



# Got Grant. Now What?

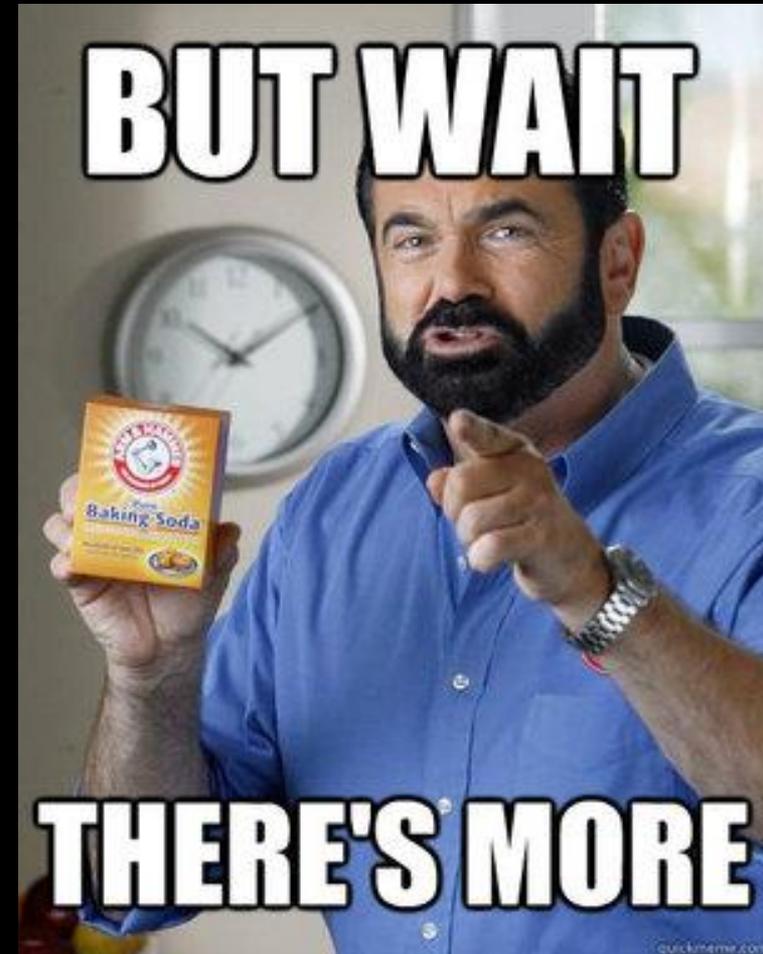


**AmeriCorps State and National Symposium 2016**



# 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

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

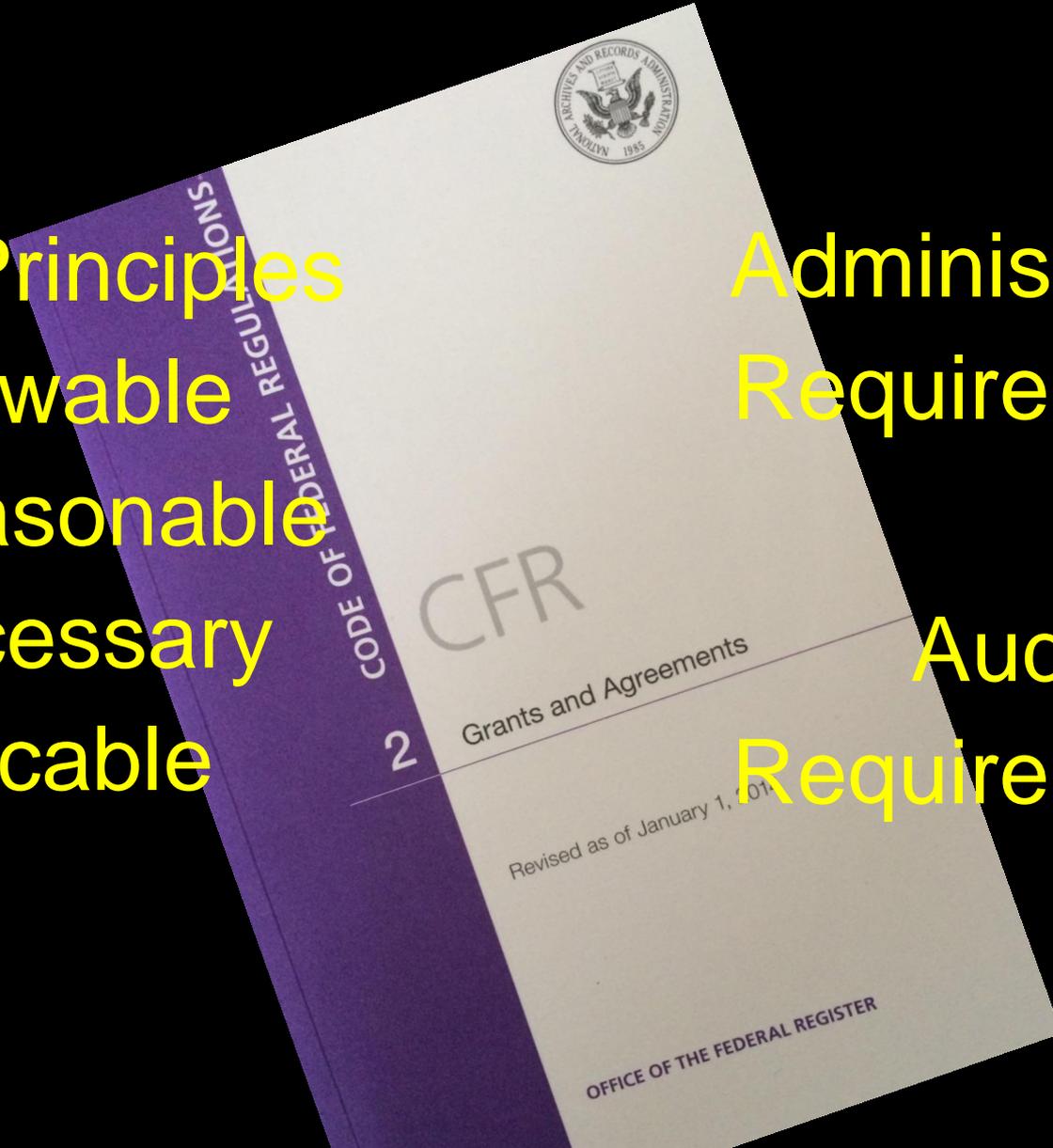
## Cost Principles

- Allowable
- Reasonable
- Necessary
- Allocable

## Administrative Requirements

## Audit

## Requirements



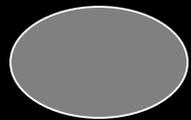
