

# The Uniform Grants Guidance

## A Playbook for Success



Federal Programs – ESSA and  
IDEA -  
Summer Learning Series  
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# UGG - A Playbook for Success

## Presenters



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## Agenda

- ❖ Policies and Procedures
- ❖ Allowability of Costs
- ❖ Period of Performance
- ❖ Pre-Award Costs
- ❖ Indirect Cost Rates
- ❖ Procurement
- ❖ Time and Effort
- ❖ OMB Resources



# The Uniform Grants Guidance

## Georgia's Systems of Continuous Improvement

A common, continuous improvement framework to ensure that all efforts are aligned across all agency divisions, departments, and programs

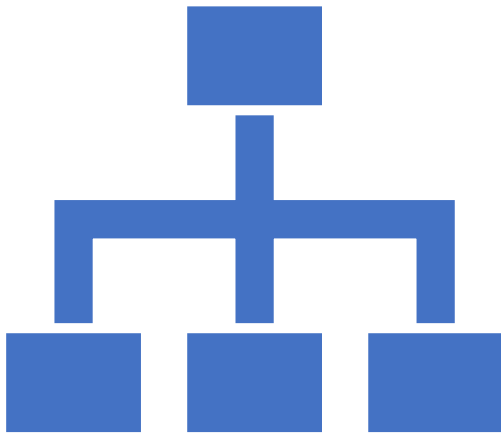


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## Policies and Procedures: Are They Interchangeable?



# UGG - A Playbook for Success Policies



Govern organizations

Help guide procedures

Change infrequently

Are broad rules

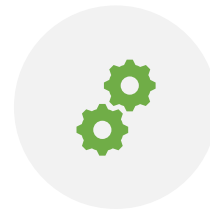
Sometimes state who, what, when, or why

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## Procedures



Are specific ways to accomplish a goal



Create a pattern of consistent implementation



Comprised of steps to follow



State specifically who, what, when, and how



Continuously change and improve

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## Required Policies

Conflicts of Interest  
Policy - 200.318(c)

Accounting  
Policies –  
200.306(h)(2)(i);  
200.400; 200.430(i)

Time and Effort  
Policies –  
200.430(a)

Fringe Benefits  
Policies – 200.431

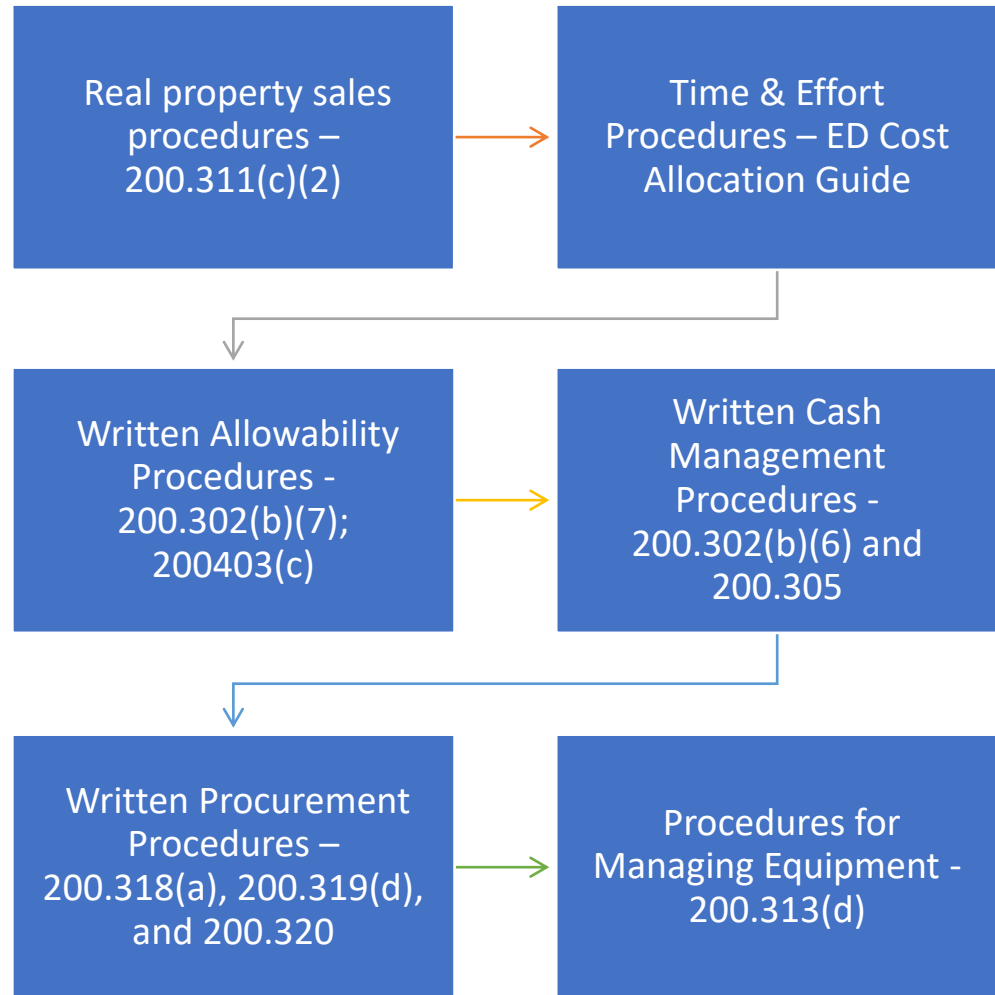
Employee Health  
and Welfare  
Policies 200.437

