Grants Management
Grantee Manual Training

Chapter 6
Objectives

By the end of this module, you should be able to successfully:

- Explain the key elements of the following tasks in the post-award process
  - Establish Grant Files
  - External Reporting
  - Quarterly Performance Progress Reports (PPR)
  - Quarterly Financial Reports (FFR/SF-425)
  - Vouchers/Invoice Reimbursement (SF-270)
Post-Award: Grant Reporting and Oversight Overview
Purpose of Grant Reporting and Oversight

- Improve the overall management of projects to enhance their performance
- Ensure the terms and conditions and purpose of the awards are fulfilled
- Assure grant activities are approved and consistent with federal law, standards and procedures
- Protect the federal financial investment from fraud, waste, abuse or mismanagement
- Hold grantees accountable for monitoring and oversight of their subgrantees
- Ensure grantees do not discriminate
Grant Reporting

- **Reporting** is the responsibility of the grantee:
  - External reporting (FFATA)
  - Quarterly program performance and financial reporting (PPR & FFR)
  - Reimbursement requests (SF-270s)
  - Final reporting
  - Other reporting, informal and formal meetings, site reviews and general communication
Grant Oversight

Oversight is the primary responsibility of FMCSA:

- Review written reports (quarterly, final) and data submissions
- Review reimbursement requests
- Conduct Program and Process Reviews
- Information communications and monitoring on program, compliance or progress review
Grantee Oversight Requirements

- Responsible for ensuring that funds are used (by the grantee or sub-grantee) in accordance with program requirements and federal cost principles
- Must comply with the FMCSA provisions and assurances (grantee and sub-grantee)
- Grantee is the fiduciary of all grant funds and any findings or allowances are theirs to resolve, regardless of whether or not the finding pertains to the grantee's or sub-grantee's actions
Grantee Oversight Requirements, Cont.

- Expected to have the infrastructure and internal controls to ensure program implementation and sound administrative and fiscal compliance for themselves and their sub-grantees
- The use of sub-grantees does not relieve the grantee from these responsibilities

You are ultimately responsible for the use of the grant funds – including the funds you award to sub-grantees
Establish Grant Files
Establish Grant Files

- Grantees must maintain complete and accurate project documentation – financial and programmatic
  - 49 CFR Part 18.42
  - Financial Assistance Agreement General Provisions and Assurances Section 13a
- Files should be created and maintained throughout the grant management lifecycle – beginning with Application through Close-out
- Retain records for three years after the final voucher is approved
Establish Grant Files, Continued

- Application submissions
- Program regulations/guidelines
- Original award documents (fully executed) and amendments,
- Cost-share/Match and MOE documents
- Memoranda of negotiations with grantor (if applicable)
- All reports and financial records submitted by grantee
- Property records (as applicable)
- Audit reports

- Close-out and de-obligation documents
- Indirect Cost Rate Agreements
- Sub-grantee monitoring reports and other sub-grantee records
- Program Monitoring and Evaluation Reports
- Other correspondence regarding the project
External Reporting (FFATA)
**FFATA Overview**

- **Federal Funding Accountability and Transparency Act (FFATA)** (Pub. L. 109-282, 31 USC 6101) signed into law September 26, 2006

- Calls for full disclosure of all organizations receiving federal funds

- **FFATA Sub-Award Reporting System (FSRS)** and USASpending are the two reporting websites
  - [http://www.FSRS.gov](http://www.FSRS.gov)
  - [http://www.usaspending.gov](http://www.usaspending.gov)
Who is Responsible and For What?

- **Federal Agencies**: FMCSA must report prime award information.
- **Grantee**: Must report sub-award information.
- **FSRS/USASpending**: Provides the platform for reporting.
- **Sub-Awardee**: Report sub-award information through the Grantee.
FFATA – Grantee Responsibilities

- As of October 2010 grantees are required to submit sub-award data
- Applies to all FY11 and beyond awards for all federal awards
- Full reporting requirements began March 2011
- Report once per sub-award at the end of the month following the month in which the sub-award was made
FFATA Reporting Resources

- https://www.fsrs.gov/
  - https://www.fsrs.gov/#a-faqs
- http://www.usaspending.gov
  - http://www.usaspending.gov/news#webinars
- http://www.whitehouse.gov/omb/open
Quarterly Reports
Quarterly Reports

- Financial (SF-425 or FFR) and Progress Reports (SF-PPR) due every quarter until end of POP
- Submit first quarter following execution of the NGA – reflect work performed to date
- One report per grant award (not per grantee)
- Submit in electronic format to FMCSA Grant Manager

