



**AmeriCorps**  
**Washington**

# Fixed Grants - Invoice Process

July 7 – 3:30pm Session

Please sign-in via the chat box:

- Program
- Name(s)

# Fixed Cost Grants: Hourly Invoice

## You need to know...

- The information in this session is based on CNCS Fixed Amount Grant Financial and Administrative Process Guide dated September 13, 2018.
- <https://americorps.gov/sites/default/files/documents/Fixed%20Grant%20Financial%20Process%20Guide%20Edition2.10%20201809013%20PUBLISHED%20v1.11.pdf>
- Reminder...As a state commission, we may impose additional requirements.



# Fixed Cost Grants:

## Learning Objectives

- Review and boost knowledge of fixed cost grants management; specifically,
  - Fixed Cost Grants invoicing procedure
  - Supporting Documentation
    - Serve Washington Invoice & Invoice Tracking
    - eGrants Member Roster
    - Sub-grantee relevant timekeeping report



# Fixed Cost Grants

## Hourly Invoice Training

- Earning Fixed Cost Grant Funds: page 5
  - **All fixed amount grant types**, earn grant funds
  - Depend **grant program's enrollment of members into the portal**
  - **And other factors** that vary by fixed amount grant type.
  - For the purposes of this Guide, an **“enrolled member”** is one whose **name is listed on a roster in the portal** and that, once exited from the program, has **at least one (1) hour of national service recorded on the roster** associated with their service in a grant program year.



# Fixed Cost Grants

## Hourly Invoice Training

- Page 6, para 1: Generally, **grantees may only draw funds if and when the funds have been earned, and may only draw amounts up to the earned total to-date.** In other words, fixed amount grant funds are only earned as a program enrolls members into the portal and those enrolled members have served one or more hours in a grant-funded program year
- A grant recipient's calculation of its earned fixed amount grant **should be based on the member records maintained by the program, which generally will be more current than program rosters in the portal.**
- Grantees can either use these day-to-day member enrollment, timekeeping, and associated records to establish the quantities, counts, and figures to calculate their earned grant amounts or grantees may use the information extracted from the portal.
- While the roster in the portal usually offers the most convenient source of quantities, counts, and figures to calculate the earned grant amount, using portal data that are significantly out-of-sync with the actual program performance risks inaccurate calculations of amounts earned, which can lead to overdrawing or underdrawing grant funds.



# Fixed Cost Grants

## Hourly Invoice Training

- Grant programs must make an informed decisions on when either of the two approaches is the most appropriate to use and establish policies, procedures, and internal controls to ensure with reasonable accuracy its calculation of earned fixed amount grant funds
- **Page 9: However, the ultimate amount drawn by a grantee upon completion of its grant must be based upon actual hours served, not estimates of yet-to-be-reported hours.**
- In contrast to using an hours-served estimation, enrollment counts used should always be the actual number of members enrolled and recorded in the portal.



# Fixed Cost Grants

## Hourly Invoice Training

- Drawing Fixed Cost Grant Funds page 10
  - Fixed amount grants are paid on a reimbursement basis, and consistent with government-wide grants management regulations, drawing any amount greater than the calculated earned-to-date amount is not permitted. (footnotes 7,8)
  - All sub-recipients must follow the drawdown procedures established by the prime grantee from which they accepted their pass-through sub-grant.



# Fixed Cost Grants

## Hourly Invoice Training

- **Grantees (subs)** should draw their total earned to-date fixed amount grant funds from PMS (**ServeWa**) incrementally on any cycle they wish to follow as long as all of the following is true:
  - The organization has **policies, procedures, and internal controls** governing the steps necessary to drawdown federal grant funds along with identification of positions authorized to request, approve, and conduct drawdowns.
  - The organization has policies, procedures, and internal controls ensuring the integrity of the drawdown process and protecting federal funds from waste, fraud, and abuse.
  - **The amount drawn is based on an accurate calculation of the earned grant amount using member enrollment and service hour records as-of or on-or-about the date the drawdown will be conducted.**
  - If estimations are used when establishing interim amounts to drawdown, the estimation method is documented within internal controls and the estimates used for each draw are retained in grant records.