Travel  
Reimbursement  
Policy – 200.475(a)



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## Required Procedures



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## Suggested Policies and Procedures

Record Retention

Audit Resolution

Program Specific Requirements

Corrective Actions

Timelines

Self-monitoring

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## Allowability of Costs – §200.302(b)(7)

### Previous Version

#### Financial management

- Written procedures for determining the allowability of costs in accordance with subpart E of this part and the terms and conditions of the Federal award.

### Updated Version

#### Financial management

- No change

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## Allowability of Costs – §200.403

### Previous Version

No definition of budget period

### Updated Version

- **200.403(h)** definition of budget period has been added
- Clarifies that costs must be incurred during the approved budget period
- Federal awarding agency may waive prior written approval to carry forward unobligated balances to subsequent budget periods.

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## Period of Performance – §200.77

### Previous Version

Defines it as period in which funds may be expended

### Updated Version

- The intent of federal funds is to benefit students, teachers, and school leaders in that fiscal year through the grant period as indicated on the Grant Award Notice (GAN).
- Regarding purchases that cross grant periods (software, computers, equipment), GaDOE is providing flexibility as follows:
  - Purchases may extend beyond one year to take advantage of cost reductions, if the students, teachers, and school leaders in the current fiscal year receive benefit from the purchase.

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## Period of Performance – §200.77

### Previous Version

Defines it to as period in which funds may be expended

### Updated Version

- Leases and licenses – If instructional software subscriptions are purchased later in the school year, the LEA will need to provide explanation within the budget description indicating how students in the current fiscal year will benefit from the purchase.
- Professional development and/or recruitment software and/or licensing do not require an explanation within the budget description.
- Professional Development Registration – To maximize cost efficiency, LEAs may take advantage of early bird professional development registration where early bird registration occurs in the original grant period and the actual professional development occurs in the carryover period. Supporting documentation should be kept on file.

# UGG - A Playbook for Success

## Period of Performance – §200.77

### Previous Version

Defines it as period in which funds may be expended

### Updated Version

- In general, and to reduce risk of non-compliance, GaDOE strongly advises that LEAs align all purchases to the original grant period as much as possible.
- GaDOE recognizes that each purchase is circumstantial and encourages LEAs to carefully plan purchases weighing all options and maximizing benefits to LEA students and staff as good stewards of taxpayer dollars.

