Seminar on Financial Management

Tribal Training and Technical Assistance
All recipients are required to:
- Establish/maintain auditable accounting records and
- Accurately account for funds awarded.

Records shall include Federal, matching, and program income.

Accounting System
- Grantee must maintain an adequate system of accounting and internal controls.
- Grantee must ensure that subrecipients also have an adequate system of accounting and internal controls.
An adequate accounting system:
- Presents and classifies costs, as required for budgetary and evaluation purposes.
- Provides cost and property control to ensure optimal use of funds.

An adequate accounting system:
- Meets requirements for periodic reporting.
- Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.
In summary, a Financial Management System must be able to:
- Record and report on the --
  - Receipt;
  - Obligation; and
  - Expenditure of grant funds.
MATCH

How to Calculate a 10% Match:

- Federal Share (anticipated award amount) ÷ 90% = Total Project Costs
- Total Project Costs x 10% = Recipient's Required Match

Incorrect: Federal Award x 10%

OMB CIRCULARS

<table>
<thead>
<tr>
<th>COST PRINCIPLES:</th>
<th>(Description of costs, allowable, unallowable, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-21</td>
<td>Educational Institutions</td>
</tr>
<tr>
<td>A-122</td>
<td>Non-Profit Organizations</td>
</tr>
<tr>
<td>A-87</td>
<td>State &amp; Local Units of Government</td>
</tr>
</tbody>
</table>
REQUIRES THAT A COST BE:
- Allowable
- Necessary to the performance of a project
- Reasonable
- Allocable to the project and consistently treated

REQUIRES THAT A COST BE:
(continued)
- Non-profitable
- Claimed against only one award, and
- Permissible under State & Federal laws and regulations
CLASSIFICATION OF COSTS

DIRECT COSTS: Costs identified specifically with an activity

DIRECT COSTS, generally include:
- Salaries and Wages (including holidays, sick leave, etc.) - Direct Labor Costs
- Other employee fringe benefits allocable to direct labor employees
CLASSIFICATION OF COSTS

DIRECT COSTS, generally Include:

(continued)
- Consultant services contracted to accomplish specific project objectives
- Travel of direct labor employees
- Material/supplies purchased directly for use on a specific project

INDIRECT COSTS:
Costs that are not readily identifiable with a particular grant or contract
OMB CIRCULAR A-87
Major Provisions

INDIRECT COSTS, generally include:
- Maintenance of buildings
- Telephone expense
- Travel and supplies
- Depreciation
- Rental expense

OMB CIRCULAR A-87
Major Provisions

PROVIDES FOR:
- Provisional indirect costs rates adjusted to final (retroactive adjustment)
- Predetermined rates (not normally subject to adjustment)
固定费率（随滚存或带向前调整未来期间）

实施认知联邦机构概念

该循环**不**包括：

- 超越法律规定的限制
- 指定联邦资金的使用
- 提供额外的联邦资金用于间接成本
The circular DOES NOT: (continued)

- Dictate how a government should use funds
- Relieve State & local governments of stewardship responsibilities for Federal funds
Circular A-87
Selected Items of Cost

- Accounting
- Advertising
- Alcoholic Beverage
- Audit Services

Circular A-87
Selected Items of Cost

- Bad Debts
- Contingencies
- Contributions & Donations
- Entertainment
Circular A-87
Selected Items of Cost

- Fines/Penalties
- Fund Raising
- Rental Costs
- Under Recovery of Costs under Federal Grants

FINANCIAL MANAGEMENT SEMINAR
Conditions of Award

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of OJP's "Financial Guide."
2. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of State, Local Governments and Non-Profit Organizations, as further described in OJP's Financial Guide, Chapter 19. 

Note: There is a different special condition for individuals and for-profit commercial organizations.

3. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
GRANT ADJUSTMENTS

- 10% Deviation from Total Award $$ (does not apply to grants $100K or less)
- Change in Scope of Project
- Change in Project Period (no cost extension)

GRANT ADJUSTMENTS

- Retire Special Conditions
- Change of Project Director
- Prior Approval Costs
- Reobligate/Deobligate Funds
AVAILABILITY OF FUNDS

- Obligation Period (grantee books)
  - EX: Award period = 10/1/05 - 9/30/07
  Award date = 12/1/05 (Federal books)
- Expenditure Period
  EX: 10/1/05 - 12/29/07

Payment of Grant Funds

- PAPRS
  Need Help?
  OJP - OC Customer Service Center
  1-800-458-0786
Payment of Grant Funds

**E-mail Payment Notification:**

- Payments made to all OJP grantees will receive an e-mail notification after a payment request has been successfully disbursed by the Office of the Comptroller and the U.S. Department of the Treasury.

---

**Sample Message**

TO: OJP Grantee/Contractor  
FROM: ojp.usdoj.gov  
SUBJECT: Payment Request

- Your payment request has been processed for grant/invoice number(s): xxxx-xxxx-xxxx.
- The total amount is $0.00
- You should expect to receive payment in your bank account within 48 hours.
- If you have any questions concerning this message, please contact our Customer Service Center at 1-800-458-0786 or via e-mail ask.oc@usdoj.gov.
Sample Message (Cont’)

Note:
In support of the continuing effort to meet the accelerated financial statement reporting requirements mandated by the U.S. Department of Treasury, OJP strongly suggests that grantees make payment requests before the last four (4) working days of each month and the last five (5) working days of each calendar quarter.

Phone-Activated Paperless Request System
PAPRS

The Grantee calls directly to OJP. (by using a phone to connect to PAPRS)

PAPRS Responds to each request with:
- Approved
- Denied
- Rec’d for review

- OJP at Seventh St.
Requests Approved Requests for review

Grantee calls passes thru security
Request by grant
Each Request Checks “Parameters”

H-3 System

Print out Request for Review
approve or delete

Treasury Schedule

ACH

Funds deposited to the Grantee’s Bank

Via Treasury

PAPRS
(Phone Activated Paperless Request System)

At OJP 810 Seventh St.

TOP TEN TIPS
PAPRS PROCESS

Have signed & returned award document?

Have current SF-269A on file?
TOP TEN TIPS
PAPRS PROCESS

☮ Have met all special conditions?

✈ Have submitted an ACH Enrollment Form?

TOP TEN TIPS
PAPRS PROCESS

✈ Have OJP vender number?

✈ Have a PIN number?
TOP TEN TIPS
PAPRS PROCESS

✧ Have a Grant ID number?
✧ Double checked dates for duplicate request?

✧ Know the amount you are requesting.
★ Pay attention to system responses.
Manual vs. On-line Submission

VS.

Web-based SF 269A Reporting

- Quarterly Financial Status Reports may be filed on-line and submitted through the Internet at https://grants.ojp.usdoj.gov.
- The on-line SF-269A requires the same reporting information as the paper version.
- No more faxing. No more mailing.
### Financial Status Report (Short Form)

(Follow instructions on next page)

<table>
<thead>
<tr>
<th>1. Federal Agency/Organizational</th>
<th>2. Grant Number</th>
<th>Page of</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. S. Dept of Justice</td>
<td>2005-XX-XX-1234</td>
<td>1</td>
</tr>
<tr>
<td>Office of Justice Programs (OJP)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Recipient Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallville Police Dept.</td>
<td></td>
</tr>
<tr>
<td>123 Main Street</td>
<td></td>
</tr>
<tr>
<td>Nicetown, USA 12356-9876</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12 345 6789</td>
<td></td>
<td>Yes</td>
<td>Cash</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 1/1/05</td>
<td>To: 12/31/05</td>
</tr>
<tr>
<td>From: 4/1/05</td>
<td>To: 6/30/05</td>
</tr>
</tbody>
</table>

