

August 2020 PLC:

Obligating and Liquidating Funds in the Midst of the Pandemic

August 26, 2020





CBCAP Peer Learning Call: Obligating and Liquidating Funds in the Midst of the Pandemic

*Conversation with Federal Project Officers &
Office of Grants Management
August 26, 2020*

Objectives

During this PLC, we plan to:

- Review requirements and timeframes
- Discuss available resources and supports
- Address relevant FAQs and facilitate conversation among peers

Agenda

- Introductions
- Overview of the timeframe for expenditure of funds for CBCAP Formula Grants
 - To include definitions of liquidation and obligation
- Discussion of concerns related to unspent funds from FY2018 and potential opportunities for problem solving
- Facilitated peer discussion on innovative strategies to spend down funds during the pandemic

Oversight

The Office of Administration (OA), Office of Grants Management (OGM), in cooperation with ACYF, will review the state's financial reports. If the state does not fully obligate or liquidate these funds as set forth in the Terms & Conditions that will accompany its award, all unobligated and/or unliquidated funds will be recouped.

Fiscal Reporting Requirements

Quarterly Cash Transaction Reports (SF-425 lines 10a – 10c)

- Submit CTR via the Payment Management System (PMS) at www.dpm.psc.gov

Annual Federal Financial Report (SF-425 lines 10d – 10o)

- Due 90 days after the end of the fiscal year in which the grant is awarded and submitted through PMS
- Grantee training <https://pms.psc.gov/training/grant-recipient-training.html>

Federal Financial Report (SF-425) Dates

Grant Award (10/1 – 9/30)	Obligation Period Begins	Obligation Period Ends	Liquidation Period Ends	*Final Financial Report (SF-425) Due
2018	10/1/2017	9/30/2020	12/31/2020	1/30/2021
2019	10/1/2018	9/30/2021	12/31/2021	1/30/2022
2020	10/1/2019	9/30/2022	12/31/2022	1/30/2023

*These dates only reflect the **final report due date**. An **interim report is also due every year for each open award**. (e.g on 1/30/2021 there are two interim reports due (Grant awards from 2019 and 2020) in addition to the final financial report due for Grant award 2018.

Fiscal Contacts by State

State	Grants Management Staff Name	Email	Phone Number
Alabama	Karla Richardson	karla.richardson@acf.hhs.gov	(404) 562-0567
Alaska	Ann Hudson	ann.hudson@acf.hhs.gov	(206) 615-3660
Arizona	Susan Van Cleave	susan.vancleave@acf.hhs.gov	(206) 615-3767
Arkansas	Valerie. Williams	Valerie.williams@acf.hhs.gov	(214) 767-2973
California	Susan Van Cleave	susan.vancleave@acf.hhs.gov	(206) 615-3767
Colorado	Cynthia Leggett	cynthia.leggett@acf.hhs.gov	(312) 886-4916
Connecticut	Mary Evans	mary.evans@acf.hhs.gov	(617) 565-1108
Delaware	Calvin Jackson	calvin.jackson@acf.hhs.gov	(214) 767-8122
District of Columbia	Amy Menefee-Longs	amy.menefee-long@acf.hhs.gov	(215) 861-4785
Florida	Cindy Price-Hull	cindy.pricehull@acf.hhs.gov	(404) 562-2902
Georgia	Cindy Price-Hull	cindy.pricehull@acf.hhs.gov	(404) 562-2902
Hawaii	Rhonda Collier	rhonda.collier@acf.hhs.gov	(214) 767-2813
Idaho	Ann Hudson	ann.hudson@acf.hhs.gov	(206) 615-3660

Fiscal Contacts by State

State	Grants Management Staff Name	Email	Phone Number
Illinois	Victoria Watson	victoria.watson@acf.hhs.gov	(312) 886-4945
Indiana	Cynthia Leggett	cynthia.leggett@acf.hhs.gov	(312) 886-4916
Iowa	Melinda Burnett	melinda.burnett@acf.hhs.gov	(816) 426-5983
Kansas	Valerie Williams	Valerie.williams@acf.hhs.gov	(214) 767-2973
Kentucky	Karla Richardson	karla.richardson@acf.hhs.gov	(404) 562-0567
Louisiana	Calvin Jackson	calvin.jackson@acf.hhs.gov	(214) 767-8122
Maine	Michael Callis	michael.callis@acf.hhs.gov	(617) 565-2448
Maryland	Calvin Jackson	calvin.jackson@acf.hhs.gov	(214) 767-8122
Massachusetts	Mary Evans	mary.evans@acf.hhs.gov	(617) 565-1108
Michigan	Cynthia Leggett	cynthia.leggett@acf.hhs.gov	(312) 886-4916
Minnesota	Victoria Watson	victoria.watson@acf.hhs.gov	(312) 886-4945
Mississippi	Karla Richardson	karla.richardson@acf.hhs.gov	(404) 562-0567
Missouri	Melinda Burnett	melinda.burnett@acf.hhs.gov	(816) 426-5983