# Segregation of Funds



Senior Companion

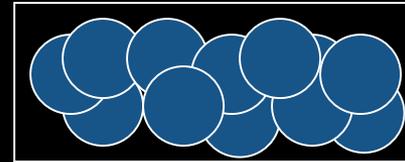


AmeriCorps State

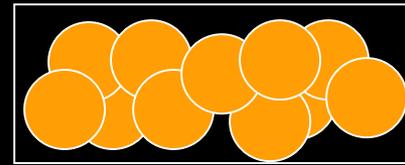


Ford Foundation

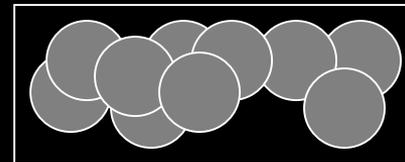
Accounting System



Grant 1

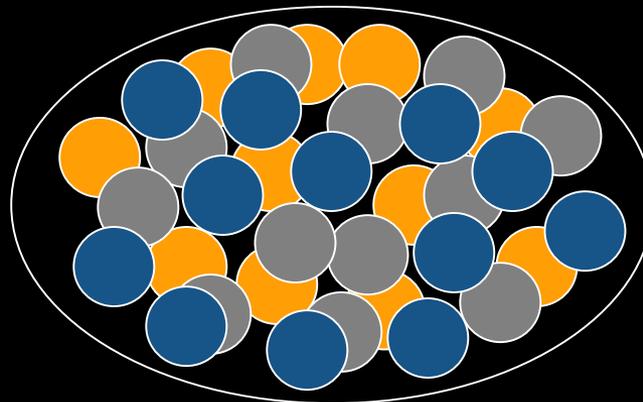


Grant 2



Grant 3

**Not**



Regulations and Requirements

## **Policies and Procedures**

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“What to do”

“How to do it”

