



**“Never doubt that a small group
of committed people can
change the world. Indeed it is
the only thing that ever has.”**

- Margaret Mead



**COMMUNITY ENHANCEMENT FUND
FY16**

**MANAGING YOUR
COMMUNITY ENHANCEMENT FUND (CEF)
GRANT**



“An awardee [organization] that runs its business side well runs its [program] side well.”

**-Karen Tiplady, Director
Division of Grants and Agreements,
National Science Foundation**



Goals of Training

Know what to expect regarding:

- the contracting process
- invoicing
- reporting
- CEF grant monitoring

**Why Does It Take So Long Before I
Can Get My Money??**



CEF Process (remaining)

- Recipients provide DGC with required documentation.
- Upon receipt, DGC drafts the grant contract - pdf, and forwards it to the grantee for review, approval and Board Chair signature.
- Upon receipt of the signed contract from the grantee (**can send electronic file**), DGC prepares the contract for Metro approvals, attaching a copy of the Application and any Amendments (which includes the completed Spending Plan).

**The Contract must
be signed by the
Board Chair or
Board President –
not the Executive
Director!**



CEF Process (remaining)

- **Via DocuSign, DGC forwards the contract to the Director of Finance for approval**
- **The Director of Finance reviews, signs and forwards contract to Metro Legal**
- **Metro Legal and Risk Management review, sign and sends contract to Metro Clerk for filing**
- **The Metro Clerk signs and files contract**
- **“DGC via DocuSign” e-mail, you (the grantee) will receive a copy of the fully executed contract**



CEF Process (remaining)

- **The grantee may then submit invoice for payment to Metro Payment Services in accordance with the payment terms of the contract.**

Average Number of Days to Get Contracts Executed

FY15 Total = 23 Days (vs. 30 days for FY14)

- **DGC creates contract*** and sends to NPO for signature: **8 days**
- **NPO reviews, approves and gets Board Chair's signature (notarized) and returns contract to DGC: 10 days (NPO can e-mail to Board Chair, then pdf back to us)**
- **DGC gets signed contract sent off for Metro approvals: 2 days**
- **Metro contract approvals process, through filing/execution by Metro Clerk: 3 days (Metro will obtain electronic signatures via DocuSign)**
- **DGC, via DocuSign e-mail, sends recipient a pdf'd copy of executed contract: immediately**

*after DGC receives the information/materials needed to create it



Pre-Contract Document



- **Certifications of Assurance (all)**
- **Annual Report (or equivalent) (all)**
- **Recipient Contact Information Form (all)**
- **Amendments to Application (if applicable)**
- **Short Vendor Application (if new recipient)**
- **ACH form (if new or you have changed banks)**



Post-Contract Documents

- **Invoice for Payment**
- **Interim Program Report**
- **Final Program Report**
- **Annual Expenditure Report**

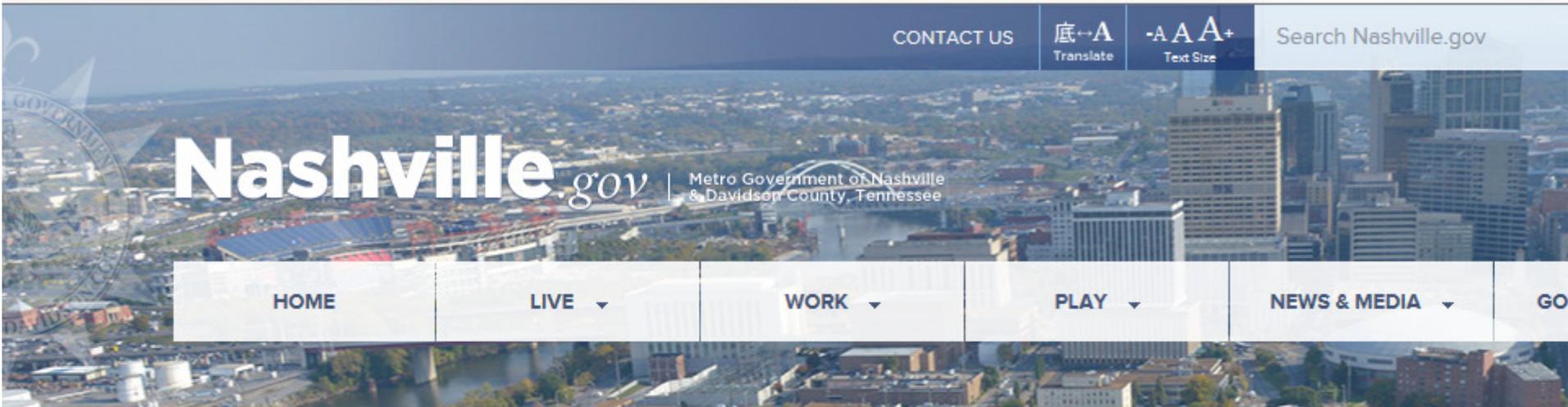
- **Requests for Revisions**
(line item change(s) exceeding 10%)
 - **Spending Plan Revision Letter**
 - **Revised Spending Plan Form**



