



Grants Management Overview for Program and Fiscal Staff



Corporation for
NATIONAL &
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SERVICE 




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Session Objectives

- Increase participant understanding of basic concepts and responsibilities of managing their federal grant
- Review key grant requirements for managing an AmeriCorps grant
- Both Program and Fiscal staff are responsible for financial management



Fiscal Responsibility Highlights

- ❑ Overall compliance with State and Federal regulations
- ❑ Accurate, timely and complete financial reporting
- ❑ Tracking of budget to actual expenses
- ❑ Ensure key staff understand roles, responsibility, understand each others priorities and work together



Program Responsibility Highlights

- ❑ Overall compliance with CNCS and AmeriCorps regulations
- ❑ Training, monitoring and oversight of subgrantee or member compliance
- ❑ Accurate, timely and complete program and performance reporting
- ❑ Ensure key staff understand roles, responsibility, understand each others priorities and work together



Federal Grant Requirements

- ❑ Nat'l & Community Svc. Act of 1990
- ❑ Code of Fed. Regulations (CFR)
- ❑ OMB Circulars (part of CFR)
- ❑ State & Local Regulations
- ❑ NOFO
- ❑ Notice of Grant Award
- ❑ Certifications and Assurances
- ❑ Award Provisions

Revised Grant Guidelines

Federal Grant Guidelines	Universities	States, Local, Indian Tribal Governments	Non-Profits	Hospitals
Administrative Requirements	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)	§ 45 CFR 2541 OMB A-102	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)
Cost Principles	§ 2 CFR 220 (formerly A-21)	§ 2 CFR 225 (formerly A-87)	§ 2 CFR 230 (formerly A-122)	§ 45 CFR 74 (HHS regulations)
Audit Requirements *	OMB A-133	OMB A-133	OMB A-133	OMB A-133

Notes:

CFR = Code of Federal Regulations

* = Organization is subject to A-133 if it expends more than \$500,000 in Federal funds in its fiscal year



Basics of OMB Circulars

- Documentation requirements
 - Time and Activities
- Allowable Costs
- A-133 requirements
- Indirect Cost Information



Cost Principles

- ❑ Provide guidance for determining the allowable costs incurred by organizations
- ❑ Designed so that Federal awards bear their fair share of costs
- ❑ Provide guidance about reimbursement requirements
- ❑ Provide uniform standards of allowability and allocation
- ❑ Encourage consistency of treatment of costs



Standards of Allowability

- Reasonable
- Necessary
- Allocable
- Authorized and legal
- Within cost limits
- Treated consistently
- Meets Cost Accounting Principles and Standards
- Not double charged
- Well documented

Reasonable



- A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.



Documentation of Staff time

- ❑ Critical for staff to document time charged to both federal and grantee share
- ❑ Particularly important for staff that are working on multiple projects to document actual time spend on activities
- ❑ Timesheets are required documentation to document time for nonprofit organizations



Match or Grantee Share

- ❑ Match is the share of total costs that the grantee contributes from cash or in-kind sources
- ❑ There are matching requirements on most of the CNCS grants
- ❑ The regulatory requirements for matching funds are the same as the requirements for Federal grants funds
- ❑ You need to ensure that the match (grantee share) is allowable under the grant requirements



Basics of the AmeriCorps Regulations

- Program Requirements
- Member Eligibility
- Member Management Items
 - Contract, grievance procedures, evaluations
 - Living Allowance & Insurance
 - Benefits
 - Hours
- Allowable Activities



Key Budgetary Controls

Budgetary controls include:

- Regular monitoring of budgets to actual year-to-date and current period expenditures or outlays
- Explaining any budget variations that are unexpected or unusual and determining necessary adjustments
- Ensuring compliance with laws, regulations, and CNCS provisions, particularly matching percentage requirements
- Requesting prior approvals for modification, if necessary
- Assuring budget changes are properly approved

Critical Elements for Reporting

- ❑ **Timely** – Ensure all deadlines are met
- ❑ **Accurate** – Use accounting data that has been reviewed
- ❑ **Complete** – Reports should contain all pertinent information relating to reporting period





Key Elements of Financial Reporting

- ❑ There should be proper documentation in the files to support all information reported in financial report
- ❑ All financial reports should be prepared with information that comes directly from the organization's accounting system
- ❑ There should be a review and reconciliation of the information to ensure accuracy prior to report submission



Qualities of Organizations with Highly Effective Financial Management

- ❑ Written and followed policies and procedures
- ❑ Qualified and trained financial staff
- ❑ Effective communications
- ❑ Succession planning and cross-training
- ❑ Self-assessment and continuous improvement
- ❑ Active, knowledgeable and informed Board and finance committee



Use of a Self-Assessment

- ❑ Determine potential areas of risk
- ❑ Identify missing key policies and procedures, errors in reports, break-down in internal communication
- ❑ Helps prioritize action steps to resolve issues
- ❑ Determine training and technical assistance needs
- ❑ Ensure understanding of the organization's financial systems



Use of a Financial Assessment for Sub-grantee or Site

- Identify subgrantee's risk level
- Help effectively manage staff time by focusing staff efforts on subgrantees with greatest needs and/or risk:
 - Modify training plan to meet needs
 - Determine technical assistance
 - Make funding decisions
 - Determine need for more regular on-site reviews



Major Red Flags

- ❑ Incomplete or late reporting
- ❑ Lack of documentation and audit trail to support claimed expenses
- ❑ Incomplete, non-existent or outdated policies and procedures
- ❑ Continual staff turnover
- ❑ Finance staff does not share accounting information

Helpful Links

Description	
Corporation for National Service	http://www.nationalservice.gov/
A-133 Federal Audit Clearinghouse	http://harvester.census.gov/sac/dissem/simpleqry.html
Excluded Parties List System	http://www.epls.gov/
PMS at HHS	http://dpm.psc.gov/
GuideStar	http://www.guidestar.org/
OMB Circulars	http://www.whitehouse.gov/omb/circulars/
CNCS eGrants Gateway	https://egrants.cns.gov/espan/main/login.jsp

Taking it Home!



- Importance of strong financial systems and what that includes
- Identify necessary steps to improve accountability
- Posses ability to prioritize action steps



Questions?

Open

Wrap Up

Evaluation