# Fixed Cost Grants

## Hourly Invoice Training

- Each individual member has a service hour target, 1700 for Full Time
- This is the minimum that member must serve to complete their year
- **This is also the MAXIMUM that we can be invoiced for from that member's service**
- A good hour tracking tool will not calculate money for hours beyond 1700
- If you overcharge ServeWashington, we will fix this in our reconciliation and you will have to repay the difference, which may be substantial in some cases
- It is best to keep a realistic tally of what you are owed in the grant



# Serve Washington 2021-22


## Special Terms and Conditions

- **Accessing Grant Funds under Fixed Amount Grants:**
- For full-cost fixed amount grants, you must ensure that you do not request more funds from Serve Washington than you are entitled to draw based on members enrolled.
- You may request funds on a monthly basis throughout the year. Reconciliation will occur in the final month to ensure the subgrantee does not draw funds in excess of member hours served.
- The schedule to request funds from Serve Washington is based on a monthly report of hours served by members. An invoice package is due on or before **the 15th of the month** for the previous month's reporting period and must include:
  - 1) a Washington state A-19 Invoice Voucher (signed PDF)
  - 2) Invoice Tracking Sheet (leave and submit in original Excel format)
  - 3) a current Member Roster from the My AmeriCorps Portal (PDF)
  - 4) a relevant timekeeping report from a timekeeping system (any format).  
Submit the entire invoice package by email to your Program Officer and Fiscal Grants Officer



# Fixed Cost Grants

## Hourly Invoice Training

FORM A-19-1A (Rev. 6/95)				STATE OF WASHINGTON INVOICE VOUCHER	
<b>AGENCY USE ONLY</b>					
<b>AGENCY NO.</b>		<b>LOCATION CODE</b>		<b>P.R. OR AUTH. NO.</b>	
				PY20/21	
<b>AGENCY NAME</b>					
Serve Washington					
c/o Office of Financial Management					
P.O. Box 43113					
Olympia, WA 98504-3113					
<b>VENDOR OR CLAIMANT (Warrant is to be payable to)</b>					
<b>INSTRUCTIONS TO VENDOR OR CLAIMANT</b> : Submit this form to claim payment for materials or services. Show complete detail for each item.					
<b>Vendor's Certificate.</b> I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.					
<b>BY</b>					
<b>(SIGN IN BLUE INK)</b>				9/10/2020	
<b>(TITLE)</b>				<b>(DATE)</b>	
By submission of this invoice, I certify that eligibility and national service criminal history checks were timely and compliant for staff and AmeriCorps members.					
<b>FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to I.R.S.)</b>				<b>RECEIVED BY</b>	
				Lehman, Bruce (OFM): Must manually input Yellow Cells.	
<b>DATE</b>		<b>DESCRIPTION</b>		<b>AMOUNT</b>	
				<b>FOR AGENCY USE</b>	



# Fixed Cost Grants

## Hourly Invoice Training

Serve Washington  
Training, 8 July 2020

Your Program Name - 2020-2021		Invoice Period	# Member Hours Served*	Allowable Invoice Amount	Requested Payment Amt.	Invoice #
CNCS Grant #		31-Jul	2422.00	\$21,644.13	\$21,644.13	1
ServeWA Agreement #		31-Aug	3299.00	\$29,481.42	\$29,481.42	2
				\$0.00		3
<b>Total Grant Award:</b>	\$288,648			\$0.00		4
<b>Total Hours to Be Served:</b>	32,300			\$0.00		5
				\$0.00		6
<b>Average Hours Per Month:</b>	2692			\$0.00		7
<b>Actual Average Per Month:</b>	2860.5			\$0.00		8
				\$0.00		9
				\$0.00		10
				\$0.00		11
	<b>Final Invoice**</b>			\$0.00		12
	<b>Total Invoiced</b>		5721.00	\$51,125.55	\$51,125.55	
<b>Total MSYs Awarded</b>	19		<b>YTD MSYs Enroll</b>	19		
<b>Cost Per MSY</b>	\$15,192		<b>Cost Per MSY</b>	\$2,690.82		

\* - Programs may invoice up to the maximum hours limit per slot type as specific in the Fixed Amount Grant Financial and Administrative Process Guide. Programs that have members serving in less-than-full-time slots should have a conversation with their Program Officer to discuss how those smaller slots are to be handled. Hours reported for a given invoice period do not have to be served in the same invoice period, however "hours cannot be previously reported/counted for payment" from Serve Washington.