Website Address:

<http://www.nashville.gov/Finance/Management-and-Budget/Division-of-Grants-Coordination/Community-Enhancement-Fund-Grants-/Community-Enhancement-Fund-Resources-Main.aspx>

(Be sure to check out the Recipient Tool Box for your forms and helpful resources such as the Metro Grants Manual for Non Profit Recipients and OMB Circular)



- Finance
 - Finance Director
 - Financial Accountability ▶
 - Financial Operations
 - Management and Budget ▼
 - About Us
 - Capital Budget and Planning
 - Citizens' Guide to the Budget ▶
 - Cost Accounting
 - Division of Grants Coordination ▼

Community Enhancement Fund Recipient To

General Information

- [Metro Grants Manual](#) (describing grants management requirements for recipient)

Forms for Applicants

FY16 Community Enhancement Fund Application Packet

- [Cover Sheet](#) X
- [Program Narrative Template](#) W
- [Spending Plan](#) X



Invoicing

Invoicing

- **Once you receive executed contract, you may begin invoicing.**
- **Expenses must be incurred within contract period 7/1/15 – 6/30/16**
- **Payment terms are listed in contract:**
 - **Payments for awards of less than \$100,000 will be made **quarterly** on a cost reimbursement basis**
 - **Payments for awards of \$100,000 or more will be made **monthly** on a cost reimbursement basis**

Sample Invoice:

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY INVOICE FOR PAYMENT

Mail to: METRO PAYMENT SERVICES
P.O. BOX 196301
Nashville, TN 37219-6301

NAME OF RECIPIENT :		INVOICE DATE:	(No Back-Dating)
ADDRESS :		FOR THE PERIOD(S):	
ADDRESS :		CONTRACT PERIOD:	
ADDRESS :		CONTRACT #:	L-
		CONTACT PERSON:	
FEDERAL ID # :		TELEPHONE # :	
		EMAIL ADDRESS:	
	TOTAL CONTRACT SPENDING PLAN (note: any changes to the contract Spending Plan must be first approved by DGC)		
COST CATEGORIES		THIS PERIOD'S INVOICE AMOUNT	COMMENTS
Salaries and Wages			
Benefits and Taxes			
Total Personnel			
Professional Fees			
Supplies			
Communications			
Postage and Shipping			
Occupancy			
Equipment Rental and Maintenance			
Printing and Publications			
Travel/Conferences and Meetings			
Insurance			
Specific Assistance to Individuals			
Other Non-Personnel			
Total Nonpersonnel			
TOTAL			

I certify to the best of my knowledge and belief that the above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not been previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name

Title

Date

Sample Invoice:

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY INVOICE FOR PAYMENT

Mail to: METRO PAYMENT SERVICES
P.O. BOX 196301
Nashville, TN 37219-6301

NAME OF RECIPIENT :	ABC Agency	INVOICE DATE:	
ADDRESS :	123 Maple Street	FOR THE PERIOD(S):	
ADDRESS :	Suite 456	CONTRACT PERIOD:	From 7/01/2015 to 6/30/2016
ADDRESS :	Nashville, TN 37201	CONTRACT #:	L-3456
		CONTACT PERSON:	John Q. Public - Finance Manager
FEDERAL ID # :		TELEPHONE # :	(615) 123 - 1234
		EMAIL ADDRESS:	jpublic @ abcagency . org
COST CATEGORIES	TOTAL CONTRACT SPENDING PLAN (note: any changes to the contract Spending Plan must be first approved by DGC)	THIS PERIOD'S INVOICE AMOUNT	COMMENTS
Salaries and Wages	\$4,000.00	\$1,000.00	
Benefits and Taxes	\$1,000.00	\$250.00	
Total Personnel	\$5,000.00	\$1,250.00	
Professional Fees	\$1,000.00	\$250.00	
Supplies	\$800.00	\$200.00	
Communications	\$500.00	\$125.00	
Postage and Shipping	\$200.00	\$50.00	
Occupancy			
Equipment Rental and Maintenance			
Printing and Publications	\$500.00	\$125.00	
Travel/Conferences and Meetings			
Insurance			
Specific Assistance to Individuals	\$10,000.00	\$2,500.00	
Other Non-Personnel	\$2,000.00	\$500.00	
Total Nonpersonnel	\$15,000.00	\$3,750.00	
TOTAL	\$20,000.00	\$5,000.00	

I certify to the best of my knowledge and belief that the above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not been previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date

Invoicing

- **Invoice Form and Instructions found on DGC's CEF website "Recipient Toolbox"**

<http://www.nashville.gov/Finance/Management-and-Budget/Division-of-Grants-Coordination/Community-Enhancement-Fund-Grants-/Community-Enhancement-Fund-Resources-Main.aspx>

Greg McClarin

615-862-6509

greg.mcclarin@nashville.gov



CEF Grant Reporting



CEF Required Reports

- **Interim Program Report**
Due middle of February
- **Final Program Report**
Due 45 days after the end of the grant period
- **Annual Expenditure Report**
Due 45 days after the end of the grant period



Interim Program Report

- **Comparison of actual activities and accomplishments (your outcomes) with those established for the period in your contract's Scope of Program**
- **Reasons why established goals were not met, if applicable**
- **Planned steps for getting back on target**



Interim Program Report (cont.)

- **Collaboration with other agencies**
- **Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs, significant staff changes, etc.**



Final Program Report

This is similar to the Interim Program Report, but this reports asks you to talk about the entire grant period.

Annual Expenditure Report

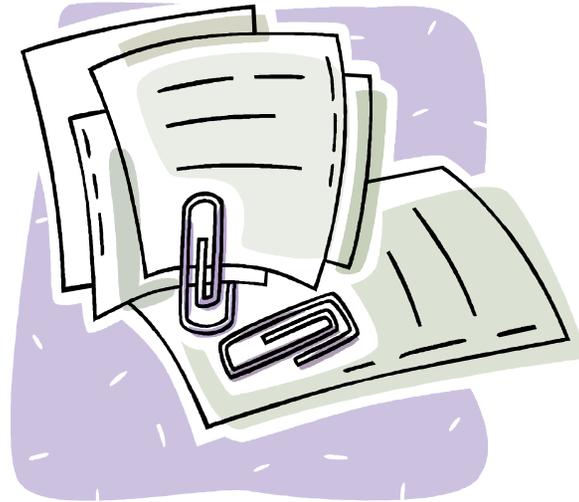
Refer to your Spending Plan when completing this form

