ASAP WEBINAR

ON

PEPFAR EXPENDITURE REPORTING (REPEAT)

SEPTEMBER 30, 2020

Questions and Answers

ACCELERATING SUPPORT TO ADVANCED LOCAL PARTNERS (ASAP)

Contract No. AID-OAA-I-14-00031

PEPFAR Expenditure Reporting

1.   Could you clarify how PEPFAR makes linkages and comparisons between programmatic results and financial expenditures? Any tools for IPs to do this more effectively?

PEPFAR looks at all available data to inform effective implementation, determine if/where shifts needs to happen during program planning, and potential data triangulations with MER and ER data. The link between target achievement and budget execution is not 1:1, however it is beneficial if IPs can internally investigate how expenditures relate to achievements. E.g. if an IP achieved 60% of TX_CURR but spent the full C&T budget why was target achievement not successful. Or if a partner achieved 122% VMMC_CIRC but only spent 40% of the VMMC budget perhaps those funds could shift to another program area to support more successful target achievement where there is poorer performance.

2.   In the example that you took, is PM expenditures the section for recording recurrent expenditures for that support project operations?

Please refer to the Financial Classification Reference Guide, located at datim.zendesk.com for the full definition of program management. Generally speaking, these expenditures are related to administration and operations.

3.   How can we report and distribute common costs to respective programs?

Partners should make a best estimate on allocation of shared costs across the different program areas.

4.   Is there any acceptable or flexibility rate between the actual expenditure against the approved budget on expenditure reporting?

There is not a defined threshold for expenditure reporting.

5.   Is there any recommended percentage for program management intervention for budgeting provision or expenditure?

There is not a threshold where PM % are deemed high. Every IP has its own indirect cost structures and the USG understands PM is needed to successfully implement and achieve targets.

6.   What types of recommended costs (in detail) should be allocated under program management intervention?

Examples of program management costs include office space rental, utilities, and clerical and managerial staff salaries.

7.   Do you frown at partners for under spending or having a zero difference?

There is not a defined threshold for over- or under-spending in expenditure reporting.

8. Can you elaborate the impact of COVID on ER irregularities and what considerations are there from the PEPFAR end, for potential underspending and not meeting optimal targets?

There is not a specific program area related to COVID-19. Partners should report their expenditures according to the applicable cost categories and they will be reviewed with the understanding modifications to implementation were made due to the pandemic. E.g. an IP might report much higher expenditures under the "Supplies: Health product – non pharmaceutical" cost category when compared to previous years due to significant spend on PPE.

9. What is the due date to submit PEPFAR Report?
Please refer to the PEPFAR calendar here on DATIM Zendesk, and take note data collection closes on November 13 and data cleaning closes on December 18.

10. What is the most appropriate method of common cost allocation? It creates some confusion and would you please forward us your solution for it.

Partners should make a best estimate on allocation of shared costs across the different program areas. E.g. this may be a determined estimate of LOE by program area or cost category.

11. Are costs that support health care workers delivering services at the facility level, site level intervention?

Please refer to the PEPFAR Financial Classification Reference Guide for full definitions and examples on service delivery, non-service delivery, and above site activities for health care workers. This can depend on the work performed.

12. Where is partners' data reported?

Partners should upload and submit their ER templates to datim.org. Please navigate to datim.zendesk.com→DATIM Training & Tutorials, and download the PDF titled: "Instructions for Agency Field Users: Reviewing, Approving or Rejecting ER Data" for complete step-by-step instructions on how to successfully upload ad submit your ER template.

13. In case we have any significant variances on budgeting vs expenditure at the end, what type of recommended actions do you have in this regard?

Please report expenditures as they actually were implemented and discuss any differences from the budget with your USAID A/COR for their awareness and understanding on the reasons for the differences.

14. Is there a room to make any corrections if the submitted ER report is in need of correction? Is there time limit for this?

Yes, you can recall a template that has been submitted at any time.

15. Is there any link between ER and M&E data? Or is there any way of triangulating this ER data with M&E data to ensure consistency between the two data sets?

