

Fiscal Bi-Monthly Webinar

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March 12th, 2020



Agenda

- 2 CFR Proposed Revisions
- Budget Reallocation Requests
- De-obligation
- AFR Form Assembly
- COVID-19 FAQs
- Dates and Deadlines Summary



2 CFR 200 Proposed Revisions

- Proposal is located on federal register site:
<https://s3.amazonaws.com/public-inspection.federalregister.gov/2019-28524.pdf>
- Free recorded webinar covering the proposed changes
<https://learning.ftlf.com/grants-academy/content/recorded-webinar-omb-proposed-uniform-guidance-changes#group-t>
- Public comment period ends on March 23rd
<https://www.federalregister.gov/documents/2020/01/22/2019-28524/guidance-for-grants-and-agreements#open-comment-abs-node-course-default4>



Questions?



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Budget Reallocation Request

- Please submit these by Thursday, March 12.
- 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>



Budget Reallocation Request



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- Ideas for spending:
 - Staff training
 - Member training
 - Service supplies
 - Member gear



Deobligation

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



De-obligation

- 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



De-obligation

- 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 de-obligation amount
 - De-obligate Section 3 Admin-Indirect costs as necessary
- Fixed Programs
 - De-obligation within one line item, Member Support Co



Deobligation

- Step by Step Instructions: <http://onestarfoundation.org/wp-content/uploads/2014/10/OnCorps-Quick-Guide-De-obligation.pdf>
- Webinar with De-obligation instructions (the other components of Mid-year AFR are NOT through OnCorps this year, ONLY de-obligation):
<http://onestarfoundation.org/wp-content/uploads/2014/10/OnCorps-Mid-year-AFR-Reporting-Training-4-2-18.mp4>
- AGM 2020 Budget and Deobligation Session Slides:
https://www.dropbox.com/sh/82487oi8p07fhwv/AACkuokAuwROUXfJvXX5YfEfa/AGM%202020%20Day%201%20Content/1.8%20Program%20Budget%20and%20Deobligation?dl=0&preview=Program+Budget+and+Deobligation+PowerPoint.pdf&subfolder_nav_tracking=1

****If you are NOT de-obligating, 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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



COVID-19 FAQs

- CNCS has provided the following FAQs that discuss member service, living allowance, etc.:
 - <https://www.nationalservice.gov/about-cnscs/frequently-asked-questions/covid-19-faqs>



COVID-19 FAQs

What if our organization has paid for staff member, and/or volunteer travel that is cancelled by the host organization or it is otherwise imprudent for the travel to happen as planned?

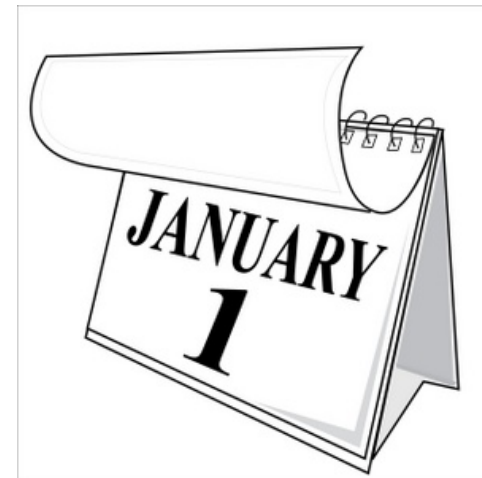
Due to safety concerns, CNCS would treat these scenarios like a weather-related travel cancellation and would allow the costs if they are otherwise reasonable and necessary. You should clearly document the reasons for the cancellation as they relate to the specific costs incurred.



Dates and Deadlines Summary

- 2 CFR proposed revisions public comment period
 - January 22 – March 23
- Reallocation Requests
 - Due Thursday, March 12
- De-Obligation and Mid-Year AFR
 - Due Friday, April 10
- May Fiscal Webinar
 - Thursday, May 14

<https://register.gotowebinar.com/register/624733010704055821>



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Questions?



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