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## Period of Performance – §200.309

### Previous Version

Limited to period defined within Grant Award Notice (GAN)

### Updated Version

- OMB also revised the proposed definitions of period of performance, budget period, and renewal in 2 CFR part 200
- Final rule revises the definitions to clarify how period of performance, budget period, and renewal operationally relate
- Clarified term period of performance reflects the total estimated time interval between the start of an initial Federal award and the planned end date



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## Period of Performance – §200.309

### Previous Version

Limited to period defined within Grant Award Notice (GAN)

### Updated Version

- Period of performance may include one or more budget periods, but the identification of the period of performance does not commit funding beyond the currently approved budget period
- Budget period was edited to clarify that recipients are authorized to expend the current funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR 200.308

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## Period of Performance – §200.403(f-h)

### Previous Version

#### 200.403 (f)(g)

- (f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period
- (g) Be adequately documented

### Updated Version

- Amend **200.403** by revising paragraphs (f) and (g) and adding paragraph (h) to read as follows:
  - (h) Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to 200.308(e)(3)

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## Pre-Award Costs - §200.458

### Previous Version

Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

**Amend §200.458 by revising the last sentence.**

### Updated Version

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency. If charged to the award, these costs must be charged to the initial budget period of the award, unless otherwise specified by the Federal awarding agency or pass-through entity.

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## Indirect Cost Rates §200.414

### Previous Version

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received an indirect cost rate, except for those non-Federal entities described in appendix VII to Part 200- States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. As described in §200.403, factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

**Amended §200.414 by revising paragraphs (a), (c)(4), and (f) and adding paragraph (h).**

### Updated Version

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. As described in §200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

(h) The federally negotiated indirect rate, distribution base, and rate type for a non-Federal entity (except for the Indian tribes or tribal organizations, as defined in the Indian Self Determination, Education and Assistance Act, 25 U.S.C. 450b(1)) must be available publicly on an OMB-designated Federal website.

