



Policy: Period of Performance	Category: Expenditures and Disbursements	Number: GP1100
	() Complete Revision () Partial Revision (X) New	Supersedes: Page: Page 1 of 3

Policy Statement

Only allowable costs incurred during the specified funding period are appropriate to post to a grant award. This policy provides guidance to ensure costs for awards are incurred only during the authorized period of availability.

Reason for Policy

2 CFR Part 200.309 states that federal awards may specify a time period during which the receiving entity may use the federal funds. Non-federal granting agencies often specify funding periods as well. Where a funding period is specified, the District may charge to the award only costs resulting from obligations incurred during the funding period and any pre-award costs authorized by the granting agency. If authorized by the granting agency, unused balances may be carried over and used for obligations of the subsequent funding period.

Policy Requirements

Obligations against grant funds will be incurred within the award period. The District shall liquidate all obligations incurred under an award within the period of time specified in the regulations for the particular award. Obligations incurred outside of the award period will need to be transferred to an unrestricted fund (typically the Operating fund). Payment of obligations that occur outside the specified window for liquidation for a grant award will also need to be transferred to an unrestricted account (typically the Operating fund). Permission must be sought and obtained in writing from the funding agency for an extension of the period of availability or liquidation.

The following table, consistent with 34 CFR Part 76.707 (EDGAR), shows the point in time in which an obligation is made, for various kinds of property and services:

If the obligation is for --	Then the obligation is made --
Acquisition of real or personal property (equipment)	On the date on which the District or subgrantee makes a binding written commitment to acquire the property
Services by an employee of the District or subgrantee	When the services are performed
Services by a contractor who is not an employee of the District or subgrantee	On the date on which the District or subgrantee makes a binding written commitment to obtain the services, which can also be the date of an approved SRC resolution if the vendor and "not to exceed" dollar amount is indicated
Performance of work other than personal services	On the date on which the District or subgrantee makes a binding written commitment to obtain the work and also the date of an approved SRC resolution (see above)
Public utility services	When the District or subgrantee receives the services (*)
Travel	When the travel is taken
Rental of real or personal property (equipment)	When the District or subgrantee uses the property

*If the commitment/contract is made before the grant period, the District must include in the commitment letter or contract the following type of statement: “The provision of payment for these services is contingent on the availability of grant funds and approval for the use of those funds by the grantor”.

Responsibilities

Grant Program Manager is responsible for controlling spending within the period of availability and making timely requests for extensions or renewals. The Program Manager shall make any cost transfer requests to transfer expenditures outside of the period of availability to unrestricted funding sources in accordance with the District’s policy *GP1500: Journal Voucher Management*.

Grant Fiscal Services (GFS) Grant Budget Analysts are responsible for monitoring expenditures and encumbrances during the yearly Financial Close and during the grant Award Closeout process to assist GPMs in their role and to process any requested journal vouchers in order to transfer expenditures into or out of the period of availability to unrestricted funding sources.

Procedures

Forms

Definitions

Obligations means the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the receiving entity during the same or a future period.

Encumbrances are a mechanism used in the Advantage Financial system to reserve funds for a specific use to ensure they are available when needed.

Period of availability is the span of time in which award funds are available for obligation for any particular award, as directed by the granting agency often found in the award notification.

Period of time for liquidation is the time period in which the District must liquidate all obligations incurred under the award. This time period is typically not later than 90 days after the end of the period of availability.

Contacts

- *Grant Fiscal Services*
- *Grant Compliance Office*

Frequently Asked Questions

Related Information

- *GP1500: Journal Voucher Management*
- *GP0900 Encumbrance of Grant Funds*
- *2 CFR Part 200.309: <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-309.pdf>*
- *34 CFR Part 76.707: http://edocket.access.gpo.gov/cfr_2010/julqtr/pdf/34cfr76.707.pdf*

History

Amended:

- Amended on 5/8/2015 for updates to the Uniform Grant Guidance and other adjustments.
- Amended for UGG reference updates and other technical adjustments

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