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY				
ANNUAL EXPENDITURE REPORT				
NAME			CONTRACT #:	
ADDRESS			START DATE:	
CITY, STATE & ZIP			END DATE:	
			CONTACT PERSON	
FEDERAL ID #			CONTACT TELEPHONE (615)	
COST CATEGORIES	TOTAL METRO CONTRACT SPENDING PLAN (OR DGC APPROVED)	TOTAL ACTUAL EXPENDITURES OF METRO FUNDS FOR THE	FOR OFFICE USE	
			VARIANCE ACTUAL TO BUDGET	COMMENTS
Salaries and Wages				
Benefits and Taxes				
Total Personnel Expenses				
Professional Fees				
Supplies				
Communications				
Postage and Shipping				
Occupancy				
Equipment Rental and Maintenance				
Printing and Publications				
Travel/Conferences & Meetings				
Insurance				
Specific Assistance to Individuals				
Other Non-Personnel				
Total Nonpersonnel				
TOTAL				
I certify to the best of my knowledge and belief that the above represents total expenditures incurred for the purposes of the Metro Grant.				
RECIPIENT			DIVISION OF GRANTS COORDINATION	
AUTHORIZED SIGNATURE:			REVIEWER:	
TITLE			TITLE	
DATE			DATE	
NOTE: This report is due, along with the Final Program Report, 45 calendar days after the contract end date .				
Please mail report to:	Division of Grants Coordination, Metro Finance			
	P.O. Box 196300			
	Nashville, TN 37219-6300			
or deliver to:	700 2nd Avenue South, Suite 201			Modified March 13, 2013
	Nashville, TN 37210			

- **How do you know what to report on????**



Examine Your Contract “Scope of Program”





Report Examples

- I. **Briefly state all outcomes (quantifiable objectives) from the Scope of Services in your CEF contract.**
 - a) **Outcome: 45 clients will enroll in the program and 38 will complete it.**
 - b) **Outcome: 80% of clients completing the program will show increased understanding of the legal system.**
 - c) **Outcome: 80% of clients completing the program will report an increased feeling of safety.**



Report Examples (cont.)

- 2. State the status of the achievement of all those objectives as of December 31, 2015.**
 - a) Status: 20 clients enrolled in the program and 19 completed it.**
 - b) Status: 17 clients who completed the program (89%) increased their understanding of the legal system.**
 - c) Status: 18 clients who completed the program (94%) reported an increased feeling of safety.**



Report Examples (cont.)

3. **What obstacles have you faced in meeting the goals and objectives of this program?**
 - a) **We did not get our Metro grant contract until September so got a late start, which is why our numbers are down.**
 - b) **We had flooding at our agency and did not have the use of our building for several weeks.**
 - c) **The volunteer who was developing our legal knowledge test instrument had medical problems that delayed her work.**



Report Examples (cont.)

4. **What obstacles have you faced in complying with the CEF grant requirements?**

Only being able to bill quarterly causes cash flow problems for us.



Report Examples (cont.)

5. **How are these obstacles being addressed (planned steps for getting back on target)?**
 - a) **We stepped up recruiting and have found another referral source so plan to make up our numbers in the second half of the year.**
 - b) **Flood damage has been repaired and we are back in our building. We were able to temporarily relocate our services with one of our partner agencies.**



Report Examples (cont.)

- c) We are using a “canned” legal knowledge test we got from the American Journal of Domestic Violence Studies to test client legal knowledge instead of the test that our volunteer was developing for us.**
- d) We had to get a line of credit from the bank to deal with the cash flow problems from only being able to bill quarterly.**



Report Examples (cont.)

- 6. Briefly describe CEF-funded project activities and/or events held, and number of participants/clients/recipients.**
 - a) 15 Support Group meetings, average attendance 12**
 - b) Individual counseling sessions 2 x monthly for 20 participants**
 - c) 19 Orders of Protection issued**
 - d) Transported clients to Court: 44 trips**
 - e) 23 socio-education presentations to community groups for approximately 300 attendees**



Report Examples (cont.)

- 7. Describe your interactions with other agencies to effectively carry out this program...**
 - **General Sessions Court:**
 - a) **We get referrals from them**
 - b) **We provide services for their clients and they promote our services.**
 - c) **They let us use some of their space while we were getting the flood damage repaired.**
 - d) **No obstacles this period in our interaction.**



Report Examples (cont.)

