



Federal Grant Reimbursement System

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Welcome to the Federal Grant Reimbursement System webinar. My name is Jackie Godbout from the Title I Office of the No Child Left Behind Act and I will be presenting today's webinar. I guess I drew the short straw. I am joined by Dennis Kunces from the Title VI Office of the No Child Left Behind Act who will also be presenting some of today's topics. Many of the department's federal program grant managers and leadership team members have been actively involved in developing this process, the available resources, and this webinar. It has truly been a team effort.

Welcome



In this webinar, we are going to address the following issues:

Phase One: Cash Management Close-out

Phase Two: Reimbursement of Expenditures for FY10, FY11 and FY12

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Today's webinar topics will include:

- Reason for Change
- Closeout of the Federal Programs Cash Management Report (EF-U-415) and
- Reimbursement Processes for FY10, FY11, and FY12

Phase One

**Cash Management
Close-Out**

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Phase One – Cash Management Closeout



Legal Reference

In compliance with the Cash Management Act of 1990, all recipients of federal funds are required to submit a “request for reimbursement” in order to receive federal program funds.

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The State must follow the Cash Management Act of 1990. Since Maine’s current Cash Management Procedures do not fully meet the requirements for forward funding, all recipients of federal funds are required to submit a request for reimbursement in order to receive federal program funds.

“How does this affect my grant?”

Grants have been categorized into two groups, A and B.

Grants listed in Group A, which currently receive automatic payments, are subject to an updated reimbursement process.

The reimbursement process for grants listed in Group B remains unchanged.

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How does this affect each federal grant? Grants have been categorized into two groups—A and B. Group A grants, which currently receive automatic payments, are subject to an updated reimbursement process. For Group B grants, the reimbursement process remains unchanged.



A list of Group A and B grants is located at:

www.maine.gov/education/reimbursement

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www.maine.gov/education/reimbursement



“I’m in Group A – NOW what?”

Federal Grants in Group A will use the on-line grant management system with the reimbursement component added. This updated system is located on the Web at

<https://www.4pcamaine.org>

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I’m in Group A—now what?

Federal Grants in Group A will use the on-line grant management system with the reimbursement component added. This updated system is located on the Web at

<https://www.4pcamaine.org>



“I’m in Group B”

Federal Grant Programs in Group B will continue their existing invoicing and reimbursement process. Contact your DOE Federal Grant Manager with any questions.

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I’m in Group B—now what?

Federal Grant Programs in Group B will continue their existing invoicing and reimbursement process. Contact your DOE Federal Grant Manager with any questions.

Cash Management Close-Out



**Applies to both
Groups A and B**

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Cash Management Closeout applies to both A and B groups.

Cash Management Close-out

The Maine Department of Education is phasing out the Federal Programs Cash Management Report (EF-U-415) and needs to ensure that all Federal Program cash balances are at zero before any reimbursement payments can be made.

When submitting the last Federal Programs Cash Management Report (EF-U-415) for the period ending June 30, 2011 (due by July 15, 2011), each program balance must be reviewed and appropriate action taken.

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The Maine Department of Education is phasing out the Federal Programs Cash Management Report (EF-U-415) and needs to ensure that all Federal Program cash balances are at zero before any reimbursement payments can be made.

When submitting the last Federal Programs Cash Management Report (EF-U-415) for the period ending June 30, 2011 (due by July 15, 2011), each program balance must be reviewed and appropriate action taken to create a zero cash balance.

EF-U-415 Due Date

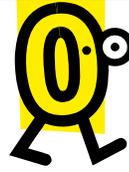


The Federal Programs Cash Management Report (EF-U-415) is due on July 15 for the last quarter of State fiscal year 2011.

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This is a reminder that the Federal Programs Cash Management Report (EF-U-415) is due on July 15 for the last quarter of State fiscal year 2011.

Zero Balance

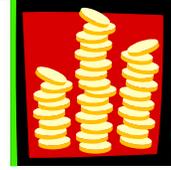


All federal accounts listed under the Federal Programs Cash Management Report (EF-U-415) need to be submitted with a zero balance of cash on hand.