PEPFAR looks at all available data to inform effective implementation, determine if/where shifts needs to happen during program planning, and potential data triangulations with MER and ER data. The link between target achievement and budget execution is not 1:1, however it is beneficial if IPs can internally investigate how expenditures relate to achievements. E.g. if an IP achieved 60% of TX_CURR but spent the full C&T budget why was target achievement not successful. Or if a partner achieved 122% VMMC_CIRC but only spent 40% of the VMMC budget perhaps those funds could shift to another program area to support more successful target achievement where there is poorer performance.

16.   Under which cost category is mostly advisable to categorize specific costs of fuel and other transportation costs?

Transportation costs should be categorized under the Travel cost category. With options of domestic or international travel, as applicable to the expense.

17.   What are the basic characteristics/ features of a quality financial report?

IPs are responsible for submitting an expenditure data report that is as accurate as possible. Expenditures must be reported according to program area, beneficiary, and cost category. Please navigate to datim.zendesk.com to download multiple resources that will give you more information on how to submit an ER report that is of good quality.

18.   Is ER supposed to be done by all subs and primes or primes only?

The prime is responsible for submitting all expenditures incurred between October 1, 2019-September 30, 2020. Therefore the prime must report spend by prime and sub.

19.   If we are reporting on cash basis, how should VAT be reported on ER?

As VAT is an incurred expense, you can categorize it under the "Other: other" cost category.

20.   If we have made payments to vendors by cheque but the cheques have not cleared out of our bank account by the 30th of September, how do we record these?

If you do not process the invoice until after October 1st that expenditure will count in the next FY's reporting cycle. This is an understood limitation of ER's methodology when reviewing expenditure data.

21.   How do we treat the expenditures incurred before the 30th of September 2020, in situation where we have not been able to make actual cash payment to vendor by the 30th, and will pay in October? Will this still be an allowable expense for the FY20 reporting period? I was confused when you were explaining the CASH BASIS of Accounting and reporting?

If you do not process the invoice until after October 1st that expenditure will count in the next FY's reporting cycle. This is an understood limitation of ER's methodology when reviewing expenditure data.

22.   How do we charge our time to work on the ER report after the project has ended?

Submitting an ER report is a closeout deliverable. The IP needs to ensure an expenditure template is submitted via DATIM if the project is in closeout from Oct-Dec, or if the project closes out before October 1st it should be submitted to the A/COR as a closeout deliverable.

23. Does the data cleaning period close on 12/18 or around the 12/18 date?

Please refer to the PEPFAR calendar here on DATIM Zendesk, and take note data collection closes on November 13 and data cleaning closes on December 18. These are hard deadlines and late submissions are not accepted. If you do not successfully submit your expenditure template by December 18 will be unable to assess the partner's financial performance from the past fiscal year.

24. Could you please explain how to upload ER template step by step?

Please navigate to datim.zendesk.com→DATIM Training & Tutorials, and download the PDF titled: "Instructions for Agency Field Users: Reviewing, Approving or Rejecting ER Data" for complete step-by-step instructions on how to successfully upload ad submit your ER template.

25. Is the ER under FAA different from those other funding mechanisms?

All USAID IPs who have expended PEPFAR funds from October 1, 2019-September 30, 2020 are required to submit an ER report, regardless of local or international partners or award type.

26. What line item should we use to report sub recipient expenditure, including their personnel costs?

The prime is responsible for submitting all expenditures incurred between October 1, 2019-September 30, 2020. Therefore the prime must report spend by prime and sub, and all subrecipient expenditures are aggregated into one cost category per applicable intervention. E.g. while the prime disaggregates their expenditures in the template by personnel, travel, supplies, etc. the subrecipient totals are aggregated as one expenditure and not disaggregated by personnel, travel, supplies, etc.

27. If we issue an advance to a sub or prepay rent and we aren't able to reconcile the expenses before Sep 30th, can we accrue them? If yes, will the expenses count against our current COP Budget or will they count against our COP budget that starts on Oct 1?

You will report on what was actually paid out of your bank account by September 30, accrued expenses and other invoices paid after October 1 will be reported to ER during the next FY's reporting cycle.

28. If a sub has spent funds on the activity before Sept 30, 2020, but as the Prime, we don't pay them until October, do we include this Sub payment in this ER report?

You can report on what was actually paid out of your bank account by that time, which rolls those subrecipient payments into the next FY's reporting cycle.

29. In situations where the accounting system was not set-up based on intervention area for COP19 for new awards, how does one do ER by intervention areas?

