

# Fiscal Bi-Monthly Webinar

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**Betty Jo Schafer & Mary Voorhies**  
**March 14<sup>th</sup>, 2019**



# Agenda

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- Budget Reallocation Requests
- De-obligation
- AFR Form Assembly
- Dates and Deadlines Summary



## Budget Reallocation Request

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- Budget Reallocation Requests
  - Please submit these by Thursday, March 21.
  - Link:
    - <https://docs.google.com/forms/d/e/1FAIpQLScSoxPO36KhkVYjY3c96Wds4H7xk8Cx902Zyo7LbEmBtRggw/viewform>
  - Sample Budget Reallocation Request Form
    - <http://onestarfoundation.org/wp-content/uploads/2014/10/BLAR-sample.pdf>



## Deobligation

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- Asset utilization target is 97%
- Deobligation helps:
  - Programs meet this target
  - OneStar repurpose funds for important uses



# Deobligation

- Fixed Awards:
  - Grant amount is tied to a specific cost per MSY and hours served
  - Reimbursement is based on actual member hours served
  - Review slots filled and member types
  
- Tips:
  - Ensure great program and fiscal staff communication
  - Reimbursements based on member hours
  - No extra dollars for members that serve beyond their required hours
  - Use enrollment dates and exit dates from eGrants to match up slot refills
  - Assume all members actively serving will complete their terms of service



## Deobligation

- Cost Reimbursement Awards:
  - Grant amount is tied to a budget with specific line items
  - Review your budget to actuals in depth to determine unspent amount projected
  - Can these funds be spent elsewhere within the program?
- Tips:
  - Ensure great communication between fiscal and program staff
  - Additional staff and member training are great uses of unspent funds
  - Recruitment and background checks costs for next year



## Deobligation

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- Process is through OnCorps
  - Uses Budget Modification function
- Cost Reimbursement Programs
  - By line item
  - Use only the CNCS column, not the Grantee columns
  - Provide details of the deobligation amount
  - Deobligate Section 3 Admin-Indirect costs as necessary
- Fixed Programs
  - Deobligation within one line item, Member Support Costs



## Deobligation

- Step by Step Instructions: <http://onestarfoundation.org/wp-content/uploads/2014/10/OnCorps-Quick-Guide-De-obligation.pdf>
- Slides from AGM Deobligation Sessions (Going for Gold): <http://onestarfoundation.org/all-grantee-meeting-2018/>
- Webinar with Deobligation instructions (the other components of Mid-year AFR are NOT through OnCorps this year, ONLY deobligation): <http://onestarfoundation.org/wp-content/uploads/2014/10/OnCorps-Mid-year-AFR-Reporting-Training-4-2-18.mp4>

**\*\*If you are NOT deobligating, please send your Grants Officer an email\*\***





# AFR-Form Assembly

<https://www.tfaforms.com/4723689>

AmeriCorps Financial Report (AFR) & Program Income Form  
(Version 2019)

**ORGANIZATION INFORMATION**

Legal Applicant Name \*

Program Name \*

Grant Year covered by this AFR \*

Indicate for which submission this AFR is being completed.

Report for Period Ending \*

*Note: Per OneStar Grant Terms & Conditions, AFRs shall be submitted for the following periods:*

- Mid-Year AFRs must cover the **start of grant through March 31.**
- Final AFRs must cover the **start of grant through the end of the budget period.**

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# AFR-Form Assembly

## AmeriCorps Financial Report (AFR) & Program Income Form (Version 2019)

**USE OF FEDERAL FUNDS AS MATCH**

All AmeriCorps grantees must report their use of other Federal Funds as match on AmeriCorps grants. This requirement is outlined in the Terms and Conditions under *Matching Requirements*.

**Please indicate whether your organization uses any Federal funds as match on this AmeriCorps grant. \***

Yes, my organization DOES use Federal funds as match.  
 No, my organization DOES NOT use Federal funds as match.

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**Please indicate whether your organization uses any Federal funds as match on this AmeriCorps grant. \***

- Yes, my organization DOES use Federal funds as match.
- No, my organization DOES NOT use Federal funds as match.

**Source Details**

Enter the cumulative amount for **each** Federal source your program uses as match for the AmeriCorps program that this report is for. You must include all of the following information.

- Subaward Number (this can be found on your Grant Award)
- Federal Department Name (do not use abbreviation; for example: Department of Education)
- Federal Agency Name
- CFDA Number (this can be found on your Grant Award)
- Cumulative amount of Federal funds expended towards the AmeriCorps program (enter in whole numbers)

The amount listed for each Federal source should cover the period from your budget period start date through this FFR's reporting period end date.

Subaward Number	Federal Department Name	Federal Agency Name	CFDA Number	Amount of Federal Funds Expended
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> *
*	*	*	*	

[If you have additional sources of Federal funds used as match, click here to add another response](#)



# AFR-Form Assembly

## AmeriCorps Financial Report (AFR) & Program Income Form (Version 2019)

### CERTIFICATION

By completing this form on behalf of the Subrecipient, I certify that I have been duly authorized by the Subrecipient to complete and certify this report.

By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

**Name of the Authorized Certifying Official completing this form \***

**Position Title \***

**Email Address \***

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[Submit](#)



## Dates and Deadlines Summary

- AmeriCorps Texas Symposium
  - Tuesday, February 26 – Wednesday, February 27
  - Post Conference Thursday, February 28
- Reallocation Requests
  - Due Thursday, March 21
- May Fiscal Webinar
  - Thursday, May 9
- New AmeriCorps Staff Orientation (NASO)- April 30<sup>th</sup>-May 1<sup>st</sup>
- De-Obligation and Mid-Year AFR
  - Due Thursday, April 11



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