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## Competition - §200.319

### Previous Version

(a) All procurement transactions

### Updated Version

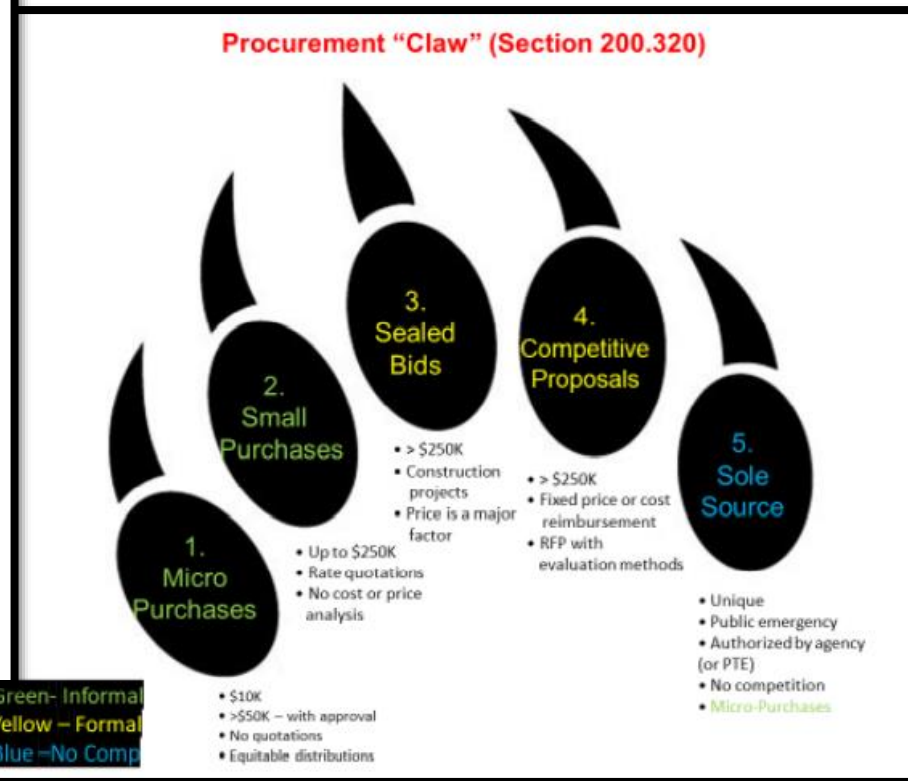
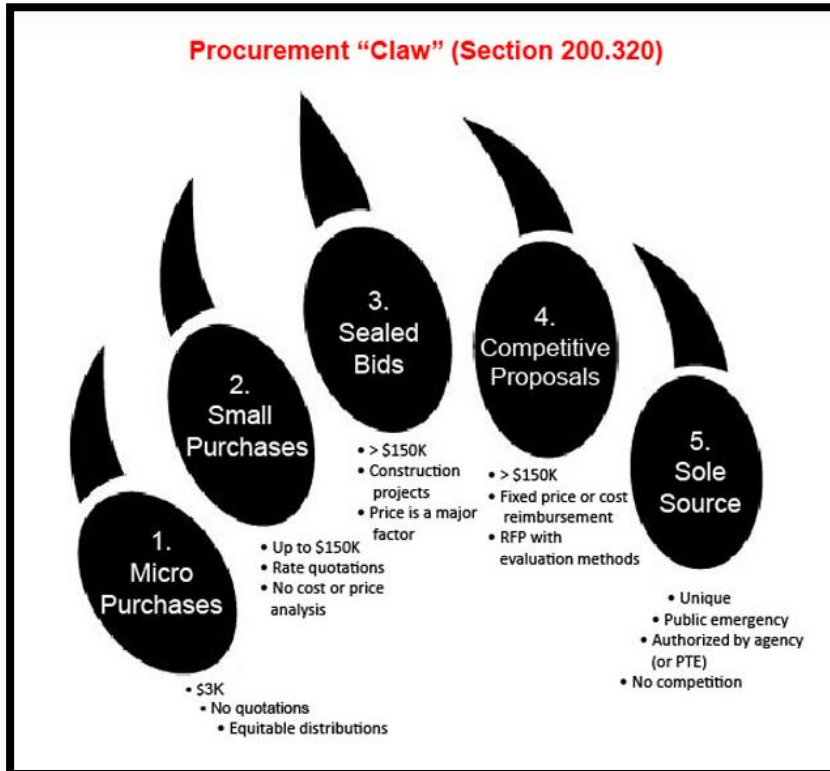
(a) All procurement transactions for the acquisition of property or services required under a Federal award

(f) Noncompetitive procurement can only be awarded in accordance with 200.320(c).

