

MEMORANDUM

DATE: March 10, 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 close outs, we 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:

- 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 by PMS
- Beginning with drawdowns on an after April 1, 2023, grantees will assert 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:
 - 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 PMS at this time or that AmeriCorps will no longer be using PMS
- There are no changes to the eGrants Federal Financial Reports submitted by cost reimbursement grantees in eGrants. 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 [Home | Payment Management Services \(psc.gov\)](#) for more information about PMS resources.

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