Got Grant. Now What?

AmeriCorps State and National Symposium 2016
Content is based on:

- Federal laws and rules
- CNCS regulations
- CNCS grant terms and conditions
- GAAP
Session Objectives

- Expand knowledge and skills
- Enhance current practices
Elements of Grants Management

- Regulations and Requirements
- Policies and Procedures
- Internal Controls
- Administrative/Indirect Costs
- Documentation
- Cost Share (Matching)
- Budgets and Financial Reporting
- Monitoring
- Closeout
Regulations and Requirements

- Policies and Procedures
- Internal Controls
- Administrative/Indirect Costs
- Documentation
- Match
- Budgets and Financial Reporting
- Monitoring
- Closeout

- Federal laws
- Federal regulations
- State and local rules
- NGA and T&C
- Approved application
- NOFO/NOFA
Federal Grant Guidelines

Cost Principles
- Allowable
- Reasonable
- Necessary
- Allocable

Administrative Requirements

Audit Requirements
Segregation of Funds

- Senior Companion
- AmeriCorps State
- Ford Foundation

Accounting System

- Grant 1
- Grant 2
- Grant 3

Not
Regulations and Requirements

**Policies and Procedures**

- Internal Controls
- Administrative/Indirect Costs
- Documentation
- Match
- Budgets and Financial Reporting
- Monitoring
- Closeout

“**What to do**”

“**How to do it**”

- Implemented
- Documented
- Current
- Comprehensive
- Inclusive
Regulations and Requirements
Policies and Procedures
Internal Controls
Administrative/Indirect Costs
Documentation
Match
Budgets and Financial Reporting
Monitoring
Closeout
Regulations and Requirements
Policies and Procedures
Internal Controls

**Administrative/Indirect Costs**

Documentation
Match
Budgets and Financial Reporting
Monitoring
Closeout
If it’s not documented, it didn’t happen.
Regulations and Requirements
Policies and Procedures
Internal Controls
Administrative/Indirect Costs
Documentation
Match
Budgets and Financial Reporting
Monitoring
Closeout

- Verifiable
- Necessary
- Reasonable
- Allowable
- Not Federally funded*
- Budgeted
- Compliant
- Treated consistently
In-Kind Contributions

• Donor valued
• Documented
• Recorded

Must be treated the same as CNCS grant funds
Budgets and Financial Reporting

- Realistic
- Consistent
- Flexible
Budget Modifications

• Prior approval required?

• Document approvals
Financial Reporting

- Federal Financial Report
- Allowable Costs
- Recipient Share
- Expenditures
- Supporting Documentation
- Mirrors Accounting Records
- Unliquidated Obligations
- On Time
- Federal Cash Transactions Report
- Accurate
- Program Income
Regulations and Requirements
Policies and Procedures
Internal Controls
Administrative/Indirect Costs
Documentation
Match
Budgets and Financial Reporting
Monitoring
Closeout

• Prevent
• Detect
• Enforce
Regulations and Requirements
Policies and Procedures
Internal Controls
Administrative/Indirect Costs
Documentation
Match
Budgets and Financial Reporting
Monitoring
Closeout
As You Arrived...

- What were your most pressing grants management issues?

- How will you address them?
  – Beginning NOW!