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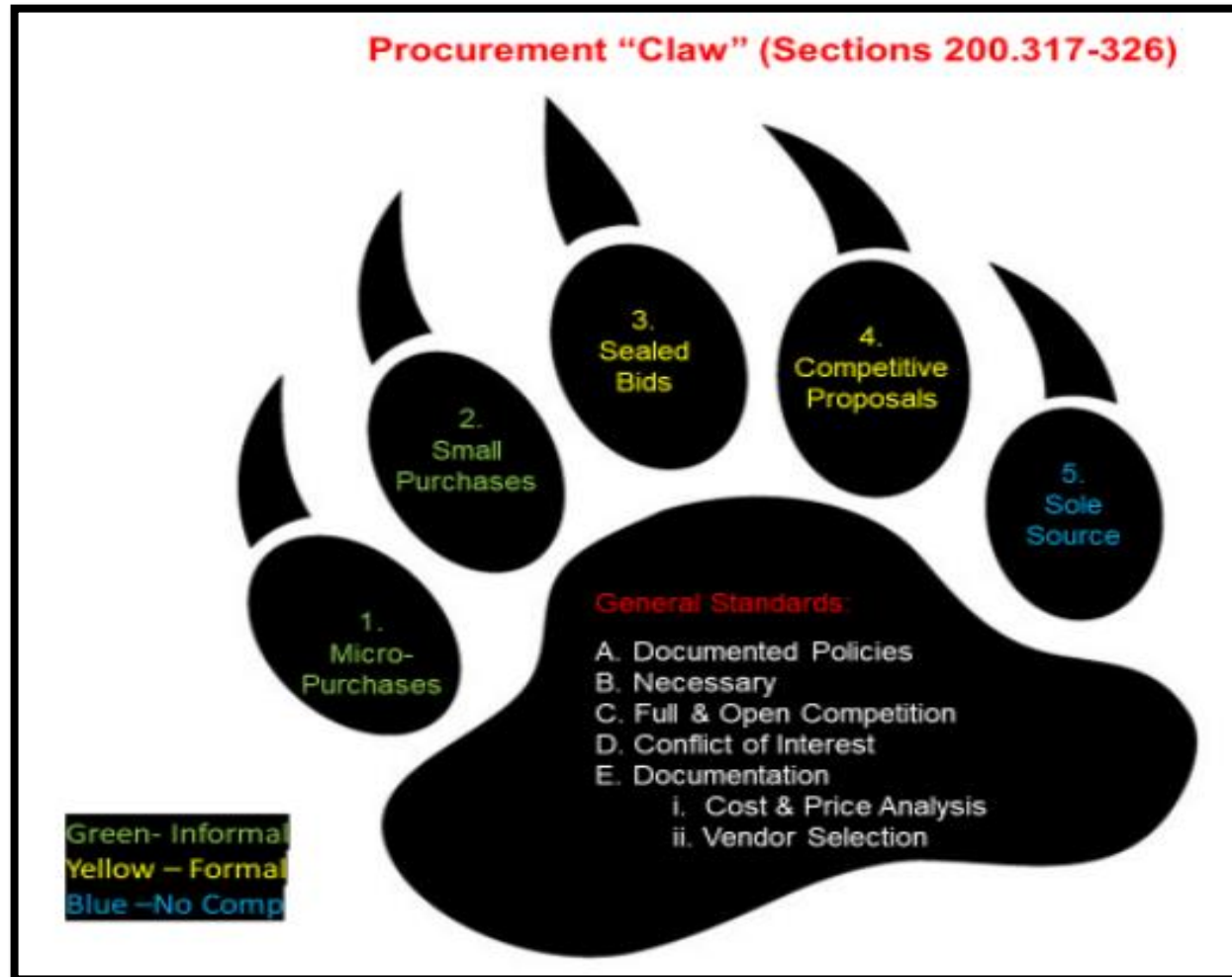
## Procurement Claw

2014 v 2021 Procurement Claw created by Gil Tran at the Office of Management and Budget



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## Procurement Claw



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## Methods of Procurement - §200.320

### Previous Version

The non-federal entity must use one of the following methods of procurement:

- (a) Micro-purchases
- (b) Procurement by small purchase procedures
- (c) Procurement by sealed bids
- (d) Procurement by competitive proposals
- (e) Procurement by non-competitive proposals

### Updated Version

Grantee must have and use documented procurement procedures for the following methods:

- (a) Informal procurement methods
  - (1) Micro-purchase
  - (2) Small purchase procedures
- (b) Formal procurement methods
  - (1) Sealed bids
  - (2) Proposals
- (c) Noncompetitive procurement



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## Methods of Procurement - §200.320

### Previous Version

(a) Procurement by micro-purchases.

To the extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

Micro-purchases may be awarded without soliciting competitive price if the non-Federal entity considers the price to be reasonable.

### Updated Version

(a)(1) Micro-purchases

(i) Distribution

(ii) Micro-purchase awards

...considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly

(iii) Micro-purchase thresholds [\$10,000].