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Once again, all federal accounts listed under the Federal Programs Cash Management Report (EF-U-415) need to be submitted with a zero balance of cash on hand.

Obligated Funds



If cash balances are obligated and will be spent by the end of July:

- Spend funds to zero balance; and
- Submit Federal Programs Cash Management Report (EF-U-415) at the end of July.

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If a grantee has a cash balance that is obligated and will be spent or liquidated by the end of July, spend the funds to a zero balance, and then submit the Federal Programs Cash Management Report (EF-U-415) at the end of July.

REMEMBER...

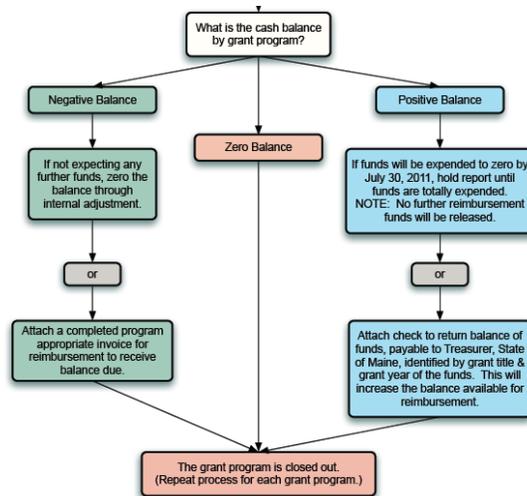


***No reimbursements can occur
until
the final Federal Programs Cash
Management Report (EF-U-415)
is filed with zero balances
and approved by
Karen Knyff-Crockett.***

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Remember, no reimbursements can occur until the final Federal Programs Cash Management Report (EF-U-415) is filed with zero balances and approved by Karen Knyff-Crockett.

Cash Management Close-Out



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Here is a Cash Management Closeout Flowchart which will be followed and described in the following slides. Each ending cash balance will be determined by the grantee and then appropriate action taken based on whether the cash balance is NEGATIVE or POSITIVE. Remember, the goal is zero!

NEGATIVE cash balance



If you have a negative cash balance in a program and you are owed funds from the State, you need to submit an invoice along with your Federal Program Cash Management Report (EF-U-415). You can not receive more funds than the amount of your approved grant.

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Let's review steps for a Negative Cash Balance: If you have a negative cash balance in a program and you are owed funds from the State, you need to submit an invoice along with your Federal Program Cash Management Report (EF-U-415). You can not receive more funds than the amount of your approved grant.

Example: Title IIA Teacher Quality Grant, which is a Group A grant, has a (\$25,000) negative cash balance and the district has \$10,000 owed it from FY10 and \$50,000 from FY11. The district must follow the invoicing procedures for each separate year and could \$10,000 through the FY10 invoicing process and \$15,000 following the FY11 process.

Invoice Types for Groups A and B



Group A: Vendor Reimbursement Request
Form found on the web at
www.maine.gov/education/reimbursement
t OR <https://www.4pcamaine.org>

Group B: Continue to use the program-
specific invoice you are currently using.

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Invoice types for Groups A and B to request reimbursement of a negative cash balance is as follows:

The invoice for Group A is a Vendor Reimbursement Request Form which is found on the web at www.maine.gov/education/reimbursement for FY10 funds or <https://www.4pcamaine.org> for FY11 funds.

Group B grants are to use their current grant specific invoice.



Group A - FY10



If the funds requested are from FY 10 (school year 2009-10), you will complete and enclose the paper Vendor Reimbursement Request Form found at the Department of Education (DOE) Reimbursement website

www.maine.gov/education/reimbursement

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Group A grants needing funds from FY10 (school year 2009-2010) for negative cash balances including IDEA and NCLB ARRA funds, you will complete and enclose the paper Vendor Reimbursement Request Form found at the Department of Education (DOE) Reimbursement website

www.maine.gov/education/reimbursement



Group A – FY11



If the funds requested are from FY 11 (school year 2010-11), you will complete and submit an electronic Vendor Reimbursement Request Form through the Grant Application website <https://www.4pcamaine.org> and enclose a photocopy of the request with your Federal Programs Cash Management Report (EF-U-415).

