

Grant Accounting Training

Congratulations it's a GRANT! | Now what?

Grant Setup

- What happens to finalize a grant contract once we have been awarded?
 - Award Letter
 - Notify your campus' Administrative Services Office.
 - Final Contract
 - Notify your campus' Administrative Services Office.
 - Routed for signatures.
 - May also need:
 - Legal review | Board approval | Revised budget

Grant Setup

- How do I get the budget loaded in Datatel?
 - Submit your budget using the 3 – column format.
 - Review the budget against:
 - The amount that was awarded | Program plan
 - Submit budget to your campus Administrative Services Office.

Grant Setup

- How do I hire/transfer staff?
 - Contact HR.
 - Complete the MAGIC form.
 - Must match: Actual expenses | Program plan/scope/budget narrative
 - Notify the grant monitor ASAP if key personnel change.
 - Know your grant requirements.
 - Retain current personnel resumes.

Implementation: Spending Grant Funds

- How is grant funded equipment tracked?
 - Maintain an inventory list.
 - Acquisition Date | Asset tag # | Serial/Model# | Description | Location | Cost | PO #
 - Know the Federal and State requirements.

Implementation: Spending Grant Funds

- How do I travel with grant funding?
 - Refer to your grant guidelines and specific rate reimbursements/limits.
 - In-State | Out-of-State
 - Out-of-State requires Chancellor and Grant Monitor approval.

Implementation: Spending Grant Funds

- How do I host events/workshops with grant funding?
 - Follow your grant guidelines.
 - Event needs to be in your program plan.
 - Agenda needs to include:
 - Date | Time | Location
 - Submit requisitions for food and speakers prior to the event.
 - Reasonable method to estimate food expense.
 - RSVP | Prior year experience
 - Sign-in sheet with pre-printed names and signatures.
 - Audit: Red-Flag item

Implementation: Spending Grant Funds

- How do I hire consultants/speakers with grant funding?
 - Requisitions and ICA submitted prior to the event.
 - Check the vendor debarment list (Federal requirement).
 - Consultants and speakers are not considered sole-source vendors.
 - Obtain 3 quotes.
 - Justify the expense.
 - Audit: Red-Flag item.

Implementation: Spending Grant Funds

- What is the difference between a subcontractor and a sub-recipient?
 - Substance of the agreement.
 - Sub-recipient
 - Purpose is to carry out a portion of the award.
 - Has responsibility for programmatic decision making.
 - Must follow all rules and regulations of the grant.
 - Subcontractor
 - Provides goods and/or services.
 - Normally operates in a competitive environment.
 - Subject to the terms of the contract agreement.

Implementation: Grant Financial Reporting

- How do I complete schedule reporting to my funding agency?
 - Contact Grant Monitor.
 - Is a specific template required?
 - Contract will state frequency.
 - Annual | Semi-Annual | Quarterly | Monthly

Implementation: Grant Financial Reporting

- How do I get data for reporting purposes?
 - Datatel
 - GLSA – Summary Account Availability report
 - GLBR – Annual or YTD Budget report
 - GLBS – Budget Status report; itemized detail for expenditures.
 - Other Supporting Documentation:
 - LDR – Labor Distribution report; personnel and employer paid costs.
 - Time and Effort | Time Certification | Timesheets | Schedule C
 - Vendor Invoices
 - XPS1 or XPS2 reports | Absence Slips
 - Inventory/Equipment List

Implementation: Grant Financial Reporting

- How do I track “Matching Funds” for my project?
 - Outside Source: Supporting Documentation
 - Must be on company letterhead.
 - Date of Services provided, description and value.
 - Do not use commitment letter.
 - Internal Source: Varies
 - Pre-approval is needed:
 - Use indirect as match | Use another grant | General Funds
 - Same document requirements listed in the previous slide.

Implementation: Record Keeping

- What do I retain in my program records?
 - Everything!
 - Reports | Emails | Correspondence | Agenda/Minutes | Schedule | Organization Charts
- How should I store my program records?
 - Confidential records should be kept secure in a locked cabinet.
 - Original records are kept for eight (8) years, unless grant specifies otherwise.
 - 5 years of grant life + 3 years of audit look back.
 - Scanning/pdf files
 - Originals should be kept 4 years | Scanned files are kept for 8 years, unless grant specifies otherwise.

Implementation: Multi-Year Projects

- How do I setup a budget for a multiple year project?
 - Varies depending on the award.
 - Funding by the year.
 - Submit the budget by the year.
 - Funding by the award.
 - Submit the entire award budget | May span several years

Implementation: Multi-Year Projects

- How do I close-out prior year grant budgets?
 - Follow your grant guidelines.
 - Is carry-over allowed?
 - Refund any left-over funds.
 - Check the final GL after the District's fiscal close for any adjustments that have been posted.

Implementation: Amending Grant Agreements

- What is the difference between budget transfer and budget addendum?
 - Budget Transfer = Moving existing funds from one object code to another.
 - Within same funding source | Never transfer between grant and general funds
 - Budget addendum = Adding or subtracting funds.
 - Budget salaries correctly up front.
 - Easier to pull salary dollars for operational expenses than to take operational expenses to cover salaries.

Implementation: Amending Grant Agreements

- How do I amend my budget?
 - Varies by grant | Grant Specified form
 - Adding dollars
 - Submit budget using 3-column format.
 - Supporting documentation.
 - Extend Contract.
 - Verbal commitments must be followed up in writing.
 - Cover page, needs to be routed for signatures.

Implementation: Amending Grant Agreements

- How do I amend my work plan? (Shelly to address)
 - Varies by funding agency
 - Review grant contract for approval process
 - Contact funding agency in writing to seek approval for changes
 - In updating, confirm that updated work plan and current budget are aligned

Closing Out the Grant

- How do I seek budget extensions for projects?
 - Discuss the requested extension with your funding agency
 - Process varies by funding source
 - Close attention to ongoing project activities and timelines will help ensure that you are aware of possible needs for extensions early on
 - The earlier you can advocate for an extension, the more likely you are to receive on

Closing Out the Grant

- How long and in what way do I have to store program records?
 - As a rule of thumb, files should be stored for _____ years after the date of the final report, or _____.
 - Ongoing secure storage of files is required for both electronic and physical files during this entire period.

Closing Out the Grant

- What happens to the equipment purchased with grant funds?
 - Refer to your grant guidelines.
 - Federal funded equipment is federal property.
 - May be used in other federal funded activities.
 - If fair-market value is over \$5,000
 - District may purchase the equipment for use.
 - Sell the equipment and retain \$500 for expenses.
 - Complete the proper forms.
 - Asset Deletion Form
 - Asset Transfer Form

Questions?