FMCSA Grant Manager can withhold payments for non-compliance
# Quarterly Report Submission Schedule

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Period</th>
<th>Due No Later Than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>Oct 1 – Dec 31</td>
<td>January 30</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>Jan 1 – Mar 31</td>
<td>April 30</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>Apr 1 – Jun 30</td>
<td>July 30</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>Jul 1 – Sep 30</td>
<td>October 30</td>
</tr>
<tr>
<td>Final Report</td>
<td>Summarizes the last</td>
<td>90 calendar days</td>
</tr>
<tr>
<td></td>
<td>quarter of activity as</td>
<td>after the expiration</td>
</tr>
<tr>
<td></td>
<td>well as the entire POP</td>
<td>or termination of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the award</td>
</tr>
</tbody>
</table>
Quarterly Report Example

FY11 MCSAP Basic Grant Reporting

- Q1: Oct
- Q2: Jan, Feb, Apr
- Q3: Jul
- Q4: Oct

FY12 MCSAP Basic Grant Reporting

- Q1: Oct
- Q2: Jan, Apr
- Q3: Jul
- Q4: Oct

Grant Award

First Q Report submitted covers Q1 and Q2

Submit 5th Q report for FY11 grant and 1st Q report for FY12 grant, if awarded prior to Jan.
Performance Reports (PPR)

- All grantees must submit an SF-PPR and appropriate attachments, per grant
- Attachments include SF-PPR-B for most programs, special PPR forms for MCSAP and PRISM
- The PPR and FFR should be submitted at the same time or close to it, at the end of the POP
### SF-PPR Required Attachments

<table>
<thead>
<tr>
<th>FMCSA Grant Programs</th>
<th>SF-PPR Required Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Border Enforcement Grants (BEG); Commercial Driver License (CDL) Improvement Program; CDL Improvement System (CDLIS); CMV Operator Safety Training;</td>
<td>SF-PPR-B</td>
</tr>
<tr>
<td>MCSAP High Priority (HP) and New Entrant Safety Audit (NE)</td>
<td>MCSAP Discretionary Report</td>
</tr>
<tr>
<td>Commercial Vehicle Information Systems Management (CVISN); Safety Data Improvement Program (SaDIP)</td>
<td>None</td>
</tr>
<tr>
<td>Performance and Registration Information Systems Management (PRISM)</td>
<td>SF-PPR-B_PRISM</td>
</tr>
</tbody>
</table>
Performance Progress Report Format (PPR)

- **Executive Summary** - Summarize trends and progress towards program-specific objectives.

- **Program Objectives and Progress** - Brief description of the project’s objective(s) in narrative form
  - Objective(s) – defined and measureable – list separately, if more than one (MCSAP include national program elements)
  - Strategies and activities – progress against them
  - Expected outcome and results – progress, to include dates and changes to dates as needed

- Signed and certified by grantee's authorizing official designated to sign quarterly reports
Performance Progress Reports Tips

• Programmatic Progress
  • Is the project meeting the requirements and objectives of the program? (to include special objectives)
  • Is the project meeting its performance measures?
  • How is the quality of the grantee's performance?

• Administrative Progress
  • Is the project meeting its milestones?
  • Are the expenditures those on the current approved budget?
  • Is the cost matching accruing quarterly and is it the same match source as originally anticipated?
  • Are the reports and vouchers being submitted on a timely basis and correctly?
Federal Financial Reports (SF-425)

• All grantees must submit an FFR (SF-425) per grant award, per quarter
• The FFR should be submitted at the same time or close to the submission of the PPR
• The FFR is a form that captures the obligations and disbursements that occurred during the grant period
• Its purpose is to provide FMCSA with an accurate picture of all obligations against the grant to date (not just the ones you have invoiced to date)
Federal Financial Reports (SF-425), Cont.

