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
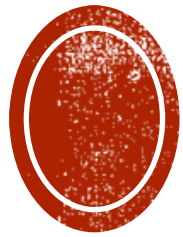
STATUTES AND REGULATIONS

Federal Compliance Requirements

- Activities Allowed or Unallowed
  - Are the use of funds related to achieving the grants 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
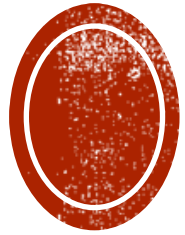
REQUEST FOR FUNDS (RFF)

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.