(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000.

(iv) Non-Federal entity increase to the micro-purchase threshold over \$50,000

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## Methods of Procurement - §200.320

### Previous Version

(f) Procurement by non-competitive proposals

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

### Updated Version

(c) Noncompetitive procurement

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

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## Domestic Preference for Procurements - §200.322

### Previous Version

Not Applicable

### Updated Version

- (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- (b) For purposes of this section:
  - (1) “Produced in the United States” means...
  - (2) “Manufactured products” means...

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## Time & Effort - §200.430

- U.S. Office of Management and Budget *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (“The Uniform Guidance”) 2 CFR § 200.430 Compensation – personal services.
- **2 CFR § 200.430, paragraph (a)** notes that compensation is allowable if it is reasonable, conforms to established written policies, is consistently applied, follows an appointment, and is **supported by paragraph (i)**.
- **2 CFR § 200.430(i) Standards for Documentation of Personnel Expenses** outlines the **compensation reporting requirements**.

**What is Compensation?** 2 CFR § 200.430 (a) General: Compensation for personal services includes all remuneration, paid or currently accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries.

**What is Compensation Reporting?** The process by which the salary charged to a sponsored project is reviewed **after-the-fact** to assure such charges **reasonably reflect** the work expended on that project.

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## Time & Effort - §200.430

Upon legal consultation, in 2017-2018, GaDOE is allowing increased flexibility with time and effort as follows:

### **Type 1: Period Certification**

- Single Cost Objective
- May be completed twice a year OR once a year as detailed in LEAs written procedures
- Supporting documentation is still required
- Signed after-the-fact by employee or supervisor with knowledge of the work performed
- May be completed by for an individual or group (both forms available on GaDOE Website)

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## Time & Effort - §200.430

**Type 2:** Personnel Activity Report (PAR) also known as Time Logs

- Multiple Cost Objectives
- Can be submitted to the supervisor quarterly or monthly as detailed in LEA's written procedures

Flexibility for time and effort must be addressed in the LEA's internal controls.

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## Time & Effort - §200.431(b)(3)(i)

**Is it allowable for a non-Federal entity, using cash basis accounting with unfunded or unrecorded leave liabilities, to charge unused leave for employees that retire or are terminated?**

No, this would not align with §200.431(b)(3)(i). Charging all unused leave costs for separating employees in the same manner as it had charged the employees' salary costs (i.e., directly to the activities on which the employees were working at the time of their separation) would result in inequitable distribution of the unused leave costs, because the leave costs were accumulated over the entire period of employment while working on various programs. In addition, having the last program bear the burden of these unbudgeted costs creates an unfair distribution of costs to this program. Therefore, any state, Local or Tribal government using the cash basis of accounting should allocate payments for unused leave, when an employee retires or terminates employment, in the year of payment as a general administrative expense to all activities of the governmental unit or component or, with the approval of the cognizant agency for indirect costs, the costs can be included in fringe benefit rates.

[2CRF-FrequentlyAskedQuestions\\_2021050321.pdf \(cfo.gov\)](#)

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## Time & Effort - Semi/Annual Certification

Employee with work funded 100% by single cost objective or federal grant award

### Must:

- Be completed twice a year OR once a year as detailed in LEA's written procedures;
- Be signed by employee (or supervisor with direct knowledge of work being performed);
- Be after-the-fact distribution of actual activity; and
- Account for 100% of employee's activity.





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## Time & Effort - Semi/Annual Certification

### Time and Effort

*Sample Periodic Certification – Single Employee*  
(One employee working solely on one Federal cost objective)

Time period: \_\_\_\_\_ through \_\_\_\_\_.  
(Date) (Date)

This is to certify that \_\_\_\_\_ worked solely on  
\_\_\_\_\_ (name of single Federal Program) allowable activities in  
the job role of \_\_\_\_\_ during the time period indicated above.