- Consists of the following parts:
  - Cover Information
  - Federal Cash
  - Federal Expenditures and Unobligated Balance
  - Recipient Share
  - Program Income – not completed
  - Indirect Expenses

- Signed and certified by grantee designated authorizing official
Section 10: Transactions

Federal Cash:

- Line 10 (a) Cash Receipts
  - Payments RECEIVED by the grantee from FMCSA for the grant
- Line 10 (b) Cash Disbursements
  - Grant expenditures
- Line 10 (c) Cash on Hand - equals Line 10 (a) minus Line 10 (b)
  - Amount on Line 10 (c) should be negative or zero
Section 10: Transactions Continued

Federal Expenditures:

- Total Federal Funds Authorized - Line 10 (d) – total amount of FMCSA award (federal funds)
- Federal Share of Expenditures - Line 10 (e) equals Line 10 (b)
- Federal Share of Un-liquidated Obligations/Undelivered order (UDO) – Line 10(f)
  - Equals Line 10 (c) plus any unpaid obligations (incurred costs not yet billed)
Federal Unobligated Balances:

- Total Federal Share – Line 10(g) - The sum of federal share of expenditure – Line 10(e) and the federal share of UDO - Line 10(f)

- Unobligated Federal Balance – Line 10(h) equals Line 10(d) minus 10(g)
Recipient Share:

- Total Recipient Share - Line 10 (i)
  - The Grantees agreed upon match per grant agreement
- Recipient Share of Expenditures Line 10 (j)
  - Total expenditures multiplied by the match percentage - Line 10 (i)

- Remaining Recipient Share – Line 10 (k) equals Line 10 (i) minus Line 10 (j)
Section 10: Transactions Continued

Program Income:

- Total Federal Program Income – Line 10 (l)
  - Income generated by grant activities (such as a system user fee)
  - Deductive Alternative – Line 10 (m) - deducts the amount of program revenue from the total program expenditures
- Unexpended Program Income – Line 10 (o) equals Line 10 (l) minus Line 10 (m)
Section 11: Indirect Costs

- Line 11 (a) (b) (c) - Based on the grantees Indirect Cost Rate Agreement (IDCA)

- Line 11 (d) should be the accumulated costs for that quarter per the base definition in the IDCA

- Line 11 (e) the amount charged is the Base (Line 11 d) multiplied by the Indirect Cost Rate in Line 11 (b)

- Line 11 (f) Federal Share (percentage) = Line 11 (e) multiplied by the federal share

- Line 11 (g) Totals – Lines 11 (d), (e) and (f)
Sections 12/13 – Remarks/Certification

- Section 12 – Remarks – Explanation if necessary
- Section 13- Signed and certified by grantee's authorizing official designated to sign quarterly reports
Federal Financial Reports (SF-425) Tips

Key considerations:

- Is the rate of expenditure appropriate based on the project plan?
- Are there costs that weren't on the original budget?
- Are you using the correct indirect cost rate?
- Do the costs correlate to the vouchers?
- Have I completed the report fully to include signature?

It is very important to submit reports on time
Invoice/Voucher Submissions
Budget Requirements

- Invoices/Vouchers will be compared against the current approved budget (the original budget included on the NGA or an updated budget as result of an amendment to the NGA)
- The budget should be organized according to the SF-424 budget categories
- Grantees must update the budget submitted at original application to match the amount of grant award
# Budget Tracking

Grantees should include the major cost categories in this table as well as the line items from their current, approved budget.

<table>
<thead>
<tr>
<th>2.1 SF-424A Object Class Category</th>
<th>2.2 Original Amount Awarded</th>
<th>2.3 Current Amount Awarded</th>
<th>2.4 Amount of Funds Expended</th>
<th>2.5 Unexpended Balance</th>
<th>2.6 Proposed Amount Removed</th>
<th>2.7 Proposed Amount Added</th>
<th>2.8 Revised Budget Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$10,000</td>
<td>$55,000</td>
<td>$(6,523)</td>
<td>0</td>
<td>$58,477</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td>$18,200</td>
<td>$18,200</td>
<td>$2,800</td>
<td>$15,400</td>
<td>$(1,826)</td>
<td>0</td>
<td>$16,374</td>
</tr>
<tr>
<td>c. Travel</td>
<td>$500</td>
<td>$500</td>
<td>0</td>
<td>$500</td>
<td>0</td>
<td>0</td>
<td>$1,946</td>
</tr>
<tr>
<td>d. Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Supplies</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$500</td>
<td>$700</td>
<td>0</td>
<td>0</td>
<td>$2,900</td>
</tr>
<tr>
<td>f. Contractual</td>
<td>$1,000</td>
<td>$1,000</td>
<td>0</td>
<td>$1,000</td>
<td>0</td>
<td>0</td>
<td>$6,900</td>
</tr>
<tr>
<td>g. Construction</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Total Direct Charges (sum of a-h)</td>
<td>$85,900</td>
<td>$85,900</td>
<td>$13,300</td>
<td>$72,600</td>
<td>$(8,349)</td>
<td>$9,046</td>
<td>$86,597</td>
</tr>
<tr>
<td>j. Indirect Charges</td>
<td>$6,872</td>
<td>$6,872</td>
<td>$1,056</td>
<td>$5,816</td>
<td>$(697)</td>
<td>0</td>
<td>$6,175</td>
</tr>
<tr>
<td>k. TOTALS (sum of i and j)</td>
<td>$92,772</td>
<td>$92,772</td>
<td>$14,356</td>
<td>$78,416</td>
<td>$(9,046)</td>
<td>$9,046</td>
<td>$92,772</td>
</tr>
</tbody>
</table>