Continued on next slide – Manual Format

<table>
<thead>
<tr>
<th>10. Transactions:</th>
<th>Previously Reported 3/31/05</th>
<th>This Period</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total outlays</td>
<td>$ 11,020</td>
<td>$ 3,000</td>
<td>$ 14,020</td>
</tr>
<tr>
<td>b. Recipient share of outlays</td>
<td>$ 520</td>
<td>$ 1,000</td>
<td>$ 1,520</td>
</tr>
<tr>
<td>c. Federal share of outlays</td>
<td>$ 10,500</td>
<td>$ 2,000</td>
<td>$ 12,500</td>
</tr>
<tr>
<td>d. Total unliquidated obligations</td>
<td></td>
<td></td>
<td>$ 4,000</td>
</tr>
<tr>
<td>e. Recipient share/unliq oblghtns</td>
<td></td>
<td></td>
<td>$ 1,000</td>
</tr>
<tr>
<td>f. Federal share/unliq oblghtns</td>
<td></td>
<td></td>
<td>$ 3,000</td>
</tr>
<tr>
<td>g. Total Federal Share (c + f)</td>
<td></td>
<td></td>
<td>$ 15,500</td>
</tr>
<tr>
<td>h. Total Fed. funds authorized</td>
<td></td>
<td></td>
<td>$ 50,000</td>
</tr>
<tr>
<td>i. Unoblgtd bal. of Fed. funds</td>
<td></td>
<td></td>
<td>$ 34,500</td>
</tr>
</tbody>
</table>

Continued on next slide – Manual Format

46
Financial Status Report
(Facsimile continued)

PART III

11. Indirect Expense

<table>
<thead>
<tr>
<th>a. Type of Rate (Mark Box)</th>
<th>b. Rate</th>
<th>c. Base</th>
<th>d. Total</th>
<th>e. Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Provisional</td>
<td>☐ Predetermined</td>
<td>☐ Final</td>
<td>☐ Fixed</td>
<td></td>
</tr>
</tbody>
</table>

12. Remarks: attach any explanations deemed necessary or ...

A. Block/Formula pass-through $  
B. Federal Funds Subgranted $  

PROGRAM INCOME:
C. Forfeit $  
D. Other $  
E. Expended $  
F. Unexpended $  

13. Certification: I certify to the best of my knowledge that this report is correct and ...
purposes set forth in the award documents.

Typed or Printed Name and Title

Telephone Number ( ) -

Signature of Authorized Certifying Official

Date Report Submitted

Manual Format

Web-based SF 269A Reporting

Office of Justice Programs
Welcome to the Grants Management System
New Applicants Click here first for Training Material

CLICK HERE
Web-based SF 269A Reporting

Welcome to OJP's Web Based SF269 Financial Reporting System.

In our continuing effort to better serve you, we are now accepting Financial Status Reports (SF269) through this web-based system. The SF269 must be submitted to the Office of Justice Programs within 45 days after the last day of each calendar quarter. Requests for payments against your grant will not be processed when a current SF269 has not been filed.

This web-based system enables authorized users to view grant information, view previously submitted SF269s, and submit quarterly SF269s online.

The following chart displays the months covered per calendar quarter, the report filing due date, and the date a reminder email will be sent to you.

<table>
<thead>
<tr>
<th>Quarterly</th>
<th>Calendar Quarter</th>
<th>Report Due Date</th>
<th>E-mail Reminder Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Jan 1st - Mar 31st</td>
<td>May 15th</td>
<td>May 7th</td>
</tr>
<tr>
<td>Second</td>
<td>Apr 1st - Jun 30th</td>
<td>Jul 15th</td>
<td>Jul 7th</td>
</tr>
<tr>
<td>Third</td>
<td>Jul 1st - Sep 30th</td>
<td>Sep 15th</td>
<td>Sep 7th</td>
</tr>
<tr>
<td>Fourth</td>
<td>Oct 1st - Dec 31st</td>
<td>Nov 15th</td>
<td>Nov 7th</td>
</tr>
</tbody>
</table>

The first SF269 report is due 120 days after the end date of the award.

Please verify your e-mail address by selecting the Change Email menu option before submitting the report. This e-mail address will be used to confirm receipt of SF269 submission and notify you when reports are due.

If you require assistance or have any questions, contact our Customer Service Center at 1-800-456-0708.

