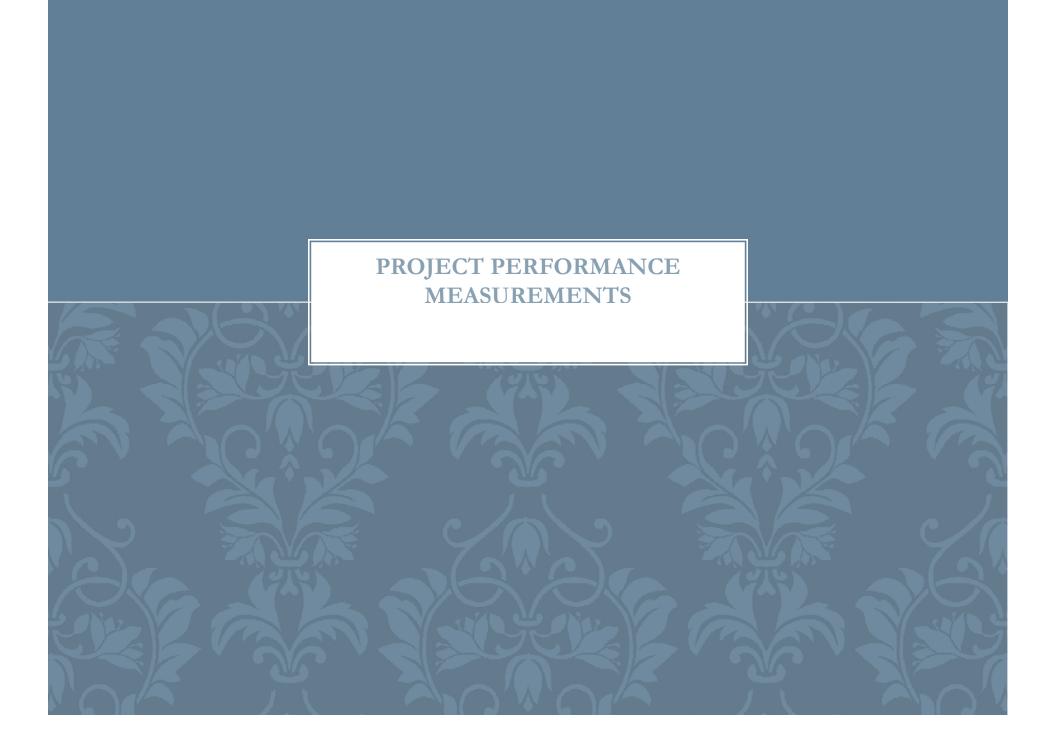
- The estimates produce reasonable approximation of the activity actually performed
- Quarterly comparison is performed of actual activity to budgeted estimates
- Budget estimates are revised at least quarterly to reflect changed circumstances

Non-Profit Organizations

§ 2 CFR 230 (formerly A-122): Reports maintained by non-profit

Reports maintained by non-profit organizations:

- Must reflect an after-the-fact determination of the employee actual
- activity (not budgeted)
- Must account for the total activity of each employee
- Must be signed by the employee or supervisor having first hand knowledge
- Must be prepared at least monthly and must coincide with one or more pay periods



DOCUMENTING PERFORMANCE

Do not be afraid to document your "failures", divergences from your plan, changes in your plan or exceeding your expectations!

Process Evaluation

Measuring what was done

Outcome Evaluation

 Measuring what resulted from your actions

ONSITE VISITS

- Granting agencies want to know how your project is progressing.
- The information that they obtain is now consistently reported to their internal offices as well as Congress.
- This evaluation data impacts their requests for funds from Congress.
- Agencies will employ site visits to check in on the progress, meet stakeholders and assess whether the project is on track.
- Onsite visits may be conducted pursuant to a script of questions or they may be informal visits. In either case, compliance with all terms and conditions may be evaluated during a site visit.

EVALUATION TIPS!

Advice for onsite evaluation visits:

Ask for questions in advance so that you can gather all relevant data and materials.

Document your work with pictures and share those pictures during the onsite.

Agree upon a date for the site visit when all project staff are available and when project stakeholders can participate.