## 2. Percent Change in Budget
Grantees should complete this section if they are moving funds across cost categories.

<table>
<thead>
<tr>
<th>Equation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Change ((\div)) (from column 2.7)</td>
<td>$9,046</td>
</tr>
<tr>
<td>Current Amount Awarded (sum from column 2.3)</td>
<td>$92,772</td>
</tr>
<tr>
<td>Percent Change</td>
<td>10%</td>
</tr>
</tbody>
</table>
Vouchers/Reimbursement Requests

- Must use the SF-270
- Complete the SF-270 on-line in iSupplier
- Attach supporting documents to the iSupplier submission
- Use the FMCSA Supporting Documentation Template for expedited processing
- Submit at a minimum quarterly
Vouchers/Reimbursement Requests

- Costs not included in the current approved budget require prior approval
- Cost changes of more than 10% within the current approved budget require an amendment
iSupplier

- A new DOT web-based grant payment system which replaced Markview
- Implemented in the Summer of FY2012
- Grantees now submit vouchers electronically directly to iSupplier
- FMCSA Grant Managers will electronically review and approve vouchers in iSupplier
- Web-based training for grantees was provided and is available
SF-270

- Federal Grant Identifier – Box 4 – PO number or grant agreement number
  - Must match exactly to a current grant agreement
- Recipient – Boxes 6, 7, 9 & 10 - FMCSA can not pay a party unless on the original grant agreement – Must match
- Period Covered by Request – Box 8 – Must be within the POP
SF-270, Continued

- Computation of Amount of Reimbursements – Box 11
  - Total Program Outlays - Line 11(a) – the total amount of project cost incurred cumulatively to the end date in Box 8
  - Program Income – Line 11 (b) – deduct any revenue from grant activities
  - Non-Federal Share – Line 11(f) – Total Program Outlays (Line 11a) multiplied by the grantee's share (i.e., 20%, 0% or 50%)
Computation of Amount of Reimbursements, Cont. – Box 11

- Federal Share – Line 11 (g) – Total Program Outlays (Line 11a) multiplied by the federal share (i.e., 80%, 100% or 50%)

- Previous Federal Payments – Line 11 (h) – is the total of all payments requested to date from FMCSA
Voucher Documentation

- Vouchers must include sufficient documentation and records to back up expenses.
- Must include a spreadsheet that shows expenses aligned to the original budget and the current approved budget by budget category.
- The FMCSA Grant Manager may request and grantees must be able to produce immediately upon request any of the following:
  - Hours by person with labor rates noted, or print-outs from timekeeping system, copies of timesheets as needed.
  - Contractor or sub-grantee receipts or records.
Voucher Documentation, Cont.

- The Grant Manager may request and grantees must be able to produce immediately upon request any of the following:
  - Signed travel report summary by employee showing expenses by category, hotel, air, ground transportation, per diem, etc.
  - Travel receipts for a direct reimbursement travel policy, or as requested
  - Documentation of the travel policy (federal or otherwise – this would be a one-time submission)
  - Receipts for equipment purchases over $5,000
  - Receipts or records from "Other" expenses
Common Voucher Problems

- Costs weren't actually incurred
- Costs were incurred for purposes other than intended (out of scope)
- Costs incurred outside the grant period
- Not adequately documented
- Not in the approved budget
Common Voucher Problems, Cont.

- In correct indirect cost rate used, or wrong base
- Not properly matched by local funds, if required
- Change in grantee conducting the work and name and EIN no longer match
- Incorrect PO used
- Mathematical error
Wrap-Up and Knowledge Check
Summary

Now that you have completed this module, you should be able to:

- Explain the key elements of the following tasks in the post-award process
  - Establish Grant Files
  - External Reporting
  - Quarterly Performance Progress Reports (PPR)
  - Quarterly Financial Reports (FFR/SF-425)
  - Vouchers/Invoice Reimbursement (SF-270)
Check Your Knowledge

- Module 6 Knowledge Check
- Module 6 Knowledge Check Answers