Every PEPFAR implementing partner has a different accounting system. Therefore, implementing partners need to internally think about what needs to be done to successfully report to ER and consider adaptions or notations that can be made to make reporting easier, such as having staff indicate how much % of their time a month/quarter, etc. is spent on testing or treatment. Or even just reconciling your monthly invoice with the ER framework. It might be difficult to implement for a year and look back on all those expenditures and try to remember how they were expended by program area and beneficiary. Cost category is much more aligned to an accounting system.

30.   Is there any maximum or minimum percentage for Program Management?

There is not a threshold where PM % are deemed high. Every IP has its own indirect cost structures and the USG understands PM is needed to successfully implement and achieve targets.

31.   Is it advisable to have a long list of interventions instead of combining them and keeping only those which reach a certain percentage? If yes, what is that percentage?

COP19/FY20 budgets by intervention were set during COP19 planning. Please refer to your budget by intervention as a guideline on how to report your expenditures. If you would like to report using different interventions (e.g. disaggregate further by beneficiary, etc.) please discuss your intended ER report with your A/COR.

32.   What is the correct way of saving the ER template once completed, so it can successfully upload in to DATIM?

Please navigate to datim.zendesk.com→DATIM Training & Tutorials, and download the PDF titled: "Instructions for Agency Field Users: Reviewing, Approving or Rejecting ER Data" for complete step-by-step instructions on how to successfully upload ad submit your ER template.

33.   What is mec id? Can you give us an example?

A mechanism id is a 5 digit code assigned to each USAID Implementing Mechanism. Please contact your USAID A/COR to obtain your mech id.

34.   Is there any linkage or/relationship between expenditure reporting and projected expenditures?

Expenditure reporting is viewed primarily against budgets to assess successful budget execution within a given fiscal year. During the budgeting process for the next fiscal year, both budget and expenditure data from the previous cycle is referenced in order to take an incremental budget approach to plan resources for the upcoming fiscal year.

35.   Is PEPFAR ER guidance available in other languages?

At this time PEPFAR guidance is only available in English on datim.zendesk.com

36.   How can a new user register for a DATIM Account?

Please navigate to datim.zendesk.com→DATIM Training & Tutorials, and download the PDF titled: "Instructions for Agency Field Users: Reviewing, Approving or Rejecting ER Data" for complete step-by-step instructions on how to successfully upload ad submit your ER template.

37.   As you know, it is impossible to record VAT as an expense. It is recorded as a receivable amount. So how should this be reported in ER?

As VAT is an incurred expense, you can categorize it under the "Other: other" cost category.

38.   What will be the effect of unpaid or accrued expenditure on next year expenditure or budget ceiling?

If you do not process the invoice until after October 1st that expenditure will count in the next FY's reporting cycle. This is an understood limitation of ER's methodology when reviewing expenditure data.

39.   Who is responsible for controlling the DATIM? Is it possible to edit the already uploaded data?

The IP is responsible for completing ER as a reporting requirement. You should upload and submit your IM template for submission and it can be recalled by the IP at any time. Please navigate to datim.zendesk.com→DATIM Training & Tutorials, and download the PDF titled: "Instructions for Agency Field Users: Reviewing, Approving or Rejecting ER Data" for complete step-by-step instructions on how to successfully upload ad submit your ER template.

40.   What types of recommended costs should be allocated under program management intervention in detail?

Examples of program management costs include office space rental, utilities, and clerical and managerial staff salaries.

41.   Is there any recommended percentage for program management intervention for budgeting or expenditure?

There is not a threshold where PM % are deemed high. Every IP has its own indirect cost structures and the USG understands PM is needed to successfully implement and achieve targets.

42.   In which category does Capacity building/Technical assistance fall?

Generally speaking capacity building and technical assistance is classified as non-service delivery. Please refer to the Financial Classification Reference Guide, located at datim.zendesk.com for the full definitions of service delivery vs non-service delivery,

43.   How do we know our fast tracking budget?

Please contact your USAID A/COR and request a copy of your COP19/FY20 budget by intervention.

44.   Our payroll is paid on the 21st and 6th every month, which means that we will I pay the second period on October 6th. How should this be reported on ER?

You will report on what was actually paid out of your bank account by September 30, accrued expenses and other invoices paid after October 1 will be reported to ER during the next FY's reporting cycle.