Fiscal Contacts by State

State	Grants Management Staff Name	Email	Phone Number
Montana	Rhonda Collier	rhonda.collier@acf.hhs.gov	(214) 767-2813
Nebraska	Melinda Burnett	melinda.burnett@acf.hhs.gov	(816) 426-5983
Nevada	Susan Van Cleave	susan.vancleave@acf.hhs.gov	(206) 615-3767
New Hampshire	Mary Evans	mary.evans@acf.hhs.gov	(617) 565-1108
New Jersey	Michael Callis	michael.callis@acf.hhs.gov	(617) 565-2448
New Mexico	Valerie Williams	Valerie.williams@acf.hhs.gov	(214) 767-2973
New York	Michael Callis	michael.callis@acf.hhs.gov	(617) 565-2448
North Carolina	Cindy Price-Hull	cindy.pricehull@acf.hhs.gov	(404) 562-2902
North Dakota	Rhonda Collier	rhonda.collier@acf.hhs.gov	(214) 767-2813
Ohio	Cynthia Leggett	cynthia.leggett@acf.hhs.gov	(312) 886-4916
Oklahoma	Valerie Williams	Valerie.williams@acf.hhs.gov	(214) 767-2973
Oregon	Ann Hudson	ann.hudson@acf.hhs.gov	(206) 615-3660
Pennsylvania	Amy Menefee-Longs	amy.menefee-long@acf.hhs.gov	(215) 861-4785

Fiscal Contacts by State

State	Grants Management Staff Name	Email	Phone Number
Puerto Rico	Amy Menefee-Longs	amy.menefee-long@acf.hhs.gov	(215) 861-4785
Rhode Island	Mary Evans	mary.evans@acf.hhs.gov	(617) 565-1108
South Carolina	Karla Richardson	karla.richardson@acf.hhs.gov	(404) 562-0567
South Dakota	Rhonda Collier	rhonda.collier@acf.hhs.gov	(214) 767-2813
Tennessee	Cindy Price-Hull	cindy.pricehull@acf.hhs.gov	(404) 562-2902
Texas	Valerie Williams	Valerie.williams@acf.hhs.gov	(214) 767-2973
Utah	Victoria Watson	victoria.watson@acf.hhs.gov	(312) 886-4945
Vermont	Mary Evans	mary.evans@acf.hhs.gov	(617) 565-1108
Virgin Islands	Michael Callis	michael.callis@acf.hhs.gov	(617) 565-2448
Virginia	Calvin Jackson	calvin.jackson@acf.hhs.gov	(214) 767-8122
Washington	Ann Hudson	ann.hudson@acf.hhs.gov	(206) 615-3660
West Virginia	Melinda Burnett	melinda.burnett@acf.hhs.gov	(816) 426-5983
Wisconsin	Cynthia Leggett	cynthia.leggett@acf.hhs.gov	(312) 886-4916
Wyoming	Rhonda Collier	rhonda.collier@acf.hhs.gov	(214) 767-2813

Obligation and Liquidation Periods

- Funding (project) period and obligation period. In accordance with 42 U.S.C. §5116b, this program has a 3-year project/obligation period starting the first day of the Federal Fiscal Year, October 1, for which funds were awarded and ending the last day of the following second Federal Fiscal Year, September 30.
- Liquidation period. In accordance with 45 CFR §75.309(b), all obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period.

What does it mean to obligate funds?

When used in connection with a non-Federal entity's utilization of funds under a Federal award, obligations means orders placed for property and services, contracts and sub-awards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

POSSIBLE EXAMPLES OF OBLIGATION OF FUNDS

What does it mean to liquidate funds?

To expend funds, i.e., the payment of funds to a third party as a result of an obligation

POSSIBLE EXAMPLES OF LIQUIDATION OF FUNDS

What can I do if my state has FY2018 CBCAP funding that is about to expire?

What can my state do to prevent having unspent funds in the future?

Facilitated Discussion