OR

This is to certify that \_\_\_\_\_ performed work solely in  
accordance with the job responsibilities outlined in the attached job description for the  
time period indicated above.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Printed name of supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Date

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## Time & Effort - Semi/Annual Certification

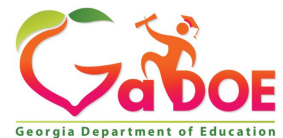
*Sample Periodic Certification – Multiple Employees*  
 (Multiple employees working solely on one Federal cost objective)

Time period: \_\_\_\_\_ through \_\_\_\_\_  
 (Date) (Date)

**I certify that the employees listed below have performed work solely in accordance with the job responsibilities outlined in the attached job description(s) for the time period indicated above.**

Name of Employee	Position

<b>Supervisor (Print Name)</b>	<b>Supervisor (Print Position)</b>
<b>Supervisor Signature</b>	<b>Date Signed</b>



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## Time and Effort - Personnel Activity Report (PAR)

Employee is funded partially with one (1) or more grant cost objective(s)

### Must:

- Be completed monthly and coincide with pay periods;
- Be supported by records (desk calendars, written records of activity for each day/week);
- Be signed by employee;
- Be after-the-fact distribution of actual activity; and
- Account for 100% of employee's activity.



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## Time and Effort - Personnel Activity Report (PAR)

### Personnel Activity Report (PAR) Time Log for Multiple Cost Objective Employees

Name \_\_\_\_\_ Month \_\_\_\_\_

Position \_\_\_\_\_

Day of Month	Title II, Part A Duties	No. of Hours	<i>Insert Name of Program</i> Duties	No. of Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
Title II, Part A Monthly Total			<i>Insert Name of Program</i> Monthly Total	
Monthly %			Monthly %	
YTD Total Hours			YTD Total Hours	
YTD %			YTD %	

Number of days in work year (ex. 180, 190, 200, 220, etc.)

Percent of salary paid by Title II, Part A

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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## Time and Effort - Dates to Remember

- Time and Effort Collection Periods
  - January through June
  - July through December
- Time and Effort Materials and Guidance

<https://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Federal-Programs-Handbook.aspx>

<https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

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## OMB Resources

### (Office of Management and Budget)

## 2 CFR Frequently Asked Questions

**2 CFR Frequently Asked Questions**

Publication Date: May 03, 2021

This document is designed to address common questions regarding the Office of Management and Budget's (OMB) implementation of the updates to Title 2 of the Code of Federal Regulations (2 CFR), also referred to as the Uniform Guidance. This document provides additional context and background behind the Uniform Guidance for Federal agencies and non-Federal entities seeking to understand the policy changes. In case of any discrepancy between this document and the Uniform Guidance in 2 CFR, the Uniform Guidance published in 2 CFR governs.

Recipients should consult with the Federal awarding agency regarding whether the Uniform Guidance applies to a particular Federal award. Subrecipients should consult with the pass-through entity.

Additional information about government-wide efforts to improve Federal financial assistance can be found at the U.S. Chief Financial Officers Council website ([www.cfo.gov/financial-assistance/](http://www.cfo.gov/financial-assistance/)).

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[https://www.cfo.gov/assets/files/2CFR-FrequentlyAskedQuestions\\_2021050321.pdf](https://www.cfo.gov/assets/files/2CFR-FrequentlyAskedQuestions_2021050321.pdf)