45.   Do the cutoff dates for prime and the sub recipient have to be the same?

The prime is responsible for submitted all expenditures incurred between October 1, 2019-September 30, 2020. Therefore the reporting periods are the same for both primes and subs.

46.   If there are outstanding cheques what can we do?

You will report on what was actually paid out of your bank account by September 30, accrued expenses and other invoices paid after October 1 will be reported to ER during the next FY's reporting cycle.

47.   We are a new partner and thus did not input our COP19/20budget as the project began this January. Are we still required to report in DATIM for that year?

Please contact your USAID A/COR and request a copy of your COP19/FY20 budget by intervention. It is most important that you report your expenditures as actually spent, which your financial and program staff should be able to report. If you spent expended funds between October 1, 2019-September 30, 2020 you are required to complete and submit a COP19/FY20 Expenditure Reporting template in DATIM.

48.   When might we expect the FY21 DATIM calendar to be published?

Please refer to the PEPFAR calendar here on DATIM Zendesk, and take note data collection closes on November 13 and data cleaning closes on December 18.

49.   We do not have accesses to submit FY2020 expenditure; how and when do we get it to submit FY2020 ER?

Please contact your USAID A/COR and request a copy of your COP19/FY20 budget by intervention. It is most important that you report your expenditures as actually spent, which your financial and program staff should be able to report. If you spent expended funds between October 1, 2019-September 30, 2020 you are required to complete and submit a COP19/FY20 Expenditure Reporting template in DATIM.

50.   Is ER reporting strictly cash basis? Do we exclude committed costs paid after 30 September?

ER is reported strictly using a cash basis of accounting. Expenditures paid out after September 30 will be reported in the next ER reporting cycle (in this case COP20/FY21)

51.   When is the last date to report budget expenditure to DATIM?

Please refer to the PEPFAR calendar here on DATIM Zendesk, and take note data collection closes on November 13 and data cleaning closes on December 18.

52.   COP19/FY20 is September 30/2020; but this presentation is on the report deadline day; how do we reconcile this?

You have from October 1-December 18th to complete your ER report on expenditures paid out from October 1, 2019-September 30, 2020.

53.   What is the threshold for seeking PEPFAR approval for variances between cost categories even if final variance is zero?

There is not a defined threshold for expenditure reporting.

54.   If IPs self report in their ERs, why won't they simply enter budget figures that mirror their FAST allocation?

It is the partner's responsibility to submit data to USAID that is accurate. Budgets are not always expended according to plan, and if there are successes and challenges in implementation (such as target achievement), it's difficult for USAID managers to adjust budgets to their appropriate levels unless they are reported accurately.

55.   In our project planning, we didn't plan using this budget expenditure and reporting format. So, how could we compare the budget plan with expenditure using this format? What's the incentive not to do that?

It is the partner's responsibility to submit data to USAID that is accurate. Budgets are not always expended according to plan, and if there are successes and challenges in implementation (such as target achievement), it's difficult for USAID managers to adjust budgets to their appropriate levels unless they are reported accurately.

56.   Can we have the latest PEPFAR expenditure reporting guidelines?

Please navigate to datim.zendesk.com for all guidance documents related to expenditure reporting.

57.   Is there any inbuilt template that we should use to complement ER?

Please navigate to datim.zendesk.com for the expenditure reporting template. Do not reuse templates from previous reporting cycles.

58.   After I click the icon ERB processor what is the next step, and how do I upload ER template?

Please navigate to datim.zendesk.com for all guidance documents related to expenditure reporting.

59.   Our program will be launched on 1st October. We are a prime and we have 7 subgrantees but we have been utilizing or expending some fund ever since we signed a cooperative agreement with USAID. Do we record these expenses?

You should record all expenditures that have been paid out of your organization's bank account for this award during the period of October 1, 2019-September 30, 2020. If you did not have any expenditures paid out before October 1, 2020 you do not need to submit anything for COP19/FY20 Q4 Expenditure Reporting.

60. In which manner should the Financial Report to USAID be prepared? Is there a template to be populated for both the Quarterly, Bi-Annually and Annual Report? The financial year for the USAID is October to September and an Annual Financial Report needs to be prepared for the 20/21 financial year.

Please navigate to datim.zendesk.com for the expenditure reporting template and all supporting background and submission guidance. Do not reuse templates from previous reporting cycles.

