

2011-13 Biennium Important Facts to Remember for Watershed Grants

The following are important highlighted facts to remember in grant administration from both a project and financial perspective. Please share this with all who work on grants, especially those who work on the accounting side of the grants.

1. Watershed grants are budgeted and funded on a fiscal year basis.

The current 2011-2013 Biennium includes the following fiscal years:

FY 12-July 1, 2011-June 30, 2012

FY 13-July 1, 2012-June 30, 2013

It is in your best interest to budget accurately, carefully, and realistically. Unspent funds may be forfeited.

2. Grants will be “closed-out” for FY 11. All billings for FY 11 will need to be submitted as soon as possible after June 30, but no later than July 18, 2011.

ALL expenses incurred through FY 11 must be submitted for reimbursement within this time frame.

“Incurred expenses” are considered to be those in which products/goods/services were received or contracted services performed. **This is NOT when a jurisdiction pays the bill.**

3. Cash flow monitoring/expenditure emphasis

We need to keep a close watch on how your projected/budgeted expenditures are aligning with your actual expenditures. We are placing an added emphasis on your expenditure status. We have included a section on the quarterly report to help capture this information. We encourage frequent personal contact to discuss your projected cash expenditures.

4. Quality Assurance and Information Sharing Requirements emphasis

Quality assurance and information sharing requirements are outlined in the grant Special Terms and Conditions. Please adhere to these, or payment may be withheld. Please contact your Ecology Project lead for more information regarding these specific topics.