

**Module 6: Grant Reporting and Oversight Knowledge Check
ANSWER KEY**

1. The **main** purpose of grant reporting and oversight is:
 - a. **Improve the overall management of projects to enhance program and grant performance**
 - b. Verify invoices and the validity of costs reimbursed
 - c. Review risk at the program portfolio level
 - d. Determine whether or not a grantee should be funded again in the coming FY

2. What are essential elements of Grantee Reporting (circle all that apply)
 - a. **Quarterly program performance and financial reporting**
 - b. Submission of the ACH form
 - c. **Reimbursement requests (SF-270s)**
 - d. Meeting your FMCSA Grant Manager for lunch occasionally

3. Financial and Progress Reports are due the first quarter following the execution of the Grant Agreement – but reflect the work performed from period of performance start date to end of quarter.
 - a. **True**
 - b. False

4. The typical Federal Financial Reports (SF-425) submitted to FMCSA consist of:
 - a. **Cover Information, Federal Cash, Federal Expenditures, Unobligated Federal Balance, Recipient Share, and Indirect Expenses**
 - b. Schedule of findings and questioned costs, Audited entity's financial statements, Schedule of expenditure of federal funds, Auditor opinions and reports
 - c. Specific actions planned or taken to correct deficiency, Dates actions are implemented and completed, Policies, procedures or forms or requirements

5. Financial and Progress Reports are submitted, one report per grantee to cover all grants for that grantee.
 - a. True
 - b. **False**

6. When FMCSA reviews the Federal Financial Reports, some of the key considerations include:
 - a. **Excessive over or under-expenditures, Status of cost sharing, Review of Direct and Indirect Costs, Review of Report Completeness, Timeliness of the report**
 - b. Requirement that grantee obtain advance approval of CAP modifications, Specific actions planned or taken to correct deficiency, Dates actions are implemented and completed, Policies, procedures or forms or requirements that must be completed and submitted to FMCSA
 - c. Is the project meeting the requirements and objectives of the program? Meeting its performance measures, Is the project meeting its milestones, Are the expenditures commensurate with the original budget

7. Based upon the training, Performance Progress Reports (PPR) narratives consist of two parts, the Executive Summary and the program objectives/progress.
 - a. **True**
 - b. False

8. Some key tips for voucher submission include: (Circle those that apply)
 - a. Submit the SF-270's directly to the Grant Manager
 - b. **Reimbursement for budget changes of more than 10% cannot be approved without an amendment**
 - c. Reimbursement can be for any cost allowable under the program even if not in the original budget
 - d. **Grantees must provide sufficient documentation in order to validate and justify the costs contained in the reimbursement request**

9. Performance Progress Reports (PPR) are submitted quarterly and monitor both Programmatic Progress (such as project objectives and program compliance) and Administrative Progress (such as project milestones and timely report submission).
 - a. **True**
 - b. False

10. Disallowance of Funds can occur because:
 - a. **Costs weren't actually incurred**
 - b. Were incurred inside the grant period
 - c. Were matched by local funds
 - d. Grantee has only submitted their Single Audit

11. To ensure proper calculation of the claimed Indirect Costs FMCSA will review the SF-270 and SF-425 against the Indirect Cost rate base in the Indirect Cost Rate letter.
 - a. **True**
 - b. False

12. A grantee should notify FMCSA when: (Check all that apply)
 - a. **Circumstances occur that impact a grantee meeting their performance goals**
 - b. **Circumstances occur that impact a grantee submitting their SF-270 invoices**
 - c. Grantee is expending their grant award according to schedule
 - d. **Grantee Authorizing Official leaves the grantee organization**
 - e. **Grantee has questions whether a cost is allowable or unallowable**

13. Grant Award Files should contain the following: (Circle all that apply)
 - a. **Original application and all supplementary documents**
 - b. Copy of the original Grants.gov Funding Announcement
 - c. Evaluation Plan
 - d. **Property records**
 - e. **Close-out documents**

14. Grant Award Files should be established just prior to the first FMCSA on-site visit.
 - a. True
 - b. **False**

15. Federal Funding Accountability and Transparency Act (FFATA) requirements only apply to FMCSA.

- a. True
- b. False**

16. Grantees should retain all grant files and documentation for the project period and three years thereafter.

- a. True**
- b. False