CSBG Monthly Webinar: Financial Grant Management & FY19 Application Q&A

Webinar—August 22, 2018
Housekeeping

- CSBG Applications due in Webgrants 3: August 31, 2018
  https://webgrants.utah.gov/index.do

- Note: “Travel” was mistakenly left off the budget. Please include your request under “Unclassified Other” and provide details of travel request (and other unclassified other items) in the budget narrative.

- Contracts will not be created until SCSO receives an award letter

- Contracts will be built similarly to FY18 contracts—SCSO will amend contracts with each new award letter it receives
  --1st allocation includes the $50,000 base

- Public Comment for FY19 CSBG State Plan closes Aug. 27

- State Plan due to OCS by Sept. 1, 2018
STATUTES AND REGULATIONS
FEDERAL COMPLIANCE REQUIREMENTS

- Activities Allowed or Unallowed
  - Are the use of funds related to achieving the grant's goals?

- Allowable Costs
  - Are costs reasonable and proper?

- Period of Performance
  - Are costs incurred when appropriate?

- Subrecipient Monitoring
  - On-site reviews of subgrantees once every 3 years.
DWS SUBRECIPIENT MONITORING PROCEDURE

- Monitoring is based upon the level of risk assigned
  - Low Risk
    - Agree invoice with general ledger
    - Determine if costs are allowable
    - Funds requested do not exceed budget
    - Desk audit ONCE per grant year
  - Medium Risk
    - Requires desk audit until at least 3 consecutive invoices approved without error
  - High Risk
    - Desk audit of all invoices
REQUEST FOR FUNDS (RFF)
ADEQUATE DOCUMENTATION

- Date of purchase
- Description of product and/or service
  - Important with purchasing cards or certain vendors (Wal-Mart, Amazon)
- Amount of purchase
- Include printouts/reports from accounting software
  - General Ledger, Detail Transaction Report, Salaries and Benefits
- DWS will review and re-perform work as needed.
  - Questions about documentation will result in a delayed payment
TIPS

- Invoice monthly for faster payment
  - If there are problems, it can be solved and paid quicker
  - Quarterly invoicing is the minimum requirement
  - If invoicing quarterly – fiscal year quarters are preferred (July - Sept, Oct - Dec, etc.)

- Explain how you allocate shared expenses
  - The methodology of how you charge for the program’s portion of expenses
  - Provide math and formulas

- Multiple invoices separated by billing method (monthly/quarterly)

- Evidence of payment
  - Invoices, quotes, and estimates are not evidence of payment
REMINDERS

- This is NOT a comprehensive list of Do’s and Don’ts
- Be specific and detailed.
- Use the comments section in WebGrants
- Follow-up on long outstanding claims
QUESTIONS?

- Patrick Szymanski – Financial Manager
  - Phone: 801-597-3411
  - Email: phszymanski@utah.gov
Reminder on use of funds

• Program salary & benefits
  --If your agency uses CSBG to pay salaries (ie. case managers)—all clients the case manager works with (and bills to CSBG)—must meet CSBG eligibility—125% of poverty level or below—regardless of the program used for the direct client service

• Space Costs
  --If your agency owns the building, do not charge rent to the program
FY19 Application: Q & A

- Remember: FY18 CSBG application is located in WebGrants 1—in case you want to reference the Modules 2, 3, and 4 submitted with the FY18 application.
- Updates on targets needed: Module 2, Module 3, and Module 4.
- Use updated NPI #s for contract plan (found on module 4 spreadsheet attached to funding opportunity and available).
- Travel—unintentionally left off budget lines—please include in “Unclassified Other—and identify specific travel break down as part of the budget narrative.
- Attachments—nonprofits—proof of current charitable solicitations permit—keep in mind length of time for renewal.
Other Questions....?

• Next webinar: Sept 26, 2018—3:00 pm
  --DWS Dashboard—how/where to get your data
  ---Also will include time for updates on Annual Report (NASCSP developing SmartForms—possibly for October distribution—and any updates for FY18 monitoring cycle.