

Implementing Your Fixed Amount Grant

Peg Rosenberry
Director of Grants Management
Corporation for National and Community
Service

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Implementing Your Fixed Amount Grant

Who is Here?

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Overview of 2010 Fixed Amount Grants

Applications

	Received	Approved
• National Direct Full Cost:	24	10
• National Professional Corps:	9	2
• State Competitive Full Cost:	26	9
• State Professional:	1	1
• State/National EAP:	31	31
• State Formula Full Cost (10 States):	17	17
• State Formula EAP 9 (3 states):	4	4

About 60% of the funded applications were in Education and Environment

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Overview of 2010 Fixed Amount Grants

Total Funding

- National Full Cost: \$20,966,355
- National Professional Corps: \$11,879,277
- State Competitive Full Cost: \$ 5,552,475
- State Professional Corps: \$ 400,000
- State/National EAP: \$ 6,034,161

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Evaluation: Overview of Preliminary Interviews

Abt Associates interviewed 9 commissions and 9 National Direct grantees

- Some commissions chose not to participate because the NOFO came out after their state process began
- Some commissions and National Directs chose to “wait and see what happens with the pilot
- Some commissions provided the opportunity to experienced AmeriCorps programs only
- Most felt \$13,000 was too low
- Primary appeal is the decrease in administrative burden
- Downside was the tie to recruitment and retention

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OMB Requirements

The Cost Principles don't apply to fixed amount grants. They:

- Define allowable costs (reasonable, necessary and allocable)
- Identify unallowable costs, such as bad debts, fundraising, interest on loans, and fines and penalties
- Describe the documentation grantees must maintain to support claimed costs

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OMB Requirements

The Uniform Administrative Requirements apply to fixed amount grantees. They:

- Set standards for your financial management system, including the requirement to track federal funds separately
- Establish the rules for accessing grant funds
- Set procurement standards
- Identify other laws that apply to grants
- Describe the rules for closing the grant at the end of the project period

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Administrative Requirements That Don't Apply

- Fixed amount grants do not have specific match requirements – therefore, grantees don't have to segregate federal funds from match funds
- Grantees don't have to get approval to make budget changes
- Grantees don't have to submit the Federal Financial Report

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Cautions

- Ensure your accounting staff understand the difference between fixed amount and reimbursement grants
- Ensure your accounting system records revenue and expenditures for this grant separately from other revenue and expenditures - A-133 requirements apply
- You may not use these funds to match other federal grants

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Follow the regulations, including:

- Members can be full-time only and must receive a living allowance, following the distribution rules
- Members must receive health insurance
- Programs must do criminal history checks
- Members must meet eligibility requirements
- Programs must document completion of service requirements

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2010 **Accessing Grant Funds**

Amount accessed is based on the fixed amount approved, not the maximum unless the maximum was approved in the grant.

- **Monitor enrollments and service hour completion as the measure for accessing funds**
- **Reconcile amounts accessed from the HHS payment system to member service terms every six months**
- **For subgrantees, advance or reimburse funds based on members enrolled AND serving**

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Accessing Funds – Example 1

Program A: 20 members at \$13,000 per member, total \$260,000. 17 members complete the term of service. Three members served lesser amounts as follows:

Member 18 completed 1125 hours:	$1125 \div 1700 = 66\% \times \$13,000 =$	\$ 8,580
Member 19 completed 458 hours:	$458 \div 1700 = 27\% \times \$13,000 =$	\$ 3,502
Member 20 completed 920 hours:	$920 \div 1700 = 54\% \times \$13,000 =$	<u>\$ 7,020</u>
Total Pro-rated Amounts:		\$ 19,102

Plus Completed Terms: 17 members x \$13,000 =	<u>\$221,000</u>
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Final Grant Amount “earned”:	\$240,102
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Over the course of the year, Program A accessed a total of \$200,000 from the HHS Payment Management System. At the end of the year, the grantee can draw an additional \$40,102.

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Accessing Funds – Example 2

30 members at \$12,000 per member, total \$360,000. 29 members enrolled and 25 complete the term of service. Four members served lesser amounts as follows:

Member 26 completed 1125 hours:	$1125 \div 1700 = 66\% \times \$12,000 =$	\$ 7,920
Member 27 completed 458 hours:	$458 \div 1700 = 27\% \times \$12,000 =$	\$ 3,240
Member 28 completed 1450 hours:	$1450 \div 1700 = 85\% \times \$12,000 =$	\$ 10,200
Member 29 completed 920 hours:	$920 \div 1700 = 54\% \times \$12,000 =$	<u>\$ 6,480</u>
Total Pro-rated Amounts:		\$ 27,840

Plus Completed Terms: 15 members x \$12,000 = \$300,000

Final Grant Amount “earned”: **\$327,840**

Over the course of the year, Program b accessed a total of \$345,000 from HHS. Based on hours service, the grantee is only entitled to \$327,840 and must return funds to HHSI

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OIG Audits of Fixed Amount Grants

Audit procedures will focus on AmeriCorps grant provisions and regulations and segregation of revenue and expenses

- **Are member files complete for eligibility, criminal history checks, service agreements, timesheets, etc?**
- **Is the program tracking member hours accurately?**
- **Is the amount accessed from the HHS payment system consistent with members serving?**
- **Does the accounting system segregate this grant from other funds?**

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The Coming Year

Corporation activities will include:

- Grants officers monitoring drawdowns at HHS against data in the Portal
- Evaluation contractor sending questionnaires to grantees
- Program officers determining if impact increases

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Evaluation Plans

Evaluators will:

- Focus on performance measures
- Interview grantees about burden increases and decreases

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Next Year

- The fixed amount will remain the same
- AmeriCorps fixed amount grants will be open to full-time members only and Education Award Programs
- Senior Corps will pilot fixed amount grants with Foster Grandparent and Senior Companion programs
- Corporation program staff will evaluate performance measures and impact in preparation for expansion

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Questions?
Concerns?

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