CVS Financial Post-Award Webinar

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SUMMARY KEYWORDS

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SPEAKERS

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Thank you for joining us for the Crime Victim Services Financial Post Award training presented by the Office for Victims Programs Division of Criminal Justice within the Colorado Department of Public Safety. The recording of this webinar and the slides can be found on the website shown on this slide. The goal of today's workshop is to help grantees to successfully follow CVS grant post award financial requirements. This presentation is an overview geared toward all CVS grantees independent of funding source. In addition to this workshop that focuses on the financial aspects of your grant, project directors should view the programmatic post award training, as that will cover the programmatic responsibilities associated with managing your grant. To begin, please note that our office uses many acronyms. These are the most common acronyms used throughout this presentation. You will also see these in email communications or hear them during phone calls with your agency. Of course, this list is not exhaustive, but it does capture the main acronyms we use. First things first, we have to talk about commingling of funds, which means to combine funds from different sources into one account. For example, combining your VOCA grant funds with a private foundation grant without a means to identify which costs belong to which projects would constitute commingling of funds. Another great example of commingling funds would be if you have a VOCA grant, as well as a VAWA grant and your accounting system records all under Victim Services program. Again, all funds must be tracked separately with their own chart of accounts. This means the VOCA funds would be shown on one chart, and the VAWA funds would be shown on a separate chart. Grant expenses such as personnel, supplies and operating must be clearly identified in your accounting system as separate from other organizational funds. Accounting systems must be set up to specify not only the amount designated to the grant, but also the precise name and number of the grant. For programs that have received previous CVS funding this is especially important. As we begin to the new 23/24 cycle, thehe grant name and number are separate from any previous grants. And it's important that your accounting ledger reflect this as you begin to code expenses and revenues for your new award. For those of you who have client related expenses, such as rental or transportation assistance, please make sure that you are properly redacting or blacking out the clients' name or any other personally identifying information. This goes for both primary and secondary victims. Accounting Ledger's cannot contain victim information in description lines. One way some of our sub grantees have handled this issue is by creating an internal numbering system for victims that is used on physical, electronic and accounting records. Please note that submitting documentation that contains personally identifying info or breaks victim confidentiality is a direct violation of your grant agreement. We're going to take a deep dive into each specific budget category, and how to have the

proper supporting documentation on hand in your grant file. If the documentation doesn't exist, the expense doesn't either. I know it can seem like a daunting task to have the paperwork for each expense, but it's a lot less daunting than having an expense not reimbursed because the documentation is missing. In addition to this training, we have an essential grant accounting and financial documentation packet that can be found on the website listed here on the slide. It is a helpful go to reference for the information we're about to go over. Now, let's get into the grant budget categories that make up your grant funds. Personnel is composed of the salary and fringe benefits expenditures related to your staff members. Fringe Benefits can include numerous benefits an organization provides based on the organization's compensation plans. Time and Effort records whether digital or written timesheets must reflect all hours worked by the staff person or volunteer used as match and include holidays, vacation and sick leave as applicable. These hours should also be prorated across funding sources. Timesheets must clearly show the amount of salary charged to the grant either by the number of hours or percentage of time and also the grant number. These figures must match the accounting ledger as this will be verified when your supporting documentation is reviewed. Timesheets must be signed by the employee and or volunteer, the supervisor and the project director. In the case of nonprofit executive directors, their timesheet should be signed by a board member, preferably the treasurer or president of the board. Again, timesheets and the accounting ledger must reconcile to the payroll records. Fringe benefits should be reflected in the payroll records and accounting ledger. Fringe Benefits requested should be consistent with what your organization offers for the position in the budget and be prorated based on the percentage of time devoted by each person to the project. Time worked must be incurred during the grant period to be eligible. A sample timesheet is included in the official grant accounting and financial documentation packet. Timesheets list the full grant number and a breakdown of the percentage being charged to the grant. Additionally, timesheets must be signed by the employee, their supervisor and the project director for the grant if different than the supervisor of the grant funded position. The payroll distribution ledger must identify paid employees by name, gross pay, withholdings, and net pay. Timesheets should be used in preparation of payroll and the ledger should document the allocation of the payroll expenses in accordance with the approved percentage of that position as outlined in your grant agreement. Any staff changes should be approved by your grant program manager. The budget category includes expendable supplies, office rent, telephone, printing, copying, conference registration fees, software, training and individual items with a unit cost of less than $5,000. All receipts and invoices should be labeled with the grant number and marked with approved for payment. Dated receipts or invoices are required for all supplies and operating expenses. Purchases must be made within the grant period. And if a cost is shared by more than one project, the prorated amount applied to the CVS grant should be clearly shown on the documentation in your accounting system. Please reach out to your grant financial manager if you have a question about this type of documentation, or to your grant program manager if you have a question about a specific cost. In this example, this receipt has a description of the purchase with the approved items to be charged to the CVS grant highlighted. Here's an example of an itemized expense approval form with signature approval. The utility bill indicates the amount charged to the grant. To ensure expenses are properly coded, your accounting system should show the same amount was applied to the grant. The accounting ledger example shows the items highlighted that are charged to the grant. The budget travel budget category includes all travel related to staff members, including authorized airfare, mileage, and lodging and travel related meal reimbursement expenses that are in your approved budget. A travel reimbursement request must document all travel expenses with receipts attached. In general, travel reimbursement requests should follow similar guidelines as expenditures in supplies and operating in that the staff person's name and dates of travel must be included, grant number must be clearly shown and the expenses are properly coded and approved. In regards to per diem rates and mileage reimbursements rates, you should follow your organization's own travel policy and procedures accordingly. If you do not have any, you must follow the state fiscal travel rules until you come up with your own. Note: items not considered travel expenses are registration fees for training or