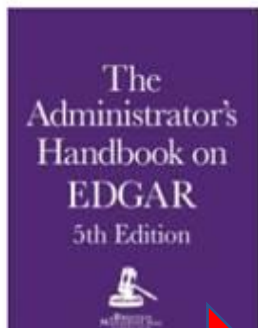
## 2 CFR Crosswalk

Previously Published 2 CFR 200		Final 2 CFR 200		Type of Change				Notes	
Section	Title	Section	Title	Title	Number	Referenced	Substanti	Minor	None
<b>Subpart A - Acronyms and Definitions</b>		<b>Subpart A - Acronyms and Definitions</b>							
0	Acronyms	0	Acronyms						X
1	Definitions	1	Definitions						X
2	Acquisition cost		Acquisition cost		X				
3	Advance payment		Advance payment		X				
4	Allocation		Allocation		X				
			Assistance type		X			X	
			Assistance listing number		X			X	
			Assistance listing program title		X			X	
5	Audit finding		Audit finding		X		X		
6	Auditee		Auditee		X		X		
7	Auditor		Auditor		X				
8	Budget		Budget		X		X		
			Budget Period		X			X	
12	Capital assets		Capital assets		X				X
13	Capital expenditures		Capital expenditures		X				X
10	Category of Federal Domestic (CFDA) number		Category of Federal Domestic (CFDA) number		X	X		X	
11	CFDA program title		CFDA program title		X	X		X	
9	Central service cost allocation plan		Central service cost allocation plan		X				
14	Claim		Claim		X			X	
15	Class of Federal awards		Class of federal awards		X	X			X
16	Closeout		Closeout		X	X			
17	Cluster of programs		Cluster of programs		X	X		X	
18	Cognizant agency for audit		Cognizant agency for audit		X	X		X	
19	Cognizant agency for indirect costs		Cognizant agency for indirect costs		X	X		X	
21	Compliance supplement		Compliance supplement		X		X		
20	Computing device		Computing device		X	X			
22	Contract		Contract		X	X			
23	Contractor		Contractor		X	X			
24	Cooperative agreement		Cooperative agreement		X		X		
25	Cooperative audit resolution		Cooperative audit resolution		X			X	
26	Corrective action		Corrective action		X			X	
27	Cost allocation plan		Cost allocation plan		X				
28	Cost objective		Cost objective		X	X			
29	Cost sharing or matching		Cost sharing or matching		X	X		X	
30	Cross-cutting audit finding		Cross-cutting audit finding		X			X	
31	Disallowed costs		Disallowed costs		X				
			Disallowed award					X	
32	(Reserved)		(Reserved)		X		X		
33	Equipment		Equipment		X	X			
34	Expenditures		Expenditures		X			X	
35	Federal agency		Federal agency		X				
36	Federal Audit Clearinghouse (FAC)		Federal Audit Clearinghouse (FAC)		X	X		X	
38	Federal award		Federal award		X	X		X	
39	Federal award date		Federal award date		X				

[https://www.cfo.gov/wp-content/uploads/2020/12/2-CFR-Crosswalk\\_20201106.xlsx](https://www.cfo.gov/wp-content/uploads/2020/12/2-CFR-Crosswalk_20201106.xlsx)

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## OMB Resources



Newest Version

### The Administrator's Handbook on EDGAR, 5th Ed. (2020)

Compiled by Brustein & Manasevit, PLLC


\$44.00 (plus shipping/handling)

OMB Published the final Uniform Guidance (2 CFR Part 200) updates on August 13, 2020. Accordingly, we updated our EDGAR Guide! The new 5th Ed. updates include:

- The entire 2 CFR Part 200 UGG final updates with impactful changes to procurement, timeliness of spending, pre-award costs, liquidation periods, budget period, indirect costs and more,
- Inclusion of excerpts of the General Education Provisions Act,
- The time and effort requirements from ED's Cost Allocation Guidance, and more!

OMB released technical corrections (Feb 22, 2021) so our EDGAR book updates as of 3/2021 are located [here](#).

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# UGG - A Playbook for Success

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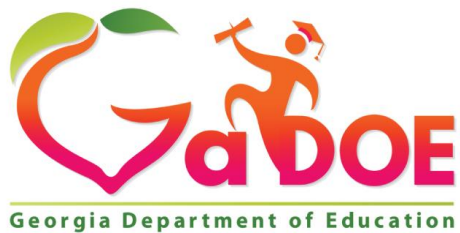
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