

Subaward Management

The SOSY Program

April 2010

Another Nonprofit-Building Workshop Brought to You By:



SOSY Program To-date

- 101 Applications Received
- 53 Organizations Accepted into the SOSY Program
- 53 Organizational pre-assessments
- 30 of 32 workshops conducted
- 46 Applications for Subawards
- 29 Selected to receive Subawards
- Subaward = 30 hours of TA + \$ funds
- More capacity building = Group TA, Federal Grants



Agenda

- Subaward Authority & Purpose
- Timelines
- Legal Safeguards
- Four Tests for Allow-ability
- Implementation Guidelines
- Bookkeeping & Documentation
- Reporting and Outcome Measurement
- Resources



Subaward Authority & Purpose

Authority: Subawards are made possible through the Compassion Capital Fund Demonstration Program under the authority of the U.S. Department of Health & Human Services (HHS), Administration for Children and Families (ACF), Office of Community Services (OCS).

Purpose:

To provide funding for the implementation of activities that are critical to the long-term viability of small faith & community-based organizations to increase the effectiveness of organizational operations and programmatic activities.



Strict Guidelines!

Timelines

- March 22, 2010 Subaward effective start date
- March 22 – September 30, 2010 ~ project period
 - Technical assistance with TA Coach
 - Expend funds based on approved budget
- Week of April 19 ~ matched with TA Coach
- Mid-May ~ first half payment mailed
- Mid-June ~ first progress and financial report due
- July ~ second half payment mailed
- September 30 ~ final progress & financial report due