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Group A grants needing funds from FY 11 (school year 2010-11), you will complete and submit an electronic Vendor Reimbursement Request Form through the On-line Grant Application website <https://www.4pcamaine.org> and enclose a photocopy of the request with your Federal Programs Cash Management Report (EF-U-415).

Use of Local Funds



If the grant program is ending or if you have expended funds in excess of your approved grant, negative balances can be cleared with local funds.

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For negative cash balances where the grant program has ended or the grantee has expended funds in excess of its approved grant, the grantee will need to clear this with local funds and note it on the Federal Program Cash Management Report EF-U-415 since no invoicing can occur.

Example: NCLB Title V grant has a negative cash balance of \$1,000. Since the program funding ended June 30, 2010 and no NCLB transfers to Title V were allowed after this date, the district must make proper journal adjustments using local funds and note the adjustment on the Federal Programs Cash Management Report EF-U-415.

Program grants no longer funded through DOE

Taken directly from the EF-U-415:

- Rape Crisis Grant
- Youth Media Grants
- Physical Activity Grants
- NCLB Title I Migrant Even Start
- NCLB Title I Accountability Grant (TAG)
- NCLB Title I Comp School Development
- Reading Excellence Grants
- Title V State Grant for Innovative Programs
- Learn & Serve America
- Perkins – Tech Prep
- Character Education Grants

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Here is a list some the Federal Program grants that are no longer funded through the DOE. The program name is taken directly from the Federal Programs Cash Management Report (EF-U-415):

Rape Crisis Grant

Youth Media Grants

Physical Activity Grants

NCLB Title I Migrant Even Start

NCLB Title I Accountability Grant (TAG)

NCLB Title I Comp School Development

Reading Excellence Grants

Title V State Grant for Innovative Programs

Learn & Serve America

Perkins – Tech Prep

Character Education Grants

POSITIVE Cash Balance



If cash balances are obligated and will be spent by the end of July:

- Spend funds to zero; and
- Submit Federal Programs Cash Management Report (EF-U-415) at the end of July.

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Let's review steps for a Positive Cash Balance. We saw this slide earlier in the presentation and is a reminder that if any of the cash balances are obligated and will be spent later in July, you may spend the funds and submit the Federal Programs Cash Management Report (EF-U-415) at the end of July.

POSITIVE Cash Balance



If you have a positive cash balance in a program, those funds must be returned to the State of Maine. One check may be issued for all grant programs. The check or checks should be made payable to Treasurer, State of Maine.

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Otherwise, any positive cash balance must be returned to the State of Maine. One check may be issued for all grant program balances. The check or checks should be made payable to Treasurer, State of Maine

Funds Returned Form



The check(s) must be accompanied by a Funds Returned Form (available at www.maine.gov/education/reimbursement) that identifies the grant title, the grant year, and the amount of the funds.

Enclose this form and check(s) with the Federal Programs Cash Management Report (EF-U-415).

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The check(s) must be accompanied by a Funds Returned Form (available at www.maine.gov/education/reimbursement) that identifies the grant title, the grant year, and the amount of the funds.

Enclose this form and check(s) with the Federal Programs Cash Management Report (EF-U-415).

Continuing Federal Grant Programs



For continuing Federal Grant Programs:

- the prior year obligated funds will increase the available balance due the grantee through appropriate invoicing and reimbursement processes;
- specific grant program regulations apply for prior year *unobligated* funds.

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For positive cash balances returned for continuing federal grant programs:

These prior year returned and obligated funds will increase the available balance due the grantee through appropriate invoicing and reimbursement processes. However, for returned funds that are unobligated, specific grant program regulations apply. Some grant programs allow carryover for continuing obligation and some grant programs do not.

Unobligated Funds Questions



If you have questions about unobligated funds, please contact your DOE Federal Grant Manager.

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If you have questions about unobligated funds, please contact your DOE Federal Grant Manager.

Non-continuing Federal Grant Programs



For non-continuing Federal Grant Programs, these funds will be returned to the Federal Treasury.

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For non-continuing Federal Grant Programs as previously mentioned in a previous slide, these funds will be returned to the Federal Treasury.



