



INSTRUCTIONS for OEO FORM 286

COMMUNITY SERVICES BLOCK GRANT PROGRAM
FINANCIAL STATUS REPORT

The Financial Status Report (OEO Form 286) must be submitted by the 10th working day of each month. **All amounts must be in whole dollars.** Please Note: Financial Status Reports should be submitted directly to:

N.C. DHHS Office of Economic Opportunity
Community Services Block Grant Program
2013 Mail Service Center
Raleigh, North Carolina 27699-2013

The excel version of this form is posted on the OEO website. <http://www.ncdhhs.gov/o eo>

The Financial Status Report (OEO Form 286) is now a two page report.

Instructions:

Items 1, 3, 4, 5, 6, 7, 8 and 9 are self-explanatory.

Item 2 The Grantee Number is provided on page one of the Grant Agreement.

Enter project name(s) Column 10. Columns 11-16 will automatically populate with project name(s) from Column 10. Note: Space is provided for two (2) project names.

Enter in Column 10 the total expenditures previously reported for each project and administrative support if applicable. The amounts should be the same as reported in Column 12 of the previous month's 286 report.

Show zero (-0-) if this is a request for the advance payment program or the initial report

Enter in Column 11 the current period expenditures for each project and administrative support if applicable.

Column 12 will automatically calculate the sum of the amounts shown in Columns 10 and 11.

Enter in Column 13 the approved budget amount for each project and administrative support if applicable.

Column 14 will automatically calculate the difference between Columns 12 and 13. If your agency is on the advance payment program, enter in Column 15 the amount of expected obligations for the next reporting period. The totals for each column (10 through 15) will

calculate automatically. If your agency is not on the advance payment program, DO NOT enter figures in Column 15.

In Column 12, next to the line labeled “Cash Received to Date”, enter the total amount of cash received for CSBG as of the date the report is submitted. This would include the advance your agency has received for next month’s activity.

In Column 12, next to the line labeled “Cumulative Program Income”, enter any income generated by the program to date. (see Administrative Code 10A NCAC 97C.0603 Program Income).

In Column 12 Note: “Cash Balance”, “Expected Obligations” & “Cash Requested” will calculate automatically.

PERFORMANCE MEASURES – (See Section 16)

Enter the performance results for each project for the current reporting period.

Performance Measure Notes

“Total Planned” refers to planned performance for the current fiscal year.

“Actual To Date” should the reflect the cumulative total performance since the beginning of the contract through the end of the reporting period.

“Performance % To Date” is automatically calculated based on data entered.

Non-Self-Sufficiency Projects

Contractors must also attach a copy of the Participant Characteristics section of the Project Review Report (OEO Form 240, Section IV) for each project to the monthly 286 submissions. Information in the attachment should reflect all participants served from the contract execution date through the end of the reporting period.

At the conclusion of a quarter, an agency must attach a completed OEO Form 240-Grantee Project Review Report to the 286 Report.

Self-Sufficiency Projects

Contractors operating Self-Sufficiency Projects must attach the OEO 240 Section IV Report (generated in Accountable Results for Community Action [AR4CA] web-based system) to monthly 286 submissions. Information in the attachment should reflect all participants served from the contract execution date through the end of the reporting period.

ADMINISTRATIVE SUPPORT DETAIL (See Section 17)

Enter the program name for which Administrative Support is provided.

Enter the approved amount of Administrative Support for each program.

Enter expenditures to date for each program. The unexpended balance will automatically calculate.

CERTIFICATION: The Financial Status Report must bear the original signature of the Executive Director or Board Chairperson, and the typed name of the person preparing the report.

INSTRUCTIONS FOR REPORTING BY COUNTY

Your agency’s name will populate from page 1. Your county expenditures and performance measures are to be reported by county on the lines provided.

Rows 7 & 19 Enter each county name.

- Rows 8 & 20 Enter each county's allocation as listed in the Budget 225 form.
- Row 9 Enter project name(s) under the first county. Project name(s) will populate in all other County columns. (Space is available for two projects)
- Rows 10 & 22 Enter the Total Expenditures Reported by County as reported on the Prior Months 286 (July will be "\$0").
- Rows 11 & 23 Enter the current period expenditures for each county by project.
- Rows 12 & 24 Will automatically calculate the total expenditures to date per project for each county.
- Rows 13 & 25 Will automatically calculate the total expenditures for the current period for all projects for each county.

ADMINISTRATIVE SUPPORT REPORTING

Row 35, Column D "Administrative Support Detail" will populate from page 1 of the 286. Do not enter the administrative support in any county project as it will automatically be added to your Total County expenditure in Column M, Row 35.

PERFORMANCE MEASURES

- Row 15 & 27 – Enter your planned performance for each County and project based on the Multi-County Services Table submitted with Monitoring Assessment and Evaluation plan in the application.
- Row 16 & 28 – Enter the "actual to date" performance achieved for each project through the current reporting period.
- Row 17 & 29 – Will automatically calculate your performance rate %.

Column M and N, Rows (15, 16 & 17) and (27, 28 & 29) will automatically total and populate based on the agency's project performance measures reported in each county project. These figures will then populate and total in Columns M and N, Rows 32, 33, & 34.

Column M and N (Rows 32, 33, & 34) the County Totals should be compared to Columns O and P (Rows 32, 33, & 34) the 286 Totals, which equal the totals from page 1 of the 286. Both the County Totals and the 286 Totals should equal.

EXPENDITURE REPORTING CHECK

- Row 35 Column M– Equals the total county expenditures to date.
- Row 36 Column M– Equals the total expenditures to date from page 1 of the 286.
- Rows 35 & 36 should equal. This will confirm the county report figures have been entered correctly.