Legal Safeguards

- First Amendment
- Avoid Conflict of Interest
- No discrimination



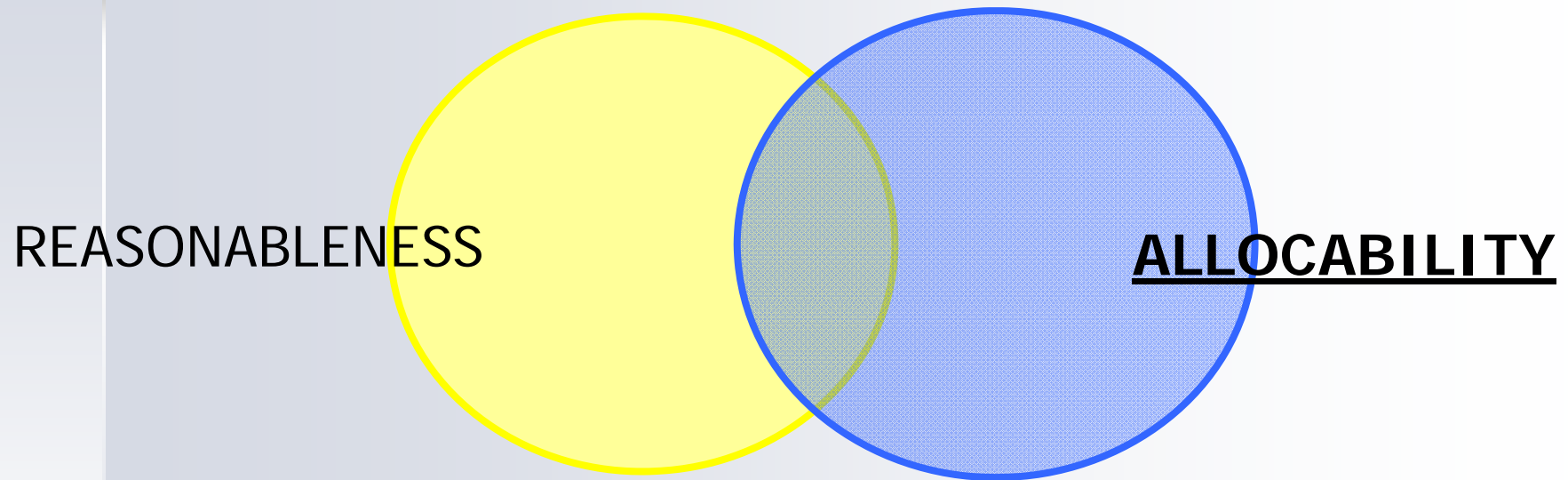
Four Tests for Allowability

REASONABLENESS

THE "PRUDENT PERSON" TEST



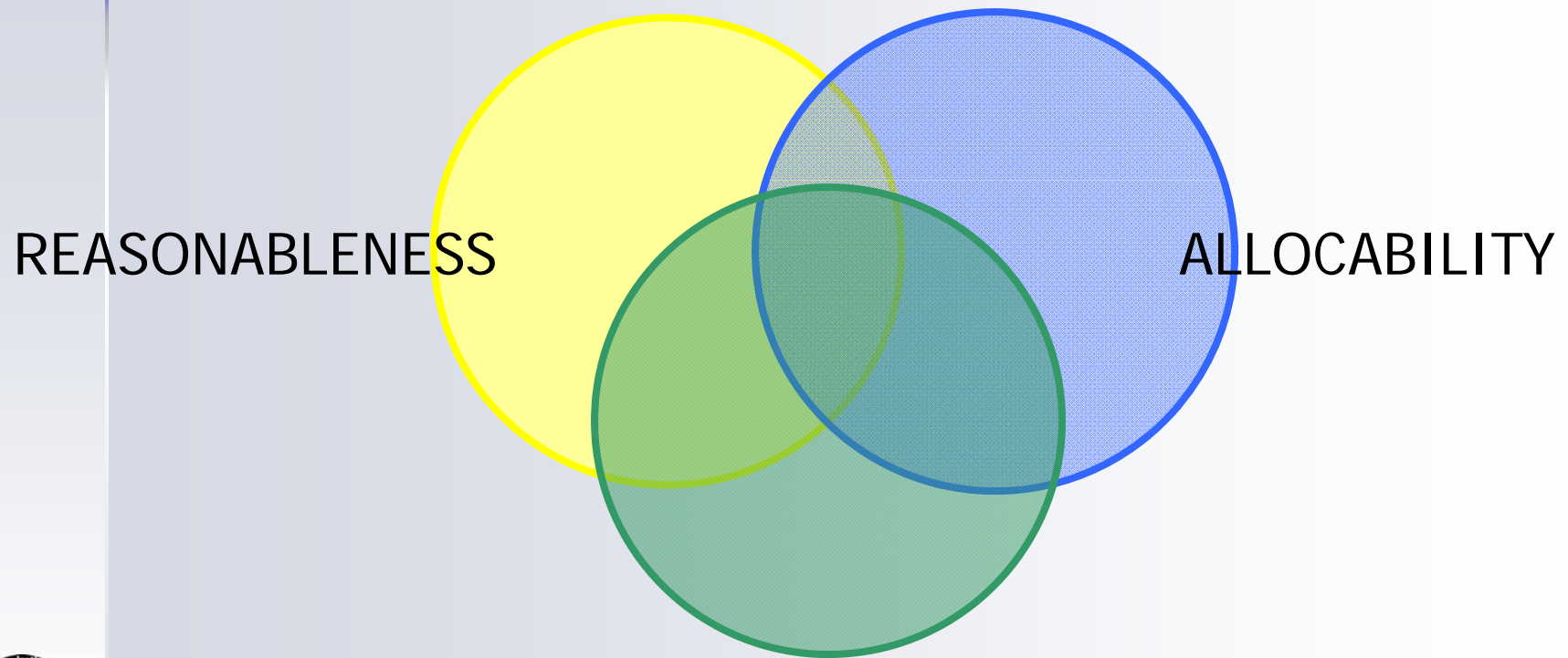
Four Tests for Allowability



*IS THE EXPENSE INCURRED TO ADVANCE THE WORK
OF THE SUBAWARD?
OR DOES IT NEED TO BE ALLOCATED? (PRO-RATED)*



Four Tests for Allowability



CONSISTENCY

Is the expense consistent with the organization's other expenses?



