



## Fiscal Administration for Subgrantees

### Advanced Funds Process (State General Funds only)

State General Funds (GF) will be disbursed on a quarterly schedule in the form of an "advance". Subgrantees receiving State General Funds will receive funds per the following approximate schedule, dependent on State of Alaska processing times:

Payment One: By September 1

- 25% of GF Award Amount
- Date subject to change dependent on approval date of beginning of the year budget and grant documents.

Payment Two: September 15<sup>th</sup>

- 25% of GF Award Amount

Payment Three: December 15<sup>th</sup>

- 25% of GF Award Amount

Payment Four: March 15<sup>th</sup>

- 16% of GF Award Amount

Final Payment: August 30<sup>th</sup>

- 9% of GF Award Amount
- Date subject to change dependent on date of receipt of the Q4 Financial Report.

### Reimbursement Process (Federal Funds)

All federal grant funds will be issued through a monthly reimbursement process.

Reimbursement forms will indicate which federal grant and fiscal year funds are being requested from, which cost categories were used, the amount of match associated with the monthly expenditures, and total amount requested. The requests shall be submitted on the following timeline:

- By the 15<sup>th</sup> of the month, subgrantees will submit a monthly reimbursement form for expenditures from the previous month.
- Reimbursement requests must be submitted each month; if no expenditures have occurred, a zeroed request form shall be submitted.
- Late reimbursement requests will not be processed until the 15<sup>th</sup> of the following month.
- The reimbursement request must be signed by the authorizing official and sent to the [cdvsa.grants@alaska.gov](mailto:cdvsa.grants@alaska.gov).
  - Subject Line of email should reflect the agency name, funding stream and month of reimbursement.

- For example: AGENCY\_VOCA\_July Reimbursement

Once requests for reimbursement are received, the CDVSA Grant Administrator will review the request, authorize reimbursement, and send to the CDVSA Administrative Officer for final approval. The Administrative Officer will then initiate the request for payment and submit the request to the DPS Financial office.

Subgrantees can expect to see payment 21 days after the reimbursement request deadline.

### Budget Adjustment Request (BAR)

If it is necessary to make changes to the approved budget, a Budget Adjustment Request (BAR) is required. A request for a budget change from the approved budget must be accurate and reflective of how the program planned to spend the funds according to the beginning of the year application.

- A request is required for any deviation of cost category from the original budget, or from the most recently approved Budget Adjustment Request.
- A detailed explanation of why the change is necessary is required.
- The Budget Adjustment Request must be approved prior to the subgrantee using the funds as proposed. Failure to request prior approval may result in over-expenditures either not being reimbursed (federal funds) or deducted from the subsequent advanced funds amount (state general funds).
- Budget Adjustment Requests can be submitted at any time; however, final Budget Adjustment Requests must be submitted no later than **June 1**.
- Budget adjustments exceeding 10% per funding stream require significant justification, and even then, may be denied. Excessive Budget Adjustment Requests within a single funding stream may also result in denial.
- The Budget Adjustment Request must be signed by the authorizing official and sent to the [cdvsa.grants@alaska.gov](mailto:cdvsa.grants@alaska.gov) email group.
  - The subject line of the email should reflect the agency name, funding stream and month of reimbursement.
  - For example: AGENCY\_VS General Funds\_BAR

### Quarterly Financial Report (QFR)

After the close of each state fiscal year quarter, a Quarterly Financial Report (QFR) must be submitted. QFR's are due on the following dates by close of business (4:30 p.m. AST):

- Q1: October 30<sup>th</sup>
- Q2: January 30<sup>th</sup>
- Q3: April 30<sup>th</sup>
- \*Q4 July 30<sup>th</sup>



\*The Q<sub>4</sub> Financial Report will serve as the final closeout for the grant. Subgrantees certify by checking the Closeout box that expenditures have been reconciled and the reported numbers are final. If a subgrantee requires additional time for reconciliation, they must contact CDVSA to request an extension for an alternate deadline to be considered.

#### De-obligation of Funds

If a subgrantee is unable to spend out the entirety of their grant award within the grant award period (July 1<sup>st</sup>-June 30<sup>th</sup>), funds must be returned to CDVSA. As soon as a subgrantee knows they are unable to spend out their award they should contact CDVSA to discuss the following steps.

As federal funds are on a reimbursement only process, funds do not need to be "returned" to CDVSA, and the amount of de-obligation should be noted on the Quarterly Financial Report.

State General Fund award de-obligations will be deducted from the final 9% disbursement that is withheld until receipt of the Q<sub>4</sub> Financial Report. If the amount of funds to be returned is greater than the 9% amount, arrangements must be made with CDVSA to return the funds in the form of a check issued by the subgrantee.