Cynthia J. Schwinmer
Comptroller
Web-based SF 269A Reporting
Web-based SF 269A Reporting

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Previously Reported</th>
<th>This Period</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total costs</td>
<td>$200,000.00</td>
<td>$0.00</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>b. Recipient share of indirects</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>c. Federal share of indirects</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>d. Total unexpended obligations</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>e. Recipient share of unexpended obligations</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>f. Federal share of unexpended obligations</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>g. Total Federal share of indirects (Less line g)</td>
<td>$2,150,000.00</td>
<td>$0.00</td>
<td>$2,150,000.00</td>
</tr>
</tbody>
</table>

Indirect Costs:

- Type of Rate (lines "j" in appropriate box)

Indirect Costs:

- Provisional
- Pre-determined
- Final
- Total

Web-based SF 269A Reporting
FINANCIAL MANAGEMENT SEMINAR
Reporting Requirements

Remember:
- Enter and submit the SF 269A on-line; or
- As a last resort, mail or fax to:
  OJP/OC Control Desk
  810 7th Street NW, 5th Floor
  Washington, DC 20531
  Fax: (202) 616-5962

FINANCIAL MANAGEMENT SEMINAR
Reporting Requirements

- The Grant Management System (GMS) has the capability for grantees to report their grant process through an online Categorical Assistance Progress Report or online Performance Report.
- Features include:
  - Data for form is filled in with information already in GMS
  - Grantees can attach documents as part of their report
  - E-mail notifications occur to remind grantees to submit report
  - OJP grant managers can review and send back incomplete reports to grantees
FINANCIAL MANAGEMENT SEMINAR

Reporting Requirements

- Progress Reports - Semi-Annual - due 30th of January and July
- If Progress Reports are delinquent, future awards, fund drawdowns, and grant adjustment notices may not be processed
- Applicants that apply for Federal funding utilizing GMS should submit their progress reports on-line through this system

FINANCIAL MANAGEMENT SEMINAR

Reporting Requirements

- Questions concerning GMS may be addressed to the GMS Help Desk at 1-(800) 549-9901
- As a last resort mail or fax to:
  OJP/OC Control Desk
  810 7th Street NW, 5th Floor
  Washington, DC 20531
  Fax (202) 616-5962 – (20 page limit)
On-line Grant Adjustment Notice (GANs)

- Grant Adjustment Notice

Old GAN Form
Grant Adjustment Notice (GANs)

Standard grant adjustment types:

1. Project Budget Additions
2. Approve Sole Source
3. Change Grantee Authorized Signing Official
4. Change Grantee Contact Name or Key Staff
5. Change in approved budget categories
6. Change in the OJP Grant Manager
7. Changes in Scope of Grant
8. Changes in Scope of Grant with Budget Implications
9. Contracting for or Transferring of Grant-Supported Effort (Discretionary only)
10. Deobligation of Funds for Closeout (OC Initiates)
11. Deobligation of Funds in Prep to Closeout
12. Deviations from approved budgets
13. Grant Closeouts
14. Name Change

GMS Grant Adjustment types:

15. Name Change – Grant Administration Change Agreement
16. Name Change – Grant Implementation Change Agreement
17. Permanent Withdrawal or Change in Project Director (Discretionary Only)
18. Project Site/Address Change
19. Removal of Special Conditions (program requirements are met)
20. Removal of Special Conditions Related to Withholding Funds
21. Deobligation of Funds for Closeout (OC Initiates)
22. Deobligation of Funds in Prep to Closeout
23. Successor in Interest Agreements (Categorical only)
24. Temporary Absence of Project Director (Discretionary & Cooperative Agreements Only)
25. Vendor # Change or VIN Change

Grantee Initiated GANs:

- Standardize
- Combine
- Eliminate

Program Office

10. Removal of Special Conditions Related to Programmatic Requirements
11. Removal of Special Conditions Related to Programmatic Requirements Withholding Funds
12. Budget Modifications
13. Change Project Period
14. Change Project Scope

OC

15. Removal of Special Conditions Related to Financial Clearance
Grant Manager Initiated GANs

Financial Analyst Initiated GANs
GMS Home Page

Office of Justice Programs

Welcome to the Grants Management System

New Applicants: Click here first for Training Material

CLICK HERE

GMS Sign-In  New User? Register Here  CLEBG Sign-In  SF269 Sign-In  Home

Applicant Sign In Page

NOTICE TO USERS: This is a Federal Computer System and is the property of the United States Government. It is for authorized users only. Unauthorized access, use, alteration, or distribution of this system or information contained in this system may subject you to criminal and civil penalties. The system contains confidential and/or privileged Government information that is protected from unauthorized disclosure by 18 U.S.C. 1905. If you do not agree to the conditions noted in this warning, please close this window. Access is subject to 18 U.S.C. 1905.

