

Bridges to Career Opportunities Compliance Start-UP

Social Innovation Fund

January 19th, 2016

Call in: 866-740-1260 Code: 4559883

House Keeping

- ▶ This webinar is being recorded.
- ▶ Copies of the slides and the recording will be available on the Google site (tinyurl.com/liscfoc) within two weeks.
- ▶ We will take questions at the end. Please write in questions into the chat box.
- ▶ Please send any unanswered questions to your local program officer.

Agenda

- ▶ Timeline for the BCO grant
- ▶ Financial Reporting Process & Templates
- ▶ Expense Documentation
- ▶ Criminal Background Check Requirements

Timeline - Compliance

- ▶ Grant Letters
 - ▶ Will be sent via email by the end of January
- ▶ Submissions to Your Local Program Officer
 - ▶ All criminal background checks - January 22, 2016
- ▶ Online Trainings
 - ▶ Criminal History Checks - Due January 22, 2016

Two people from each organization must complete. This must be redone if the last review was more than a year ago
- ▶ Reporting
 - ▶ Expense reports will be due the 20th of every month and will cover the previous month
 - ▶ The first report will be due **March 20th, 2016**

Financial Reporting Process

- ▶ Report is prepared and submitted to local Program Officer (PO).
- ▶ PO reviews the report and other documentation and requests backup documentation as needed.
- ▶ PO submits report to initiate payment.
- ▶ Payment is sent.

Key Financial Reporting Dates

- ▶ Financial reports are due by the 20th of every month
- ▶ Once the report is approved by your PO and submitted to National LISC, it generally takes two weeks for payment to go out.
- ▶ If there are questions on the report, the amount of time may be extended.

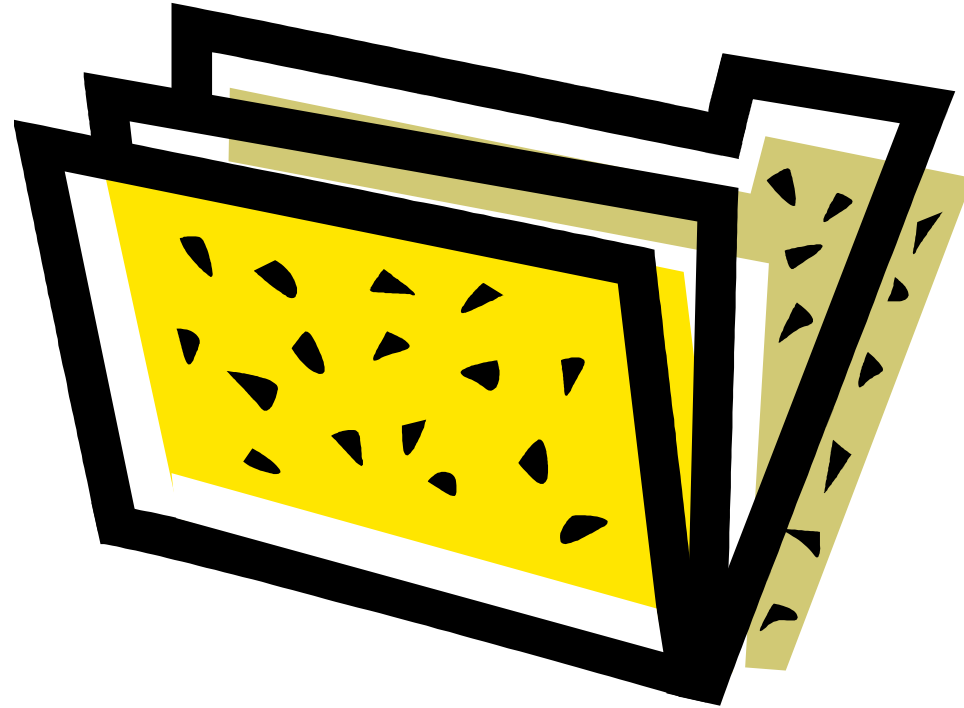
Financial Report Template

Organization Name:		Grant PA#:		Prepared By:	
Address:		Grant Period:		Contact Person:	
				Phone Number:	
		Period Reporting On:			
Budget Description	Total Approved Budget	Total Previously Reported Expenses	Current Month's Expenses	Cumulative Total Expenses	Budget Balance
Salary (Please include position title)				\$ -	\$ -
Salary (Please include position title)				\$ -	\$ -
Salary (Please include position title)				\$ -	\$ -
Salary (Please include position title)				\$ -	\$ -
Fringe/Benefits				\$ -	\$ -
Consultants				\$ -	\$ -
Travel				\$ -	\$ -
Equipment				\$ -	\$ -
Supplies/Materials				\$ -	\$ -
Program Implementation Costs				\$ -	\$ -
Operating Costs				\$ -	\$ -
Indirect Costs (if included in your budget)				\$ -	\$ -
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Additional Required Documentation

- ▶ Copies of:
- ▶ Criminal background checks and NSOPR checks
- ▶ Award letters for any match funds
- ▶ Consultant agreements

Backup Documentation



Backup - Salaries & Fringe

- ▶ Are timesheets being used?
- ▶ Are they signed/approved by employee and supervisor?
- ▶ Are payroll registers, cancelled checks or bank statements available?
- ▶ Are invoices for fringe benefits charged available?
- ▶ Do you have the full criminal background checks on file?

Backup – Consultants

- ▶ Do you have a documented competitive selection process?
- ▶ Is there a signed consultant agreement?
- ▶ Does the scope of work match the grant letter defined use of funds?
- ▶ Do you keep copies of consultant's invoices?
- ▶ Is the consultant also a paid employee of the CDC?
- ▶ Do you have a copy of the SAM.gov check?

Backup - Travel

- ▶ Do you maintain ticket stubs, hotel invoices and/ or training registration documents?
- ▶ Do you have a mileage log for local travel using the rate dictated by your travel policy?
- ▶ Do you maintain invoices and/or canceled checks?
- ▶ Are meal & lodging expenses reimbursed within your travel policy per diem?
- ▶ Are there unallowable bar & liquor charges in the bill?

Backup - Supplies & Materials

- ▶ Is there documentation of your selection process?
- ▶ Do you maintain invoices, canceled checks, or any other method of payment including credit cards and petty cash vouchers?

Backup - Program Incentives

- ▶ Do you maintain invoices, canceled checks, or any other method of payment including credit cards and petty cash vouchers?
- ▶ Do you maintain a log of the incentives given to participants?

Sample Incentive Receipt Log

CLIENT INCENTIVE (EX. BUS PASS) SIGN-OUT LOG				
Organization name:			Date:	
Activity Description:			Facilitator:	
#	Name (Please print or type)	Item Received	Date	Signature
1				
2				
3				
4				

Common Problems

- ▶ **Salary:** No employee timesheets; timesheets are not signed or approved.
- ▶ **Consultant Fees:** No signed consultant agreement; consultant completed work outside the term of the agreement.
- ▶ **Procurement:** Competitive selection process not documented;
- ▶ **Recordkeeping:** No invoices or canceled checks; amounts on invoices differ to amounts on Financial Reports.

Background Checks

Prior to starting work:

1. Consent Form & Copy of Photo ID
2. NSOPR check must be **completed**
3. State Criminal Background Check must be **initiated**
4. FBI check must be **initiated** (if required)

For all staff and direct-service consultants charged to Federal, non-Federal or Local Match

** Please complete the online webinar at the CNCS website**

Questions?