- 7. Describe your interactions with other agencies to effectively carry out this program...**
 - **Metro Police**
 - a) We get referrals from them, and MNPD staff do presentations to our groups.**
 - b) We can assist their clients with services while they help give our clients information they need.**
 - c) Key MNPD staff member retired, so we have had several meetings with the replacement to be sure we have a smooth transition.**



Report Examples (cont.)

- 8. Describe any significant changes in staff since the start of the fiscal year. How have such changes affected the program?**

Our Program Director was out on maternity leave for 2 months and other staff had to fill in. We were still able to provide all the services included in our application by using volunteers to carry out transportation tasks.



Report Examples (cont.)

9. **Please describe anything else that has a bearing on the accomplishment of the program objectives or that would be useful for Metro to know (e.g., cost overruns, particular achievements, testimonials, success stories, etc.)**
 - **Our transportation costs were higher than planned due to extra maintenance on our van; this was compensated for when we exceeded our bake sale goal by 70% so we did not have to reduce services.**
 - **Our Agency won the Center for Nonprofit Management Marvin Runyon Award**

What *NOT* to Include!

- **A rehash of the history, mission, and accomplishments of your agency from the “Agency Capacity” section of your application.**





COMMUNITY ENHANCEMENT FUND

FY16 Recipients

Non Profit Organization (NPO's)

Office of Financial Accountability (OFA)



The Office of Financial Accountability

- Inside Metro
 - Responsible for monitoring federal and state grants to Metro departments.
 - Responsible for monitoring departments procurements/purchases.
- Outside Metro
 - Responsible for approving audits of NPOs
 - Responsible for monitoring grantees that receive direct appropriations.



The Office of Financial Accountability

- Approval of Audits
 - Audit report is required to complete the application process.
 - Report must be the latest as of June 30.
 - Cannot be more than a year old.
 - Audit report must be prepared by a CPA in public practice.
 - Audit report must include an opinion on financial statements presented.



The Office of Financial Accountability

- **Monitoring Grant Funds**
 - Responsible for monitoring grantees that receive direct appropriations.
 - Our goal is to monitor **ALL** CEF appropriations.



The Office of Financial Accountability

- **Monitoring CEF Appropriations**
 - A monitoring review is substantially less in scope than an audit.
 - The OFA does not audit financial statements.
 - The OFA does not express an opinion on Financial Statements.
 - Monitoring includes financial and program records.



OFA's Objective

1. Grantee's capacity to **administer the grant**
2. Grant **objectives** are being met
3. **Reliability** of internal controls
4. Allowable **costs (Metro Grants Manual)**
5. **Compliance** with contractual obligations
6. Reliability of **financial** and program reports



OFA Procedures

- Interview management including fiscal officer
- Review agency's operations and activities
- Review for compliance with the intended beneficiaries of the grant funds
- Review the financial stability of the agency
- Review controls and supporting documentation
- Review the accounting records



Required Documentation

- Organization chart and overview of staff responsibilities
- Current Listing of Board of Directors
- Minutes of the Board of Directors meetings
- Chart of Accounts
- General Ledger
- Cash Disbursement Reports
- Cash Receipts Reports
- Supporting documentation for cost reported to Metro



Required Documentation (cont.)

- Program and/or progress reports
- Supporting documentation for program accomplishments
- Internal policies and procedures manual
- Prior audit reports
- Any other information necessary which would support use of the grant funds



Review Process

- Entrance conference meeting
- Test documentation provided
- Follow up - any missing records or questions
- Exit conference meeting
- Prepare monitoring report
- Issue/publish monitoring report

The Office of Financial Accountability



Questions?

Question and Answer





Congratulations and Good Luck!

**For questions throughout the season or
if you would like to review your folder,
please contact:**

**Fred Adom 615-880-1035 or
fred.adom@nashville.gov**