OVIW: If you are having trouble downloading the PDF progress report form because you are using Adobe 7.0, please call the grants helpdesk at 866-240-1963 or email at grantshelpdesk@ justice.gov.

Applicant Sign In

Enter the User ID and Password
The Grantee will click on the ‘Grant Adjustment’ link

Click on this link to create a new GAN
These are the details that will be changed.

Choose the adjustment to be made by clicking on the ‘drop-down’ arrow.
A list of ‘Adjustment Types’ will be displayed.
Choose the GAN type by clicking on the appropriate type.
Select Award

1. Place a check mark in the Award requiring a change
2. Click ‘Select’

Change Information

1. Current information is displayed on the left side, while the right side displays the placeholders where the new and updated information must be entered.
2. Grantee must enter justification for change of signing official prior to saving or submitting GAN request
Choosing the Document

- User must click on ‘Browse’ to find the attachment
- The ‘Choose File’ dialogue window opens
- Choose the file by highlighting it
- Click ‘Open’

The Attached Supporting Documents

- To attach the file to the GAN, user must click on ‘Attach File.’
The Attached Supporting Document

- Grantee will be given the opportunity to add another document
- Up to 5 documents may be added to the GAN

Final Document Change

- The form is now complete and the supporting document/s have all been attached.
- Once this has been checked, click on ‘Submit’.
Final Action Query

Completed GAN Notification
All Active GANs
Change Grantee Name

Grantee highlights and clicks on the desired change action.

A Notification box will appear, advising the grantee of the implications of the action.
Change Grantee Name

Grantee must click on the ‘Select’ button to continue.

A list of all Grants that will be affected by the change will show on the right side of the GAN document.
Change Grantee Name

Click the ‘Save’ button if you wish to return to the GAN before submitting.

Once the ‘Submit’ button has been clicked, no further editing may be done.

An ‘Action Notification’ dialogue query box will appear confirming the action.
Completed GAN Notification
All Active GANs

Audit Requirements:
A-133, Revised

(Audit reports, $ thresholds, etc.)

State, Local Governments, & Non-Profit Organizations

OMB CIRCULAR
Audit Requirements

- A-133 Gov't, Education and Non-Profit
- Thresholds (expended)
- $500K or more - Single Audit (expended)
- Audit Report - due nine (9) months after end of FY
- Submit to Clearinghouse in Jeffersonville, IN
- $10,000 Questioned Costs

RESOLUTION OF AUDIT REPORTS

- Establish working file for the audit report.
- Review and analyze the audit report.
- If there are any findings, a letter must be generated to the audited recipient. This letter should include a request for a Corrective Action Plan (CAP).
RESOLUTION OF AUDIT REPORTS

The corrective action plan (CAP) should include:

- Description of each finding.
- Specific steps to be taken to implement the recommendation.
- Timetable for performance of each corrective action.
- Description of monitoring to be performed to ensure implementation of CAP.

TOP TEN AUDIT FINDINGS
(for FY 2005)

- Financial Status Reports not timely submitted
- Expenditures reported on financial status reports not supported
- Accounting procedures not adequate
- Inventory control procedures not implemented
TOP TEN AUDIT FINDINGS
(for FY 2005)

- Excess cash on hand
- Inadequate subrecipients monitoring procedures
- Time and attendance reports not detailed

TOP TEN AUDIT FINDINGS
(for FY 2005)

- Funds obligated beyond the Period of Availability
- Single Audit Reports not submitted
- Indirect costs not properly allocated