- Implemented
- Documented
- Current
- Comprehensive
- Inclusive

Regulations and  
Requirements

Policies and  
Procedures

## **Internal Controls**

Administrative/  
Indirect Costs

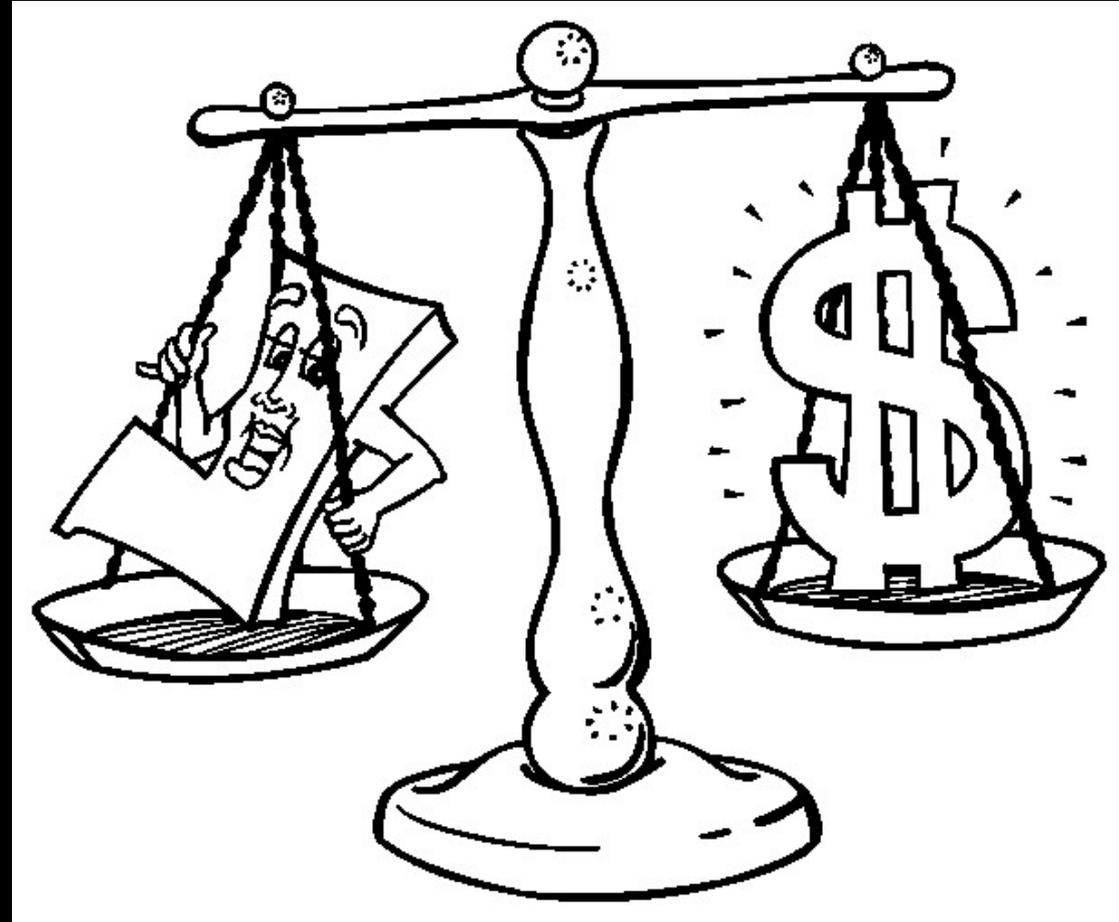
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Regulations and Requirements