Cash Management Contact



Mail Federal Programs Cash Management Report (EF-U-415) with invoices and/or Returned Funds form and check(s) made payable to *Treasurer, State of Maine* to:

Karen Knyff-Crockett
Dept. of Administrative and Financial Services
74 State House Station
Augusta, ME 04333-0074
Phone: (207-624-6872)
Karen.knyff@maine.gov

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Once each program cash balance has been accounted for, mail the completed Federal Programs Cash Management Report (EF-U-415) with invoices and/or Returned Funds form and check(s) made payable to *Treasurer, State of Maine* to:

Karen Knyff-Crockett
Dept. of Administrative and Financial Services
74 State House Station
Augusta, ME 04333-0074
Phone: (207-624-6872)
Karen.knyff@maine.gov

Questions regarding the Cash Management Closeout can be sent to the “Contact Us” link on the Dept. of Education’s Reimbursement website so we can build some FAQs for Cash Management. If your question is unique and specific to your entity, feel free to contact Karen Knyff-Crockett at 624-6872.



Phase Two

Reimbursement of Funds

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We will move to Phase Two of this presentation regarding the process for Reimbursement of Funds once the Federal Programs Cash Management Report (EF-U-415) has been closed out. Dennis Kunces from the Title VI Office of NCLB will present this section.



Group B Reimbursement Process

FY 10

Grantees in Group B will continue to use their existing reimbursement model. Your Federal Grant Reimbursement Process will not change.

30

For FY10, the reimbursement process for Group B grants will remain the same. Grantees in Group B will continue to use their existing reimbursement model.



**FY10
(2009-10 school year)
Group A
Reimbursement Process**

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The next few slides will focus on the Group A Reimbursement Process for FY10.



Account Balances

FY10

Before the reimbursement process begins, DOE Federal Grant Managers will email each grantee contact (and the Superintendent, when applicable) the account balances that have not been issued in each program.

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Before the reimbursement process begins, DOE Federal Grant Managers will email each grantee contact (and the Superintendent, when applicable) the FY10 account balances that have not been issued in each program.



Reimbursement Process

FY10

For funds initially allocated in FY 10, school year 2009-10, including ARRA funds, the reimbursement process using *paper* Vendor Reimbursement Request Forms will be as follows:

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For funds initially allocated in FY 10, school year 2009-10, including ARRA funds, the reimbursement process using *paper* Vendor Reimbursement Request Forms will be as follows:



Paper Form

FY10

Once FY 10 funds are expended by the grantee, a paper Vendor Reimbursement Request Form located at www.maine.gov/education/reimbursement will be completed for the expended funds and mailed to the appropriate DOE Federal Grant Manager.

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Once FY 10 funds are expended by the grantee, a paper Vendor Reimbursement Request Form located at www.maine.gov/education/reimbursement will be completed for the expended funds and mailed to the appropriate DOE Federal Grant Manager.



DOE Approval

FY10

The appropriate DOE Federal Grant Manager will process the invoice for payment.

35

The appropriate DOE Federal Grant Manager will process the invoice for payment.



Documentation

FY10

The grantee will assure that the documentation and paperwork supporting the expenditures will be available for review at the grantee's business office and be part of the financial record.

36

The grantee will assure that the documentation and paperwork supporting the expenditures and the amount requested for reimbursement will be available for review at the grantee's business office and be part of the financial record.



State Approval

FY10

The State's approval of the reimbursement does not replace the accounting audit requirements nor is it an approval of allowable expenditures.

37

The State's approval of the reimbursement does not replace the accounting audit requirements nor is it an approval of allowable expenditures.



Mechanism

FY10

This process is a mechanism to provide the grantee reimbursement of the expended funds.

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This process is a mechanism to provide the grantee reimbursement of the expended funds.



Group B Reimbursement Process

FY 11

Grantees in Group B will continue to use their existing reimbursement model. Your Federal Grant Reimbursement Process will not change.

39

As we continue to the FY11 process, some of the slides will be similar to the FY10 process.

Grantees in Group B will continue to use their existing reimbursement model. Your Federal Grant Reimbursement Process for FY11 funds will not change.



