Regulations and requirements governing grant awards:
~ Federal laws and regulations, including 2 CFR Part 200—the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
~ State and local rules
~ Notice of Grant Award and terms and conditions
~ Approved application, including budget and budget narrative
~ Notice of Funding Opportunity/Availability

Internal Controls are systematic measures, such as reviews, methods, and procedures to:
~ Conduct business in an orderly and efficient manner
~ Safeguard assets and resources
~ Deter and detect errors, fraud, and theft
~ Confirm the accuracy and completeness of accounting data
~ Produce reliable and timely financial and management information
~ Ensure adherence to laws, regulations and policies, and plans

Costs – whether charged to CNCS or the Grantee’s Share – must be documented or they are unallowable. In addition to ensuring compliance, documentation:
~ Justifies reported information and tracks details
~ Helps with budget forecasting
~ Provides evidence of accomplishments

Salary and wages charged to Federal awards must include documentation that:
~ Is supported by a system of internal controls assuring that the time charged is accurate, allowable, and properly allocated,
~ Is incorporated into the organization’s official records,
~ Reasonably reflects the total activity for which the employee is compensated,
~ Encompasses both federally assisted and all other activities compensated on an integrated basis,
~ Supports distribution of salary or wages among specific activities or cost objectives if the employee works on more than one Federal award or splits time between Federal and non-Federal activities, and
~ Complies with the organization’s established accounting policies and practices.

Cash and in-kind contributions are accepted as part of the grantee share when:
~ Verifiable
~ Necessary and reasonable
~ Allowable
~ Not paid by the Federal Government under another award, unless authorized
~ In the approved budget and allowable under program guidelines
~ Compliant with the terms and conditions of the award and Uniform Guidance
Treated consistently – the same as the CNCS share
In-Kind Contribution value:
~ Uses a fair market price
~ Considers what it would cost to obtain similar goods or services, as well what your agency would allow for such an expense
~ Does not include the value of direct community services performed by participants or volunteers

An approved budget should be:
~ Realistic
~ Consistent
~ Flexible

Principles of financial reporting:
~ Use information in organization’s accounting system
~ Ensure accuracy prior to submission
~ Confirm proper supporting documentation
~ Submit on time

CNCS’s three-step monitoring approach:
~ Prevention
~ Detection
~ Enforcement

Monitoring responsibilities:
~ Ensure compliance with rules, regulations, and requirements
~ Safeguard Federal funds against waste, fraud, and abuse
~ Detect actual and potential issues
~ Identify technical assistance and training needs
~ Confirm follow-up on issues and corrective actions

Grantee closeout responsibilities, due by 90-days after expiration:
~ Pay outstanding bills
~ Conduct final drawdowns
~ Close subgrants, if applicable
~ Submit Final FFRs in eGrants and PMS and Final Progress Report in eGrants
~ Send required certifications to CNCS
~ Ensure reconciliation between expenses, disbursements, and drawdowns