conferences. Training registration fees must be shown in supplies and operating budget categories. This reimbursement request example shows the amount of miles traveled along with the calculations. A map showing the route is included to support this expense. Also, when including hotel receipts, they should be itemized and must not include unallowable costs such as room service. This is an example of a map to be attached indicating the mileage traveled in support of the expense requested. Google Maps and Mapquest are great resources for mileage requests. Equipment is defined as an individual item having a useful life of more than one year at a per unit acquisition cost that equals or exceeds $5,000. Equipment expenses in CVS grants are not common. If you have an item that costs less than $5,000, for example, a laptop that costs $1,000, it should be included in supplies and operating. If you have an equipment expense in your approved budget, please work closely with your grant program manager as additional DCJ forms are required. This budget category includes services provided to the project by outside vendors who are under contract with the grantee. Before incurring costs in the consultant contractor budget category, grantees should complete and submit a DCJ form 16 for approval. A DCJ form 17 may also be required depending on if the consultant or contractor is registered in the federal SAM system. The DCJ form 16 must be accompanied by the appropriate attachments, including the contract or statement of work and a description of the procurement process used to select the vendor. The DCJ 16 must be approved by your grant program manager prior to expenditures. All expenses for consultants and contracts must be supported by a valid signed contract between the grantee usually signed by the signature authority and the contractor and by detailed invoices from the contractor that have been approved for payment. These invoices are the basis for payment and must show time and activity records. That should include at a minimum, the dates, times, types of service and rate of pay. Invoices must be signed, approved and coded to the grant and visible in the grant sub ledger or transaction detail report. If only a portion of the invoice is paid with grant funds, this must be clearly indicated on the invoice and in the grant sub ledger or transaction detail report. payments must be made to the same vendor name that appears on the contract/scope of work. This area or budget category is where we see the most frequent mistakes in both backup and in submitted payment requests. Indirect costs are those costs not readily assignable to a particular project, for example, facility maintenance or depreciation. Refer to your grant agreement budget for your approved indirect cost rate. Grantees receiving indirect costs will either be using the de minimis rate of 10% or have a federally negotiated rate. The difference between the de minimis rate and a federally negotiated rate is that the de minimis is a standard indirect cost rate of 10%. And a federally negotiated rate is a negotiated rate where the grantee establishes an indirect cost rate through negotiations with its Cognizant federal agency, which is subject to review and audit. Your accounting ledger should include an account that allows you to code indirect expenses to your grant number and name but should not be itemized or posted as specific expense items. Grantees with a federally negotiated indirect rate should notify their grant program manager if their rate changes. When calculating indirect costs, the rate used should be applied to the grant related costs for the reimbursement period. Grantees using the de minimis rate must exclude certain types of expenses from this calculation, including agency rent, and individual consultant costs that exceed $25,000. In an effort to help minimize errors around indirect, we have created an indirect calculator. This calculator can be found using the link on this slide. But it's also available on the OVP website, along with other information on indirect cost. To use the calculator from the link on this slide, click the link and download and save it on your computer. Grantees using the 10% de minimis rate, who have those types of expenses I just mentioned that are excluded are required to upload a grant specific P&L or detailed cost ledger along with your payment request in the ZoomGrants system. This helps our financial team to reconcile that your indirect calculations are correct. We will show you an example of one of these on the next slide. Total indirect costs must appear as a line item in the grant sub ledger or transaction detail report, but should not be itemized or allocated to specific expenses. Please contact your grant financial manager with questions regarding indirect costs and these requirements. Match is not currently required for VOCA, SASP, general fund or ARPA grantees. A limited number of STOP VAWA Grantees are required to provide match for the CY 23/24 cycle. We will

