

ADMINISTRATIVE MEMO

Date: June 23, 2015
To: School Administrators, Federal Program Coordinators, and Finance Administrators
From: Ron Lankford, Deputy Commissioner
Subject: FAS-15-005 – General Federal Guidance Webpage Updates

Due to the numerous procedural changes required by the Uniform Grant Guidance (Omni) that must be implemented by July 1, 2015, the Division of Financial and Administrative Services has updated the General Federal Guidance webpage to include additional resources. Specifically, the following resources are now available at <http://dese.mo.gov/financial-admin-services/general-federal-guidance>:

1. Equipment Inventory spreadsheet. Under 2 CFR Part 200.313, equipment purchased with Federal funds must be documented on equipment/property records. The Equipment Inventory spreadsheet contains all required components of equipment/property records and a required physical inventory certification. The Equipment Inventory spreadsheet may be used by Federal award subrecipients to track and manage equipment purchased with Federal funds.
2. Federal Award Identification spreadsheet. Under 2 CFR Part 200.302, subrecipients of Federal awards must identify, in their accounts, all Federal awards received and expended and the Federal program under which they were received. The Federal Award Identification spreadsheet contains all required components of identification of Federal awards received and expended and may be used by subrecipients to fulfill this requirement. However, the Division encourages subrecipients to enter the Federal award identification information in their accounting systems, if possible.
3. Time and Effort. The time and effort documents have been updated and may be used by subrecipients to document time and effort of staff paid with Federal funds.
4. Omni Circular links. Links to the Omni Circular, Omni Question and Answer document (regarding 2 CFR Part 200) and Uniform Grant Guidance have been posted under the Other Federal Resources section of the webpage.
5. General Federal Guidance manual. As noted in a previous Administrative Memo (FAS-15-004), the General Federal Guidance manual has been updated to include the Omni changes. This cross-cutting guidance document references the Code of Federal Regulations, Uniform Grant Guidance (Omni), and the Education Department General Administrative Regulations (EDGAR).

For additional information, please contact the appropriate section of the Department:

- Afterschool Programs (21st CCLC/SAC), (573) 522-2627, eelexl@dese.mo.gov
- Elementary & Secondary Education Act (ESEA/NCLB), (573) 751-8643, federalfinancial@dese.mo.gov
- Perkins, (573) 751-0449, andy.martin@dese.mo.gov
- Special Education, (573) 751-0622, spedfunding@dese.mo.gov
- State and Federal Compliance, (573) 751-1297, andrea.beck@dese.mo.gov