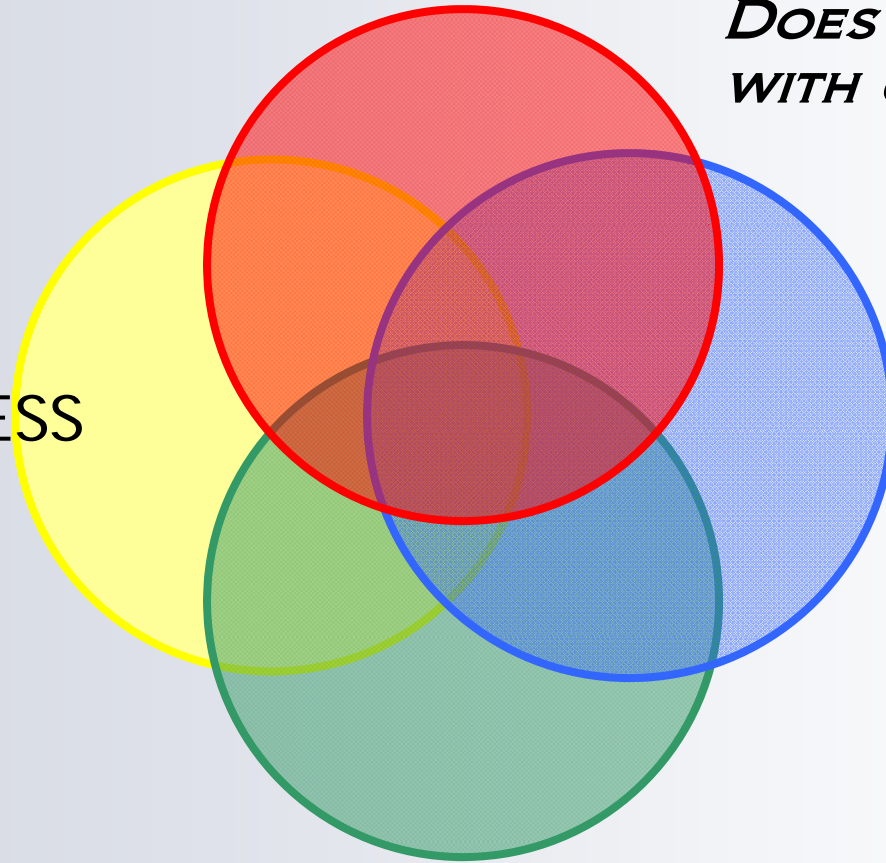
Four Tests for Allowability

CONFORMANCE

*DOES IT COMPLY
WITH GUIDELINES?*

REASONABLENESS

ALLOCABILITY



CONSISTENCY



Allowable/Unallowable Activities Overview

✓ Plan

- ✓ Train staff &/or volunteers
- ✓ Marketing
- ✓ Advertising for recruiting volunteers or staff
- ✓ Website development

✗ Implementation

- ✗ Client training
- ✗ No direct services
- ✗ No fundraising activities
- ✗ General advertising
- ✗ On-line donations

Activities critical to the long-term viability of the organization



Implementation Guidelines

- Used only for the purposes stated on Letter of Agreement
- Spending according to the approved “Line Item Budget”
- All subaward funds must be expended by September 15, 2010. No extension of time will be granted.
- Return any unspent monies to the Great Lakes Center for Youth Development by September 15, 2010.