\*\* - Final Invoice Payment should be scheduled with your Program Officer to ensure accurate final payment.

For the Final Invoice, the total # of Member Hours Served must match the Total Number of Approved Hours minus any hours served over the maximum hours limit per slot type as specific in the Fixed Amount Grant Financial and Administrative Process Guide



# Fixed Cost Grants

## Hourly Invoice Training

		<b>Lenman, Bruce (OFM):</b> Must manually input Yellow Cells.														
<b>DATE</b>	<b>DESCRIPTION</b>			<b>AMOUNT</b>	<b>FOR AGENCY USE</b>											
9/10/2020	CNCS Grant # 19ESHWAA001 Fixed Amount, Serve Washington Agreement # K1234															
Invoice Period:		8/1/2020	to	8/31/2020												
Hours Completed by Members for <b>Current</b> Invoice Period*		3299.00														
Total Hours Completed to Date*		5721.00														
Amount Invoiced to Date:		\$21,644.13														
Allowable Amount for Current Invoice:		\$ 29,481.42														
<b>INVOICE PAYMENT REQUESTED:</b>				<b>\$29,481.42</b>												
*Note: There is an assumption that hours being included in this invoice do not include hours served by members served over the maximum hours limit per slot as specified in the Fixed Amount Grant Financial and Administrative Process Guide.																
<b>Invoice Calculation Formula:</b>																
$\frac{\text{\# hours completed by members to date}}{\text{Sum of hours to be served for all awarded slots}}$		x	Total grant award	=	Allowable amount for Current invoice											
<b>Have you included the following with your invoice?</b>																
<input type="checkbox"/> A relevant timekeeping report from a timekeeping system <input type="checkbox"/> Member roster <input checked="" type="checkbox"/> Signature and date on invoice																
<b>PREPARED BY</b>		<b>TELEPHONE NUMBER</b>		<b>DATE</b>	<b>AGENCY APPROVAL</b>											
<b>DOC. DATE</b>	<b>PMT DUE DATE</b>	<b>CURRENT DOC. NO.</b>	<b>REF. DOC NO.</b>	<b>VENDOR NUMBER</b>	<b>VENDOR MESSAGE</b>											
<b>REF</b>	<b>TRAHS</b>	<b>M</b>	<b>FUND</b>	<b>APPN</b>	<b>MASTER INDEX</b>	<b>SUB</b>	<b>SUB</b>	<b>ORG</b>	<b>WORK</b>	<b>COUNTY</b>	<b>CITY</b>	<b>PROJECT</b>	<b>SUB</b>	<b>PROJ</b>	<b>AMOUNT</b>	<b>INVOICE NUMBER</b>
<b>DOC</b>	<b>CODE</b>	<b>O</b>		<b>INDEX</b>	<b>PROGRAM</b>	<b>OBJ</b>	<b>SUB</b>	<b>INDEX</b>	<b>CLASS</b>	<b>BUDGET</b>	<b>TOWN</b>	<b>PROJECT</b>	<b>PROJ</b>	<b>PHASE</b>		
<b>SUF</b>		<b>D</b>		<b>INDEX</b>	<b>INDEX</b>	<b>OBJ</b>	<b>OBJ</b>		<b>ALLOC</b>	<b>UNIT</b>	<b>MOS</b>					
ACCOUNTING APPROVAL FOR PAYMENT										DATE		WARRANT TOTAL		WARRANT NUMBER		



# Closing

Questions?

