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Thanks for joining today's webinar!
We will begin shortly.

Advanced Payments for Summer Programs
Overview for Subgrantees

Thursday, February 23, 2017 1:30PM - 2:30PM PST

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Advanced Payment of State Grants for Summer Programs Agency Policy 581-518

What is an Advanced Payment?

Payment made under a grant agreement in advance of the work performed and/or costs are incurred by the grantee.

Why is there a need for Advance Payment?

Ensures "smooth" operation of programs during the summer months during the new biennium.

Advanced Payment of State Grants for Summer Programs
Agency Policy 581-518

POLICY:

It is the policy of ODE that advanced payments of state grant funds (General Fund or Other Funds) to local education and other entities before the end of a biennium (June 30 of each odd-numbered year) may be made for the purpose of summer programs.

Each grant agreement shall include restrictions of purpose and restrictions of time to ensure grant funds are used for the benefit of summer programs (*i.e.*, indicate funds are to be used for activities occurring in July, August and any portion of September relating to summer activities). Activities must occur during the summer months immediately following the advancement of funds. Final reconciliations of expenditures and repayment of any excess advances must be made by the grantee to ODE no later than November 15 of the same year.

ODE shall report advanced payments in accordance with GASB 65, *Items Previously Reported as Assets and Liabilities*, and other applicable accounting guidelines

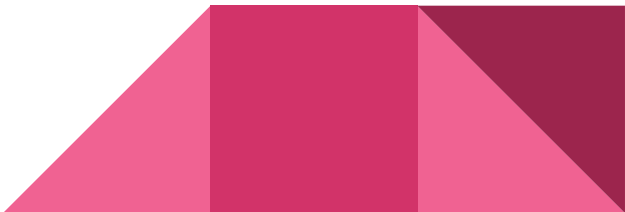Please let us know if you would like a copy of the policy.

Advanced Payment of State Grants for Summer Programs
Agency Policy 581-518

Allowable Expenditures

- All expenditures allowable under original grant agreement

- Expenditures for Summer Programs during the months of July, August, and September
  - Personnel
  - Supplies
  - Books
  - Travel

Prohibited Expenditures

- Expenditures prohibited by grant agreement

- Expenditures for "normal" day to day activities
- Expenditures falling outside of July, August, and September

ODE Grant Manager's Role

- ❏ Determine which grants are **eligible** for Advance Payment.

- ❏ Determine the **amount of state grant funds to be advanced** at the end of the biennium for summer programs. This may include communicating with the recipient of a current grant the amount they wish to be moved from a reimbursement basis to an advanced basis for summer programs. Determination shall be documented and retained in the grant file. (Smartsheet)

- ❏ **Approve/Deny** Request for Advance from subgrantees

- ❏ **Provide assigned Fiscal Analyst** the Advanced Payment work order including grant award name and recipient(s) to receive advanced funds

- ❏ Review **reconciliation of advances** to expenditures due from subgrantees on November 15. Notify Financial Services if recovery of funds is required.

Subgrant Recipient's Role

❏ Determine which grants are **eligible** for Advance Payment.

❏ Estimate/budget the **amount of state grant funds to be advanced** for summer programs.

❏ Submit **request for advance budget estimate via Smartsheets** to ODE grant Manager.

❏ **Draw-down all Advanced Payment Grants in EGMS by June 30, 2017**

❏ Appropriately **spend down Advanced Payment Funds for summer programs by September 30, 2017.**

❏ Provide a **reconciliation of advances** to expenditures due to ODE grant manager on **November 15**, **2017**. Notify ODE Financial Services if a return of funds is required and submit payment, if applicable.

Advanced Summer Payment Process

Request Submission
Grant Manager receives request from subgrantee

Eligibility Determination
Grant Manager reviews and approves requests and submits grant workorders submits to Fiscal

Notificaton
Grantees notified through SmartSheets and EGMS

Claims Due
Subgrantees submit claims for advances

Final Reporting
Grant Managers process reconciliation reports

Advanced Summer Payment Process

Creation of ADV Grants in Electronic Grants Management System (EGMS):

Based on subrecipient budgets, ODE Grant Managers submit Subgrant Information Form/Work Orders to ODE Grant Assistants

1. <u>Existing grants</u> (for funds already awarded)
   a. Reduces the amount no longer on a cost reimbursement basis.
   b. Creates **NEW** awards for the amount advanced.
   c. Use "ADV" as the award title prefix so it can be used to distinguish award as an advance.
2. <u>New grants</u> (for funds not previously awarded) -
   a. Create **NEW** awards for the amount advanced.
   b. Use "ADV" as the award title prefix so it can be used to distinguish award as an advance.

Grant Managers will communicate with Subgrantees availability of Advanced Payments.

Subgrantees must draws down all ADV funds by June 30, 2017.

Advanced Summer Payment Disclaimers

- **Advances are not the same as an extension**

- **Advance Payments only apply to grants not contracts**

- **Advance Payments do not apply to Federal Grants**

SmartSheets

Process between subgrant recipients and grant managers will be managed through smartsheets

★ **Subgrant recipients** - Project their summer program budget via smartsheets
★ *Grant Managers* - Review budgets and will approve/reject budget

https://app.smartsheet.com/b/form?EQBCT=8008245bf470469b8605f3e95cbe7c56

Deadlines and Timelines

APRIL 1ST
Request Submission
Deadline for submitting Advance Payment Request

MAY 1ST
Eligibility Determination
Approval of subgrantee requests and all grant work orders submitted to Fiscal

Notificaton

JUNE 30TH
Claims Due
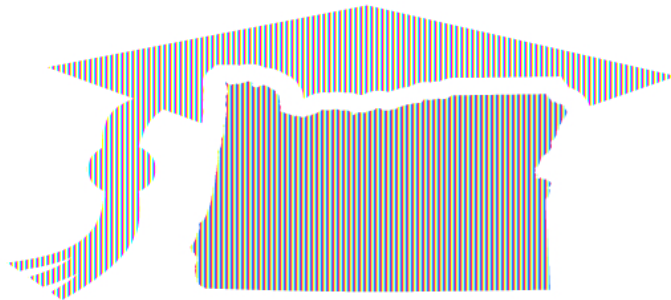Deadline for subgrantees to claim all advances

NOVEMBER 15TH
Final Reporting
Final reconciliations due to Grant Managers

Questions?

We've got answers.

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