Policies and Procedures

Internal Controls

**Administrative/  
Indirect Costs**

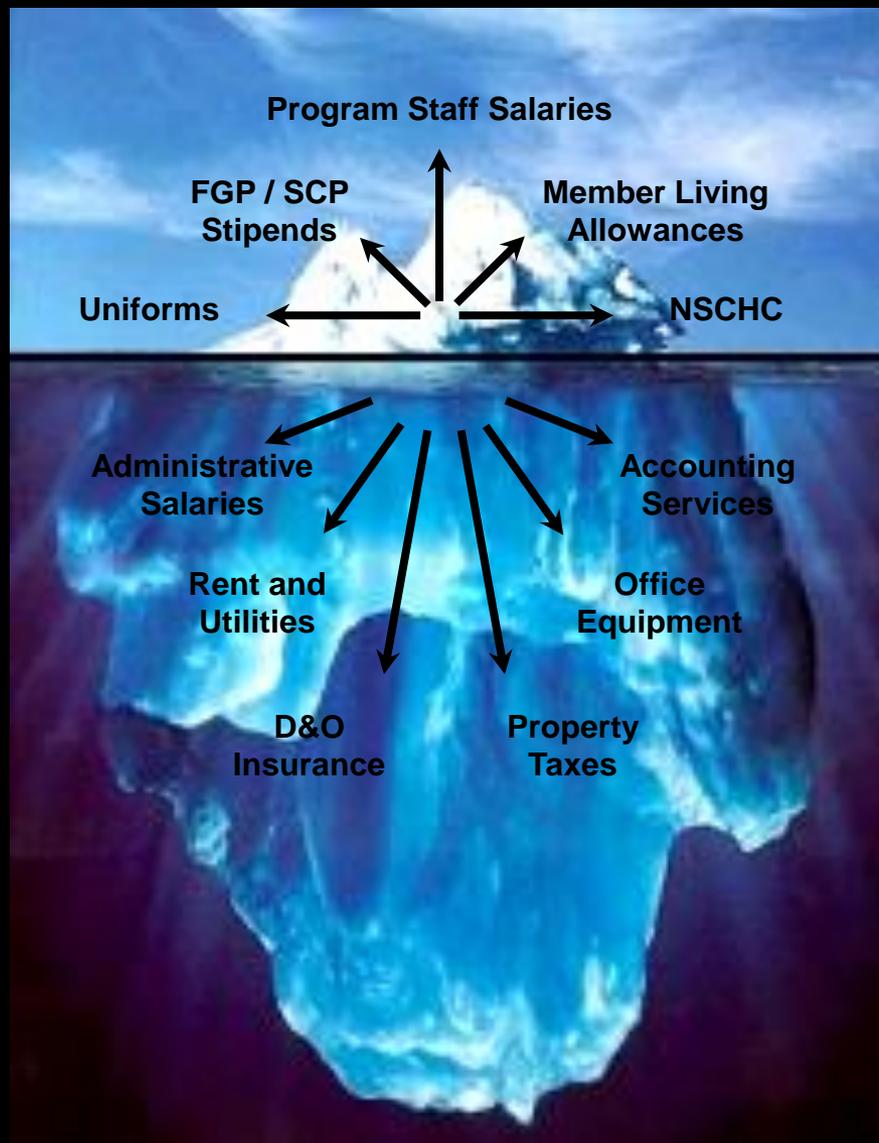
Documentation

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Regulations and  
Requirements

Policies and  
Procedures

Internal Controls

Administrative / Indirect  
Costs

**Documentation**

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If it's not documented,  
it didn't happen.

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## **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

**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Program Manager: - 1 person(s) at 91800 each x 10 % usage	0		
Field Director: - 1 person(s) at 53480 each x 100 % usage	53,480		
<b>CATEGORY Totals</b>	<b>53,480</b>		

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount
FICA: 6.20% of total personnel expenses amount.			
Health Insurance:			

**I. Other Program Operating Costs**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Background checks for all subgrantees, as well as costs to continue evaluations started in years one and two.: \$25/check = \$1 Ann			1,600
			1,600
<b>CATEGORY Totals</b>			<b>271,550</b>

**F. Contractual and Consultant Services**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Subgrantee Evaluation: Costs to cover evaluation/feasibility studies for subgrantees, as well as costs to continue evaluations started in years one and two.:	2,000,000	2,000,000	4,000,000
	2,000,000	2,000,000	4,000,000
<b>CATEGORY Totals</b>			

**H. Other Costs**

Purpose	CNCS Share	Grantee Share	Total Amount
Subgrants:	8,000,000	8,000,000	16,000,000
	0	0	0
	0	16,000,000	16,000,000
	0	24,434	24,434
<b>CATEGORY Totals</b>			<b>81,445</b>

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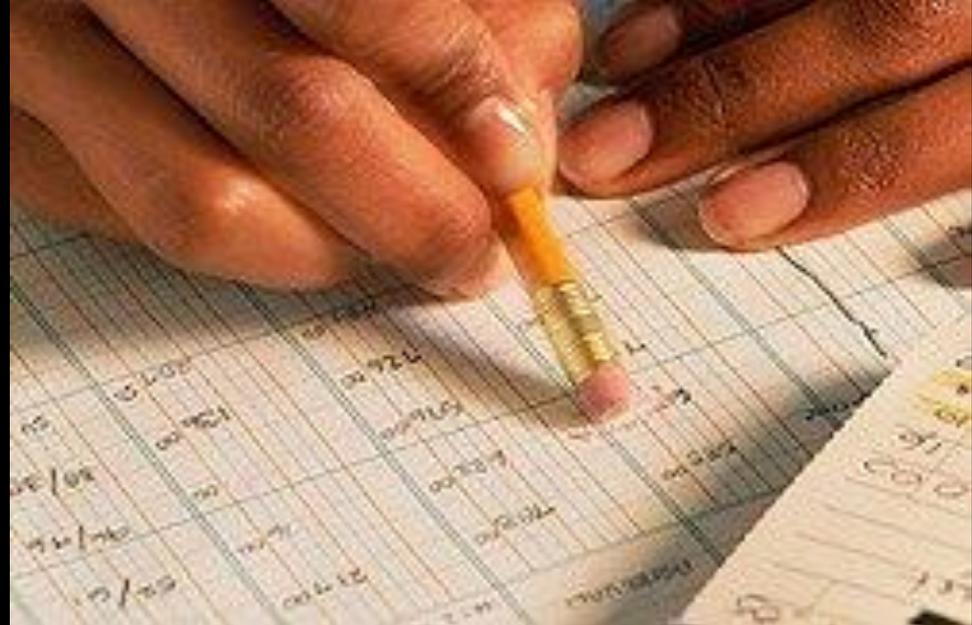
**Budgets and Financial Reporting**

Monitoring

Closeout

# 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

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- Prevent
- Detect
- Enforce



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**Closeout**



# As You Arrived...

- What were your most pressing grants management issues?
- How will you address them?
  - **Beginning NOW!**