**FY 11
(2010-11 school year)
Group A
Reimbursement
Process**

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FY11 (school year 2010-2011) Group A Reimbursement Process is as follows:



Account Balances

FY 11

Before the reimbursement process begins, DOE Federal Grant Managers will email each grantee contact (and the Superintendent, when applicable) providing account balances that have not been issued in each program.

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Before the reimbursement process begins, DOE Federal Grant Managers will email each grantee contact (and the Superintendent, when applicable) providing FY11 account balances that have not been issued in each program.



Reimbursement Process **FY 11**

For funds initially allocated in FY 11*, school year 2010-11, the reimbursement process using the on-line Vendor Reimbursement Request Forms will be as follows:

*ARRA funds are FY10 only

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(NOTE: ARRA funds are considered FY10 funds even though they may have been awarded in FY11)

For FY11 funds initially allocated in FY 11, school year 2010-11, the reimbursement process using the on-line Vendor Reimbursement Request Forms will be as follows:



On-Line Form

FY 11

Once FY 11 funds are expended by the grantee, an electronic Vendor Reimbursement Request Form is completed on-line at the Grant Application Website <https://www.4pcamaine.org> for the expended funds.

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Once FY 11 funds are expended by the grantee, an electronic Vendor Reimbursement Request Form is completed on-line at the Grant Application Website <https://www.4pcamaine.org> for the expended funds.



DOE Approval

FY 11

The system will notify the appropriate DOE Federal Grant Manager who will process the invoice for payment.

44

The system will notify the appropriate DOE Federal Grant Manager who will process the invoice for payment.



Documentation

FY 11

The grantee will assure that the documentation and paperwork supporting the expenditures will be available for review at the grantee's business office and be part of the financial record.

45

The grantee will assure that the documentation and paperwork supporting the expenditures and the amount requested will be available for review at the grantee's business office and be part of the financial record.



State Approval

FY 11

The State's approval of the reimbursement does not replace the accounting audit requirements nor is it an approval of allowable expenditures.

46

Once again, the State's approval of the reimbursement does not replace the accounting audit requirements nor is it an approval of allowable expenditures.



Mechanism

FY 11

This process is a mechanism to provide the grantee reimbursement of the expended funds.

47

This process is a mechanism to provide the grantee reimbursement of the expended funds.



Group B Reimbursement Process

FY 12

Grantees in Group B will continue to use their existing reimbursement model. Your Federal Grant Reimbursement Process will not change.

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For FY12 funds, Grantees in Group B will continue to use their existing reimbursement model. Your Federal Grant Reimbursement Process for FY12 funds will not change.



**FY 12
(2011-12 school year)
Group A
Reimbursement
Process**

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For FY12 funds (school year 2011-2012), the Group A reimbursement process is as follows:



Start-up Funds

FY 12

For certain competitive federal grants, there will be an allowance made for those who need an initial advance payment for start-up funds. If you think you are eligible for start-up funds, please contact your DOE Federal Grant Manager.

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For certain competitive federal grants in FY12, there will be an allowance made for those who need an initial advance payment for start-up funds. If you think you are eligible for start-up funds, please contact your DOE Federal Grant Manager.



Remember

FY 12

If the grantee receives an advance, the grantee should be mindful that start-up funds will need to be reported as expended before any future reimbursement payments are made.

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If the grantee receives an advance, the grantee should be mindful that start-up funds will need to be reported as expended before any future reimbursement payments are made.



Time Frame

FY 12

An advance may only be requested for 15 to 30 days as “working capital” in order for the grantee to launch its program. After that initial advance, all payments are on a reimbursement basis. If the initial payment/advance is intended to cover July’s expenses, then the amount should not exceed 1/12th of the award.

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An advance may only be requested for 15 to 30 days as “working capital” in order for the grantee to launch its program. After that initial advance, all payments are on a reimbursement basis. If the initial payment/advance is intended to cover July’s expenses, then the amount should not exceed 1/12th of the award.



Reimbursement Process

FY 12

For funds initially allocated in FY 12 school year 2011-12, the reimbursement process will be as follows:

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For funds initially allocated in FY 12 (school year 2011-12), the reimbursement process will be as follows:



FY 12

Designee

The grantee authorized official (Superintendent, Director, Headmaster) may designate a person to work under their direction to submit reimbursement requests, if appropriate.