Implementation Guidelines

Requesting Changes

- Requests for Budget Changes:
 - Must be **submitted in writing** at least 15 days in advance of anticipated purchase
 - Your organization must receive approval for the revision **prior** to expending the funds
 - Send request to: Amy Quinn and Karen Thompson
aquinn@glcyd.org and kthompson@glcyd.org
- Request for Project Change (timeline or activities):
 - Call Amy Quinn to discuss



Implementation Guidelines

- The Subawardee organization will return the full amount of the award monies if the progress and financial reports are not submitted by September 30, 2010
- The Subawardee organization will return the full amount of funds used improperly
- Checks should be made payable to the Great Lakes Center for Youth Development, Attention Karen Thompson, 1175 Erie Avenue, Marquette, MI 49855



Bookkeeping & Documentation

- All expenditures should contain documentation (i.e., brief descriptions, agendas, reports etc.) that supports **why** the transactions are allowable under your SOSY Subaward
- Accounting records should trace back to the source documentation
- Documentation (receipts) will be required for each individual purchase



Bookkeeping & Documentation

- Design an internal system to group subaward activities and documents
- Include items such as:
 - Notice of subaward, amendments and original subaward application
 - Expenses/vendors receipts, consultant agreements, etc.
 - Hours of TA/consulting used to-date
 - General correspondence
 - Monthly financial reports (e.g., budget to actual)
 - Copy of timesheets, if applicable



Personnel Expenses

Salary Documentation- Your Organization Must Keep At All Times

- Signed Timesheets (must be prepared at least monthly and should coincide with one or more pay periods)
- Quarterly payroll returns (941)
- Payroll register
- Personnel file with salary/wage information
- Employment contract
- Cancelled checks/Direct deposit schedule



Personnel Fringe Benefits

You must have supporting documentation for amounts charged to SOSY Subaward

- Insurance receipts
- Cost allocation plan
- Paid invoices



Travel

- Travel authorization – travel expenses chargeable to your grant must be consistent with the travel policies of your organization
- Paid travel-related receipts/invoices (i.e. lodging, conference/training registration, car rental, etc.)
- Mileage calculations
- Travel reimbursement requests
- Reconciliation of advances to payments
- GSA rates: www.gsa.gov



Supplies & Equipment

- Paid invoices/receipts that clearly shows amounts
- Cost allocation plan, if used to allocate expenses, that demonstrates consistency of treatment.
- Costs must be uniformly treated for both federally financed and other activities within organization
- No Subawardee may purchase equipment at \$5,000 or more per item.



Contractual/Consultant Services

Option A *revised budgets

- Subaward budget includes “contractual” expenses
- Subawardee organization pays consultants directly using subaward funds
- Payments may not exceed \$75/hour for consultants or \$55/hour for website design
- Subawardee organization must retain signed consulting contract and invoices that support work provided

Option B

- Your subaward project plans to use GLCYD staff as consultants
- Your subaward budget doesn't include “contractual” expenses
- GLCYD will manage consultant contracts & payments



Administrative Costs

- Administrative costs must be cost-allocated
- All salaries charged must be directly related to the activities approved in your Subaward itemized budget or project plan.



Records Retention

Retain all financial and program records:

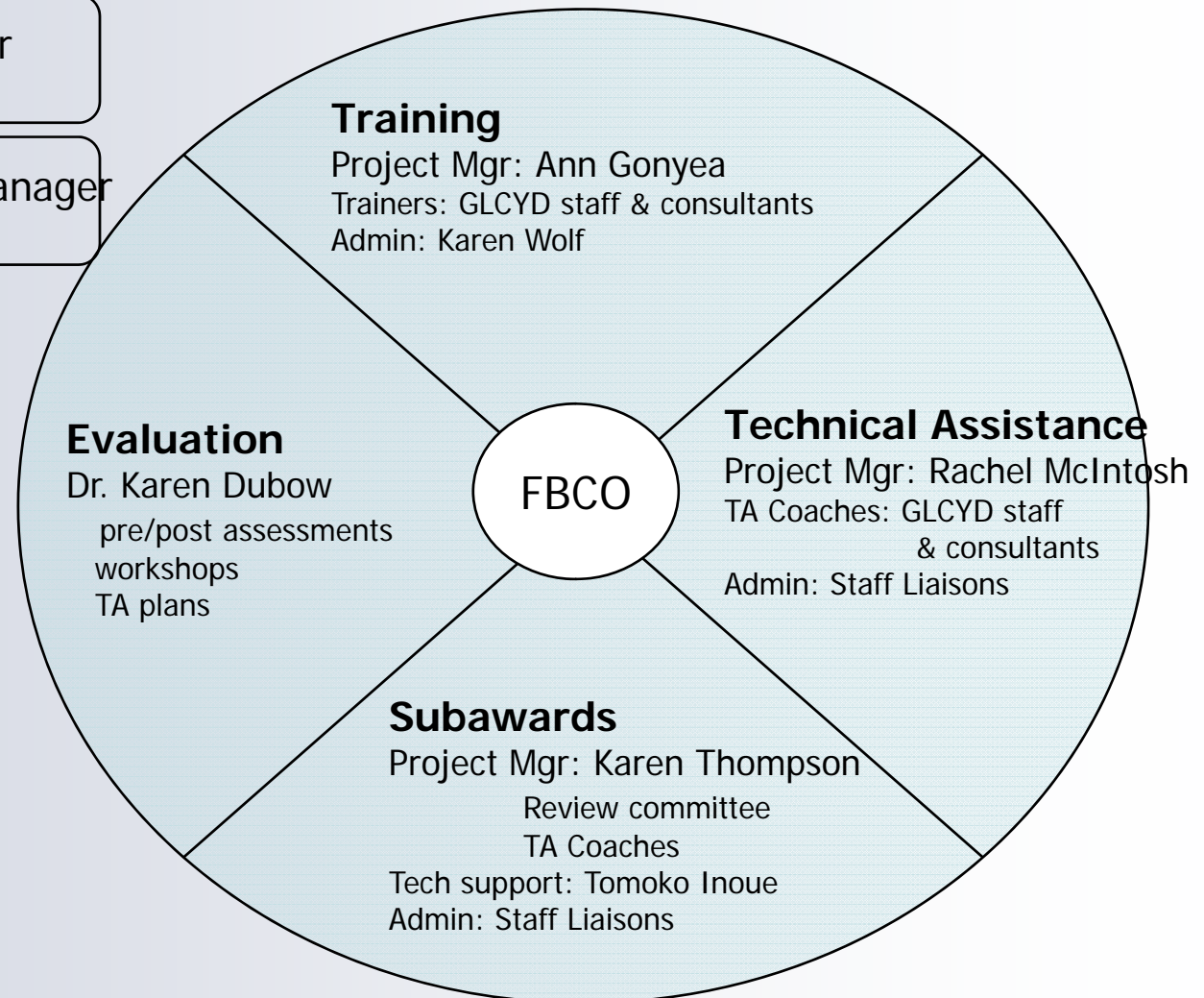
- 3 years from date of submission of Final Financial Reports & Final Program Report
- If there is an on-going audit: 3 years from final audit resolution



The Big Picture & Monitoring

Program Manager
Amy Quinn

Asst. Program Manager
Helen Tygret



Workplan Development

Goals	Outcomes	Activities	Timeline	Progress to Date
Board Development	Increased participation	Board recruitment	By May 15, 2010	



Reporting & Outcome Measurement

- Financial Reports AND Progress Reports
- Progress Reports
 - Increase in clients served
 - Increase in funding sources
 - New inter-agency collaboration
 - Expansion of services
 - Increased in revenue (income)
- Evaluation: Comparisons of Pre and Post Assessments and TA Work plan



Resources

- GLCYD Staff Liaison
- CCF Website: www.ccfgrantees.org
 - Username: ccsubaward
 - Password: ccgrant
- TA Project Manager, Rachel McIntosh
 - Rachel.mcintosh@gmail.com (317) 679-7551
- Contracts and Payments, Karen Thompson
 - kthompson@glcyd.org (906) 228.8919 ext. 11
- Subaward Project Questions, Amy Quinn
 - aquinn@glcyd.org (906) 228.8919 ext. 21



Questions?

