

MEMORANDUM**DATE:** March 10, 2023 (*revised March 31, 2023*)**TO:** AmeriCorps Grantees and Sponsors**FROM:** Lisa Bishop, Director, Office of Grant Administration**RE:** Elimination of Financial Report to the Payment Management System

The Office of Grant Administration is pleased to announce a financial reporting reduction in burden for all our grantees and sponsors who utilize the Payment Management System (PMS).

Over the course of 2023, PMS is eliminating the quarterly Federal Financial Report (FFR)/Federal Cash Transaction Report (FCTR) for all federal recipients. The exact timing is determined in tandem with the federal awarding agencies.

Given the challenges some of our grantees have with the timing of these reports, particularly related to timely closeouts, AmeriCorps opted for the last FFR/FCTR our grantees submit to PMS to be the one due no later than April 30, 2023, that covers the reporting period of January 1, 2023 - March 31, 2023.

Key Highlights with all revisions highlighted and underlined:

- Grantees **must** still file the quarterly FFR/FCTR in PMS due no later than April 30, 2023, to be compliant with program-specific terms and conditions and to avoid funds being placed on hold by PMS
- Grantees **will not** be able to revise their April 2023 FFR/FCTR in PMS after May 31, 2023
- Grantees will still have read only access to FCTRs in PMS after June 2023
- Beginning with drawdowns on an after April 15, 2023, grantees will assert via the statement in the attachment that award funds are used in compliance with all award conditions and federal statutory requirements each time they request a drawdown from PMS as part of the drawdown action:
 - There will be no lapse in grantees ability to draw funds between April 1-15, 2023 unless they are on manual hold or review for other reasons
 - It is critical that the person(s) doing your drawdowns **be authorized by your organization** to make this assertion
 - Grantees may need to revise internal policies and/or procedures to reflect this change
- AmeriCorps will revise grantee and AmeriCorps staff closeout guidance and release a new training that reflects the new, more simplified, grantee closeout process made possible by the elimination of this report to PMS

- AmeriCorps will eliminate references to the PMS report in future program-specific terms and conditions
- AmeriCorps and PMS will conduct User Acceptance Testing prior to a one-time batch upload of disbursement data from PMS in late June 2023
- After June 30, 2023, AmeriCorps will receive daily data uploads from PMS that will enable us to verify real-time disbursements and determine if grants financially reconcile
- **There are no other changes to AmeriCorps' or AmeriCorps grantees' relationship with PMS at this time**
- There are no changes to the eGrants Federal Financial Reports submitted by cost reimbursement grantees. Please refer to your program-specific terms and conditions for those requirements and timelines.

While we realize this will likely be a welcome change to many of you, we also understand that it is another significant change on a short timeline that could have significant ramifications for you. Please let your portfolio manager know if you have issues or concerns because of this change so that we can work together internally to support you through this transition.

We will post this guidance and any updates about this transition the [Manage Your Grant | AmeriCorps](#) as warranted. Additionally, PMS continues to expand its trainings and reporting functionality for grantees. Please visit [Payment Management Services \(pms.psc.gov\)](#) for more information about PMS resources.

Thank you in advance for your efforts and for your patience during this transition to a more streamlined and less burdensome reporting.

ATTACHMENT: AmeriCorps Declaration and Certification to the U.S. Department of Health & Human Services as to this Payment/Drawdown Request that will be required as part of the actual draw down in PMS

I declare the following to the Corporation of National and Community Service (CNCS), under penalty of perjury: (1) I have authority to make this certification on behalf of the award recipient; (2) I have conducted (or have had conducted for the award recipient) a review of the terms and conditions of this award; all certifications and assurances for this award; and all statutory and regulatory requirements applicable to this award; and (3) I also have conducted (or have had conducted for the award recipient) a review as to all other matters represented in this declaration and certification.

On behalf of myself and the award recipient, I certify to CNCS , under penalty of perjury, that the following are true: (1) The award recipient is in compliance with all applicable laws, regulations, certifications, and assurances, including all terms and conditions of the award as to the obligation, expenditure, and drawdown of award funds, and all related statutory and regulatory requirements included in the certifications and assurances for this award; (2) If this request is for reimbursement: the request is accurate and complete; all obligations, expenditures, and cash receipts are supported by the requisite accounting records; and all costs included in the request are reasonable, allowable, and allocable to the award; (3) If this request is for an advance: the request is accurate; all obligations, expenditures, and cash receipts will be supported by the requisite accounting records; and (absent a specific statute that provides otherwise) the recipient will disburse the funds for costs that are reasonable, allowable, and allocable to the award within 3 business days, or immediately return the funds to HHS; (4) any and all information provided with this request for cash disbursement is accurate; and (5) there have been no changes to the award recipient's representations as to eligibility for the award that could affect the recipient's eligibility for continued disbursements under the award.

I understand that, in making payment pursuant to this request, CNCS will rely upon this declaration and certification to determine whether to disburse funds, and that its accuracy is a condition of payment. I also understand that a false, fictitious, or fraudulent statement in this declaration and certification or otherwise in connection with this payment/drawdown request (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621), and also may subject me and the award recipient to civil and administrative penalties and other remedies, including under the federal False Claims Act (31 U.S.C. §§ 3729-3730), Program Fraud Civil Remedies Act (31 U.S.C. §§ 3801-3812), Civil Monetary Penalties Law (42 U.S.C. § 1320a-7a), or otherwise.