



## FINANCIAL MANAGEMENT CENTER

**Title:** Federal Program Invoices & Fiscal Status Reports for Community Service Block grants

**Directive #** 2022-01

**Effective:** August 1, 2022

To: All Community Service Agencies

From: Kevin M. Rowland, DCED, Chief Financial Officer

A handwritten signature in black ink, appearing to read "KMR" with a flourish underneath.

### 1.0 Purpose

This directive is to provide the procedure for the submission of invoices and fiscal status reports and to establish enforcement parameters associated with said submission requirements for the Community Services Block Grant (CSBG) federal funds passed through the Department of Community and Economic Development (DCED).

### 2.0 Revision History

This Financial Management Center (FMC) Directive replaces, in its entirety, FMC Directive 2014-02, last updated on April 4, 2016. This directive now applies to all CSBG (only) requests for funds (*please note the new directive number listed above*). Weatherization grantees now have a separate directive to follow for requests for weatherization funds.

### 3.0 Policy

Federal program invoices and financial status reports (FSRs) are used to capture additional funding information regarding specific federal program funds. The invoice form requires the provision of specific budgetary and expenditure information related to your monthly expenses. Similarly, the FSR provides supplemental information relating to your actual monthly expenditures.

To strengthen DCED's accountability for its pass-through Federal funds, invoices and FSRs will be required to be submitted monthly. However, invoices must be \$500 or greater to be considered for processing. Invoices totaling less than \$500 will not be processed unless it is a request for final payment on an individual contract. Please note that the agency must provide justification in the FSR notes section if they are not submitting an invoice in a given month (i.e. due to the \$500 threshold, etc.). In addition, agencies are not required to submit a 'zero dollar' invoice. Again, the agency **MUST** provide justification in the FSR notes section if they are not submitting an invoice in each month.

All invoices and FSRs must be submitted to DCED electronically (via email). Please identify the associated contract number in the subject line of your email. Agencies may attach both the invoice and FSR in the same email and should be submitted to the following address:

[RA-DCEDInvoicing@pa.gov](mailto:RA-DCEDInvoicing@pa.gov)

Once DCED receives the invoice and FSR, they will be reviewed and processed in the order in which they are received. DCED encourages early submission of invoices. DCED may reject the invoice or FSR if either form is incomplete or incorrect. The agency will be sent notification (via an email) with a reason for rejection and is asked to respond within five business days to the request as outlined in the email notification.

It is important to note that the initial review performed by DCED on any given invoice or FSR does not constitute acceptance of its associated expenditures. DCED's Compliance Monitoring Division will conduct a comprehensive review during the contract period to ensure eligibility of all related expenditures.

Requests for payment submitted on forms other than the most recently revised invoice will not be accepted and will be returned. Likewise, any FSR submitted on forms other than the most recently revised financial status report will not be accepted and will be returned. Please make sure that the invoice and FSR are completed in their entirety and that **all** information is provided. Failure to comply with this directive will delay processing of invoices and payments of associated federal funds.

#### **4.0 Procedure**

Agencies will be required to use the recently revised DCED Invoice and Financial Status Report (FSR). These revised invoices and FSRs, along with instructions, will be issued to you by DCED's Financial Management Center or available upon request. Please ensure that your agency is using the most up-to-date forms and that changes are not made, by the agency, to the DCED issued forms.

When completing these forms, the approved budget amounts should be the current fiscal year allocation amounts from your most recent approved budget modification or funding release form. If a budget modification is "in process," please do not list the new budget totals until you have received final approval. In addition, DCED will reject any invoice that has a negative balance in any major category. In these circumstances, the agency will need to request a budget modification, which must be approved, before submitting the invoice.

The initial invoice should be completed and submitted at the time of receiving the first signed funding release form. Subsequent invoices and fiscal status reports will be due each month following, as stated above in this directive. Please note that a final FSR may be required one month after submission of the final invoice to provide reconciliation of final expenditures.

The initial invoice should be completed and submitted at the time of receiving the first signed funding release form. Subsequent invoices and fiscal status reports will be due each month following, no later than the 20th of the month. Please note that a final FSR may be required one month after submission of the final invoice to provide reconciliation of final expenditures.