Welcome...

Today's Topic:

Grants Management

LEA/IHE Partnerships Roundtable

October 14, 2010

►Budget Management

►Project Revisions

►Roles & Responsibilities

Department of ED Financial Management

Account drawdown policy:

❖ Request funds for immediate needs

❖ Minimize time between requests and expenditures

❖ Draws must be commensurate with approved scope of work
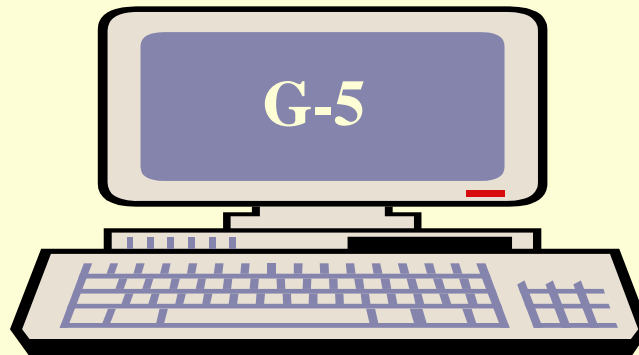
ED's Concerns

- ✧ Amount of unobligated funds
- ✧ Excessive/Infrequent requests
- ✧ Project goals not met – ED monitors through the Excessive Drawdown and Large Available Balance reports

G-5 Payments Module

ED tracks spending patterns for each grant

Why?
- Identify performance issues
- Identify financial issues

G-5/GAPS

Work with your Business Office to monitor grant drawdowns and payments continuously

and the

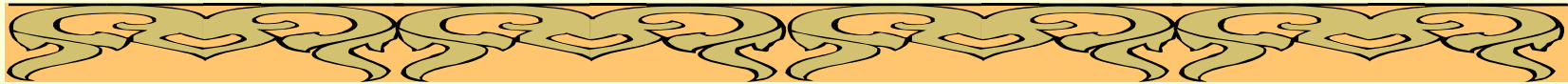G5/GAPS Payee Hotline Staff

1-888-336-8930

https://www.G5.gov

High-Risk Designation

- ◈ Documented unsatisfactory performance

- ◈ Financially unstable

- ◈ Non-standard management

- ◈ Non-conformance to terms/conditions

Review Enclosures 1 and 2 in GAN

Special Conditions

- Temporarily stop funds
- Increased reporting
- Require prior approval for draws
- Withhold continuation grant
- Suspension/Termination

✧ **Remember the Matching Costs**

Grantees must match 100% of Federal funds with non-Federal funds for each year--LEAs may have requested a partial or full waiver

Required to keep verifiable records on expenditure of Federal funds and non-Federal funds including cash and 3rd party in-kind contributions

◈ **Matching Costs**

The fiscal agent in a partnership grant is responsible for documenting match for the entire grant and ensuring that verifiable records are being maintained by partner organizations providing services or other contributions

Matching Costs

Grantee should notify ED if:

- ❖ partners contributing to the match change during the budget period
- ❖ major sources of planned matching contributions do not materialize
- ❖ having difficulty meeting required level or amount of match specified in the Grant Award Notification

Carryover

⇒ Unexpended funds are "forwarded" from one budget period to next

⇒ APR: report on expended/unexpended funds and project the % of funds to be carried over to the next budget period

⇒ If you carry over more than 25%, explanation needed in APR

Carryover

After reviewing the APR, your Program Specialist may request an additional written statement on unexpended funds

If carryover is excessive, funds can be reduced for next year of grant

Budget Items

Must be:

❖ <u>Allowable</u> - permitted or not specifically prohibited

❖ <u>Allocable</u> - necessary for project's success

❖ <u>Reasonable</u> - costs incurred by a "prudent" person

Budget Transfers

Transfer exceptions in EDGAR:

- ◈ personnel funds

- ◈ training funds

- ◈ contracting-out work
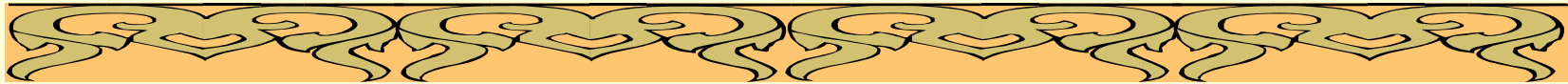
Call or email your program specialist

EDGAR
Prior Approval Requirements

❖ Changes in project scope of work or objectives
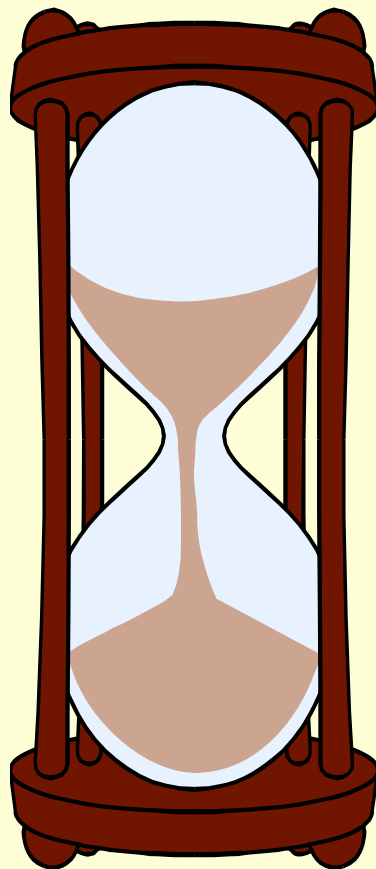
❖ Changes in key personnel

Administration/Management

Need ED approval:

Key personnel changes, absence of project director from the project for more than 3 months, reduction in time devoted to the project, or redefining a key position and its duties

Time Extension

Final Year:

- One-time extension up to one year
- Send written notice to Program Specialist
- No later than **10 days** before end of grant

Time Extension
"Not – No – No"

∴ Not just for using unexpended funds

∴ No additional Federal funds

∴ No change to scope or objectives

Grantee's Responsibilities

* Project's success and financial accountability
* Submit annual and final performance reports

  🗎 Valid & reliable data

  🗎 Report on GPRA measures

EDGAR §§74.51 & 80.40

Grantee's Responsibilities

On Site Records: **for 3 years after grant**

❖ Funded application, grant awards

❖ Audits/site visit reports

❖ Performance reports

❖ Project revision(s) documentation

❖ Annual budgets and personnel lists

Education Program Specialist

- ❖ Stewardship of Federal funding for legal and fiscal compliance
- ❖ Monitoring for fiscal accountability, program administration and implementation
- ❖ Provide technical assistance
- ❖ Identify strengths/achievements

Important Information

- ❖ Review your Grant Award Notification (GAN) attachments
- ❖ Work with your business office and the G5/GAPS Payee Hotline Staff at 1-888-336-3930 https://www.G5.gov
- ❖ Communicate regularly with your assigned program specialist and provide updated primary contact information

LEA/IHE and FLAP

Working Together in Partnership

Communicating and Resolving Issues

Focusing on successful project outcomes!