briefly go over matching funds in the next couple slides. But if you're required to provide match and have more questions about this requirement, please reach out to your grant program manager. As I mentioned, matching funds requirements, if any, are outlined in your approved budget. Your account ledger should include an account that allows you to code cash match to your grant number and name. When using items or staff as cash match the required documentation is the same as that which is required for direct expenditures, including receipts, timesheets, etc. Cash match must be non federal funds. Please remember the matching funds are restricted to the same use of funds as allowed for the federal funds. If it is not allowable under the federal award, it is not allowable as match. Matching funds must also be project related. In addition to cash match, some Grantees who are required to provide match do so using in-kind methods. In-kind match is the value of a good or service provided to your agency, but does not cost you anything and is provided for free. It includes volunteer time, donated equipment, materials, supplies, space or services. All donated goods or services must be assigned a dollar value based on fair market value and appear in your approved budget. Rates for volunteer services must be consistent with those rates ordinarily paid for similar work by your organization. Documentation as to how the hourly rate was calculated should be maintained in your grant file. Volunteer timesheets must have all the same information as an employee timesheet, including the date and signature of the volunteer, project director, and staff person responsible for supervising the volunteer. The first step to successful financial management of your grant is knowing how to navigate to your approved budget in ZoomGrants. After logging into ZoomGrants, select View application. Then navigate to the grant agreement tap. Your approved grant agreement lives here. The grant agreement includes information such as your award amount, grant number, CFDA number, award start and end date, approved Statement of Work, original approved budget, and your special conditions. Although the original approved budget is included in the grant agreement, if your agency has an approved budget modification during the grant period, you should refer to this as the most current budget. Approved budget modifications are uploaded under the Documents tab in ZoomGrants. Next, we're going to dig into completing and submitting your financial report. Financial Report or DCJ Form 1As are submitted quarterly via the odd number report tabs in ZoomGrants under the Reports tab. The financial reports are completed within ZoomGrants, and the financial officer must review the financial report for accuracy prior to submission by the project director. Financial reports are due on the 15th day of the month following the close of the quarter. If the 15th falls on a holiday or weekend, the report is due on the next business day. Accurately report expenses to match your accounting Ledger's and as outlined in budget categories in your grant agreement. Please note that due to state fiscal year end requirements, the second and sixth quarter financial reports are typically due a week early. Once you click on the Reports tab in ZoomGrants, you can complete the financial report using the odd numbered tabs. First, mark the type of report and the time period it covers if not already pre-populated. When you get to question five, remember that this should always be marked no, except for when you submit your final financial report in quarter eight. In rare instances, grantees will need to submit two reports in quarter eight, but this only occurs when grantees have outstanding grant expenses that they are unable to request by the deadline of January 15. In these rare instances, grantees should work with their grant financial manager to accurately report. Question Six is where you will enter your expenditures by budget category. Your expenditures for the quarter should match your accounting ledger and supporting documentation. Only request reimbursement for costs that are part of your approved budget. Please leave questions seven and eight blank if you do not have match. Match is not required for the majority of CVS 23/24 grantees, but there are some STOP VAWA projects that do require match. Please review your approved budget if you were unsure if you were required to provide match. Question Nine and ten are the certification of the report by your financial officer and project director. Project directors and financial officers listed ZoomGrants must sign the financial report prior to submitting. The signature authority can sign in lieu of a project director or financial officer when necessary. If there are any changes in Project officials, this requires a DCJ For 4B that needs to be approved by your Grant Program Manager. Once your financial report is submitted, you can track your quarterly spending

