

2020 CSBG Carryover + Closeout CSBG Claims Coversheet January 26, 2021

Agenda

1. Quick review of carryover
2. New Closeout Report
3. Potential new Claims Coversheet

2020 CARRYOVER

Grant Agreement Number:	Final 2020 Claim Number:	Date Approved by IHCD:
CS-020		
Sub-Grantee Name:		

1. Provide agreement number from 2020 CSBG award
2. Provide the number of the final claim you submit for 2020 **expenses**
 - a) Expenses for 2021 expenses are considered carryover
 - b) Claim + report must be submitted by February 15th
3. Identify your agency

2020 CARRYOVER

1	2	3	4
Line Item Categories	Regular Budget (1/1/20 - 12/30/20)	Regular Expended Amount (1/1/20 - 12/30/20)	Carry-Over Amounts (1/1/21 - 9/30/21)
Administration			\$ -
Direct Program/Service			\$ -
TOTAL	\$ -	\$ -	\$ -

1. Column 2 should match your last budget or budget modification submission, as well as your IHCDOnline budget
2. Column 3 is for whatever you've spent so far on 2020 expenses
3. Column 4 automatically calculated

2020 CARRYOVER

When looking at the summary of your last 2020 claim:

Award Amount: \$269,087.32

CSBG -

C2

C3

C4

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin	\$43,000.00	\$0.00	\$28,256.81	\$28,256.81	\$14,743.19	\$0.00	\$0.00
Agency Provided Ser...	\$226,087.32	\$0.00	\$119,980.55	\$119,980.55	\$106,106.77	\$0.00	\$0.00
Group Total	\$269,087.32	\$0.00	\$148,237.36	\$148,237.36	\$120,849.96	\$0.00	\$0.00
Claimed Percentage					55.09%		

2020 CARRYOVER

IHCDA uses your Carryover Report to open new line items on your 2020 award:

- CSBG (regular) will stay fixed at what you spent in 2020
- CSBG Carryover will be what you claim against for 2021 expenses and make budget modifications for

Award Amount: \$269,087.32

CSBG Carryover -

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin - Carryover	\$14,743.19	\$0.00	\$0.00	\$0.00	\$14,743.19	\$0.00	\$0.00
Agency Provided Ser...	\$106,106.77	\$0.00	\$0.00	\$0.00	\$106,106.77	\$0.00	\$0.00
Group Total	\$120,849.96	\$0.00	\$0.00	\$0.00	\$120,849.96	\$0.00	\$0.00
Claimed Percentage					0%		

CSBG -

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin	\$28,256.81	\$0.00	\$28,256.81	\$28,256.81	\$0.00	\$0.00	\$0.00
Agency Provided Ser...	\$119,980.55	\$0.00	\$119,980.55	\$119,980.55	\$0.00	\$0.00	\$0.00
Group Total	\$148,237.36	\$0.00	\$148,237.36	\$148,237.36	\$0.00	\$0.00	\$0.00
Claimed Percentage					100%		

QUESTIONS:

1. Is my agency penalized for having carryover or a certain amount of carryover?
 - a) No. IHADA collects this information simply for reporting purposes.
2. Why is this information important to collect?
 - a) So that IHADA staff can complete the following table in Annual Report for each agency:

CSBG Eligible Entity	Planned Allocations	Actual Amount of Allocations <i>(The Amount Allotted to each entity based on State Formula from current FFY funding)</i>	Actual Amount of Obligations <i>(The actual amount made available through sub-awards to each entity during the FFY from current FFY funding)</i>	Actual Expenditures <i>(The actual amount liquidated to each entity during the FFY from current FFY funding)</i>	Carryover Expenditures <i>(The actual amount liquidated to each entity during the FFY from prior FFY funding)</i>
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2020 CLOSEOUT

Once all 2020 funds have been claimed, CAAs need to submit a Closeout Report before IHCD staff will open the 2021 award for claims

The report should be submitted after the final claim on the 2020 award, when there is no balance remaining

Top information is the same as the Carryover Report except the claim number should be the final claim on your 2020 award

2020 CLOSEOUT

1	2	3	4	5
Line Item Categories	Regular Expended Amount (1/1/20 - 12/30/20)	Carryover Expended Amount (1/1/21 - 9/30/21)	Total Expended Amount	Percent
Administration (36% maximum allowed)			\$0.00	#DIV/0!
Direct Program/Service			\$0.00	#DIV/0!
TOTAL	\$0.00	\$0.00	\$0.00	

1. Column 2 should match Column 3 from your Carryover Report AND your regular CSBG budget in IHCDAOnline
2. Column 3 is what you spent of the remainder, and should match your Carryover Budget in IHCDAOnline
3. Columns 4 and 5 automatically calculate

2020 CLOSEOUT

Summary of Direct Program/Service Costs. Total must match Direct Program/Service expended amount above and should include program administrative costs.

1	2	3
Program Names (provide full names, not just acronyms)	Final Expended Amount	Percent of Total Program Costs
Program 1		#DIV/0!
Program 2		#DIV/0!

1. Column 1 should list the programs/services you described in Attachment 7 and highlighted on the Attachment 6 coverpage (HCV, IDA, job training, etc.)
2. Column 2 provides the amount spent on each program
 - a) Total should match total Direct Program costs in table above
3. Column 3 auto calculates

2020 CLOSEOUT

Program Income. Start date should be when 2020 grant opened in IHCDOnline.

Program income earned during 2020 grant period.

\$0.00

Not every agency has program income – for that that do, you can report that here

Only count income earned between date your CS-020 award opened in IHCDOnline and the date of your final 2020 claim

QUESTIONS

1. The programs I funded with 2020 funds may be different from what I anticipated funding in 2021 – will differences between this report and the CAP cause a problem?

- a) No. IHCD staff may ask about the difference, and you can explain that the programs you fund in 2021 are different from 2020.
- b) If IHCD staff finds you are currently funding a program that wasn't described in the 2021 CAP, you may be asked to complete a new Attachment 7 table for that program.

QUESTIONS

2. This is new, and it will be very difficult for me to go back and figure out the amounts for each program. How much time do you expect us to spend on this?

- a) IHCDCA does not expect this first report to be perfect, since it's only been introduced towards the end of 2020. Get as close as possible to the correct numbers without digging through individual expense sheets or receipts.
- b) Note that IHCDCA expects to use this same set-up for 2021, so if you need to update your system in order to account for all CSBG program funds, please do so soon.

QUESTIONS

3. These seems like a lot of extra work. Why do we need to identify programs we're funding with CSBG in this closeout report?

- a) With what is currently required as supporting documentation for CSBG claims, IHCD staff cannot always tell which programs are being supported with CSBG funds.
- b) Agencies report on programs they expect to fund in the CAP, but final expenditures may change from when the CAP is submitted. Tying program reports to funding spent is the only way to know for sure which programs use CSBG funds.

QUESTIONS

These seems like a lot of extra work. Why do we need to identify programs we're funding with CSBG in this closeout report? (con'd)

- c) How CAAs define Direct Program costs vs. Admin costs varies across the network; the first step towards consistency is having agencies explain their current uses.
- d) IHCD staff plans to spend more time and energy on the income verification processes for programs that 1) CSBG funds a large portion of and 2) represent a large portion of a CAA's CSBG award.