NOTE: Such designation does not remove the responsibility of the authorized official.

NOTE: If this option is chosen, follow directions located at the on-line grant application site.

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The grantee authorized official (Superintendent, Director, Headmaster) may designate a person to work under their direction to submit and certify reimbursement requests, if appropriate.

NOTE: Such designation does not remove the responsibility of the authorized official.

NOTE: If this option is chosen, follow directions located at the on-line grant application site.



On-Line Form

FY 12

Once FY 12 funds are expended by the grantee, an electronic Vendor Reimbursement Request Form is completed on-line at the Grant Application Website <https://www4pcamaine.org> for the expended funds.

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Once FY 12 funds are expended by the grantee, an electronic Vendor Reimbursement Request Form is completed on-line at the Grant Application Website <https://www4pcamaine.org> for the expended funds.



DOE Approval

FY 12

The system will notify the appropriate DOE Federal Grant Manager who will process the invoice for payment.

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The system will notify the appropriate DOE Federal Grant Manager who will process the invoice for payment.



Documentation

FY 12

The grantee will assure that the documentation and paperwork supporting the expenditures will be available for review at the grantee's business office and be part of the financial record.

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The grantee will assure that the documentation and paperwork supporting the expenditures and the request for reimbursement will be available for review at the grantee's business office and be part of the financial record.



State Approval

FY 12

The State's approval of the reimbursement does not replace the accounting audit requirements nor is it an approval of allowable expenditures.

58

The State's approval of the reimbursement does not replace the accounting audit requirements nor is it an approval of allowable expenditures.



Mechanism

FY 12

This process is a mechanism to provide the grantee reimbursement of the expended funds.

59

This process is a mechanism to provide the grantee reimbursement of the expended funds.



Assurances



Grantee must still comply with all state and federal audit requirements. Authorization of invoice by Department of Education Federal Grant Manager does not indicate that these requirements have been met. The Vendor Reimbursement Request is based upon an expenditure list and the supporting documentation for all the allowable costs. A copy of this form and the supporting documentation is on file at the grantee site or school.

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For Groups A & B, the grantee must still comply with all state and federal audit requirements. Authorization of an invoice by a Department of Education Federal Grant Manager does not indicate that these requirements have been met. The Vendor Reimbursement Request is based upon an expenditure list and the supporting documentation for all the allowable costs. A copy of this form and the supporting documentation or financial report must be on file at the grantee site or school.

This completes the reimbursement process and Jackie will review the last few closing slides.

Website Components



State of Maine Reimbursement web site
www.maine.gov/education/reimbursement

On-line Federal Grant System
www.4pcamaine.org

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Thank you Dennis. Here is a reminder of the two key websites used for the Group A grants. There is the State of Maine Reimbursement web site located at

www.maine.gov/education/reimbursement

and the On-line Federal Grant System located at

www.4pcamaine.org

EFT or Paper Check?



You may continue to receive grant reimbursements via a paper check or switch to electronic funds transfer.

See EFT instructions and form link on the DOE Reimbursement website at www.maine.gov/education/reimbursemen
t

Do you want to receive grant reimbursements via a paper check or electronic funds transfer?

See EFT instructions and form link on the DOE Reimbursement website if you would like to transition to EFT or ensure that you receive an email remittance for the EFT.

“I still have questions”



Submit questions via the Reimbursement website “Contact Us” link at www.maine.gov/education/reimbursement

A response will be posted as soon as possible – generally within 5 business days.

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If you still have questions, submit questions via the Reimbursement website “Contact Us” link at www.maine.gov/education/reimbursement

A response will be posted as soon as possible – generally within 5 business days.

Coming Events



Details will be available soon for the webinar on how to use the updated on-line reimbursement system.

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Details will be available soon for the webinar on how to use the updated on-line reimbursement system. You will be notified through the Commissioner's update and through normal communication processes.

Thank you for listening. We hope that this webinar has provided enough details to assist you in accomplishing the transition to our reimbursement system. Feel free to use the "Contact Us" link so that we may be of further assistance.