using the Report Totals tab in ZoomGrants. This tool tracks your quarterly financial reports so that you have an accurate picture of where you stand in spent and unspent funds in each category throughout the course of your grant cycle. The goals column will be prefilled with your budget by budget category and updated when budget revisions take place. The Totals column will auto populate as you submit financial reports. Your grant financial manager and Grant Program Manager use this tool as well to monitor your spending. Unfortunately, some grantees struggle to complete and submit their financial reports accurately. This slide covers some of the common errors we see on financial reports. Indirect calculations are incorrect. Expenditures reported in the financial report do not match the amount of the payment request. Grantees don't use their most current approved budget. Signatures for the Project Director and Financial Officer are incorrect. Expenses are rounded to the nearest whole dollar, whereas they must be actual expenditures which includes cents. Grantees submit for reimbursements in the contracts and consultants category but have not submitted the required DCJ Form 16. Match is included when not required. And grantees who submit supporting documentation when not required or requested. Please note that we are required by law to review all backup documentation submitted whether requested or not. Therefore, please do not submit backup unless specifically requested or required by OVP staff. Now that we've discussed financial reports, let's look at payment requests. Payment requests are due monthly or quarterly and must reconcile to the quarterly financial report. Grantees who are requesting reimbursement quarterly, but would like to request monthly should contact their grant program manager. Please note that this change can only happen at the beginning of a quarter, not in the middle. Supporting documentation should be collected and available in your grant file, but only submitted with your payment requests when required. Grantees whose approved budgets include one or more of the following must submit a detailed cost ledger outlining the grant expenditures for the period along with their payment requests: Grantees whose approved budgets include more than one contractor or consultant and grantees whose approved budgets include indirect costs and excluded costs. Here's an example of a detailed ledger showing the amount of rent expended in the quarter. Showing this expense allows the grant financial manager to easily verify that it has been excluded from the de minimis indirect cost calculation. The second example shows a detailed accounting ledger for the grant and clearly identifies the contractor expenses for the period by name. This allows the grant program manager to ensure that they have the corresponding DCJ 16 and sometimes DCJ 17, on file for that contractor. All of this ensures our team can review and process your payment request as quickly as possible. Like financial reports, payment requests are submitted in the online ZoomGrants system. To submit your payment request, click the financial tab and select create a new payment request. Each payment request should follow the naming convention shown on this slide. The Payment Request contact is typically the financial officer as they're usually completing this form. Enter the amount of the payment request into the box found on the far right side of this form. If submitting a quarterly payment request, the amount of your payment requests must match the total from your financial report 1A. If submitting a monthly payment request, you should enter the amount for that month. Please note though, that when you're submitting for the third month of the quarter, you should verify that the total amount requested for those three months for example, January, February, March equals the total from your financial report 1A for that same period. Once you've entered the amount you're requesting, go down to the time period and fill in these boxes. Please follow the examples next to each box in parentheses when completing these. The first section on this slide is where supporting documentation should be uploaded. Remember, do not submit backup unless required to do so. If you're a grantee who we talked about earlier, who has contractors/consultant expenses for more than one contractor, or who is using an indirect cost rate and has excluded expenses in their budget, this is where you will upload your detailed cost ledger or grant specific p&l. The next section is probably where we see the most errors with a payment request. Even if your financial officer is filling out the payment request, the project director must be the one who signs and submits in ZoomGrants from their ZoomGrants account. Just typing in the name of the project director does not suffice. It must be done while the project director is logged into their own

ZoomGrants account. After the payment request is submitted by the project director, you can see the status of your payment, pending, approved or paid, on the main financial tab. Like the financial report, some grantees struggle to complete and submit their payment requests accurately. This slide covers some of the common errors we see on payment requests. Requesting funds when progress has not been made on all grant activities. The request does not match expenditures on the quarterly financial report. The electronic signature does not match the project directors name and email address. The payment request is not clearly named. The payment requests are based on estimates rather than actual expenditures. And the supporting documentation is missing, incomplete, incorrect or poorly organized. When a grantee is required to submit either a detailed cost ledger or full supporting documentation with their payment request, it is very important that this is not only submitted on time, but submitted in an organized and clear manner. Our financial team reviews millions of dollars in payment requests and if your submission is missing documents, incorrect, or disorganized, it dramatically affects how quickly we can get your agency reimbursed. Please make sure the staff responsible for this activity within your organization review this webinar and other materials to ensure correct submissions. And whenever in doubt about what needs to be submitted, please reach out to Grant financial manager as we are here to help. A couple of times in the webinar, we have mentioned the importance of using your most current approved budget when completing financial reports and payment requests. To make budget modifications that move funds between budget categories, grantees will complete and submit the DCJ Form 4A. You can find this form under the Documents tab in ZoomGrants. Once completed, the DCJ 4A budget revision request must be uploaded under the Documents tab in ZoomGrants for approval. After reviewing and approving the budget modification form, it will be uploaded under administrative documents under the Documents tab by your Grant Program Manager. In addition, the budget summary tab in ZoomGrants and the Report Totals' goals will be updated. Lastly, you should keep a copy of your approved modified budget in your grant file. This concludes the Financial Post Award training webinar. These slides are also available on our website to download and refer to later. If you have questions, please contact your grant financial or grant program managers directly. You can also reach us at our email address of cvsgrants@state.co.us or our main phone number (303) 239-5719. Thank you for all the work you do for crime victims in Colorado. We're looking forward to working with you over the grant period.