61. Are there any major differences between an EA and ER?

Expenditure Analysis was the first iteration of PEPFAR's financial framework from FY14-17, and the latest iteration of the PEPFAR framework was phased in starting with FY18 expenditures. There are many similarities in methodology, however ER was designed to have better alignment of the framework to other HIV donors and PEPFAR processes.

62. Are local partners under a fixed amount award expected to submit an expenditure report?

All USAID IPs who have expended PEPFAR funds from October 1, 2019-September 30, 2020 are required to submit an ER report, regardless of local or international partners or award type.

63. Since it's only cash spent through September 30, what happens if you complete an activity on September 20 but the invoice doesn't process and leave your account until after October 1? Does that then count against the next year's funding even though the activity happened in the previous fiscal year? Where do you report this money if you can't report accrual?

If you do not process the invoice until after October 1st that expenditure will count in the next FY's reporting cycle. This is an understood limitation of ER's methodology when reviewing expenditure data.

64. What if one cost falls in two categories , such as staff cost working in both HTS and care and treatment?

It is most accurate to make a rough LOE calculation of staff who work on multiple program areas.

65. How does USAID verify the authenticity of the Expenditure Report? It looks very different from a typical Fund Accountability Statement that is audited and submitted to the OIG.

It is the partner's responsibility to submit an expenditure report to USAID that is as accurate as possible, it is not an audit, it is a data estimate. IPs also submit their expenditures via the SF-425's to USAID, which is a very different financial report than ER. Both are contractual requirements.

66.   Can you give examples of typical "not DISAGGREGATED" expenditure?

Not disaggregated can include multiple activities that cross multiple sub-program areas or sub-beneficiary groups. E.g. a drop-in center that serves multiple key populations might be easier to allocate to non-targeted/non-disaggregated vs dividing up expenditures by population.

67.   How much detail is included in a workplan budget? Could you share an example?

The annual work plan budget is set according to the PEPFAR financial framework, which is the same structure and template as expenditure reporting. Budgets are set according to the same framework as expenditures are reported in order to assess successful budget execution at the end of the fiscal year.

68.   Is there a concern when program management costs are beyond 50%? and is there an acceptable percentage level of those costs?

There is not a threshold where PM % are deemed high. Every IP has its own indirect cost structures and the USG understands PM is needed to successfully implement and achieve targets. However if an IP is spending more than 50% of their budget on administrative costs rather than HIV treatment or prevention activities it might be difficult to quantify the value of that PEPFAR money to achieve strategic objectives.

69.   Can we report under socio economic program area, activities around stigma & discrimination?

Please refer to the Financial Classification Reference Guide, located at datim.zendesk.com for the full definitions and inclusion/exclusion criteria of each of the PEPFAR program areas.

70.   How much detail is required per activity or program area i.e. prevention, care and treatment in the expenditure report?

Each IP is required to report expenditures by program area, beneficiary, and cost category.

71.   Please clarify the classification of capacity building under service delivery and non-service delivery activities?

Please refer to the Financial Classification Reference Guide, located at datim.zendesk.com for the full definitions of service delivery vs non-service delivery. Non-service delivery activities are related to training, supportive supervision, and mentorship, with the distinction that the activity does not directly have beneficiaries. Comparatively service delivery activities, such as testing and care and treatment clinical services which directly benefit

72.   Mostly, it is not advisable to use more costs on other cost categories. But office rent and DIC rents are parts of this cost category and the costs are high. . How can we balance this costs in this regard?

Please refer to the Financial Classification Reference Guide, located at datim.zendesk.com for the full definitions of cost categories.

73.   Are there any normal standards of percentage that we should use for program management?

There is not a threshold where PM % are deemed high. Every IP has its own indirect cost structures and the USG understands PM is needed to successfully implement and achieve targets.

74.   Typically, how much is allocated (budgeted) for admin and core costs?

Implementing partners will enter in the cost category detail of the PM budget for administrative costs.

75.   Should IPs align their fiscal years to that of the USG? If not, then why?

Each organization sets their own internal policies and procedures to internally determine the parameters of a fiscal year with the knowledge of USG contractual reporting requirements.

76.   To make work easier for IPs, why should expenditure reporting not be aligned to quarterly USAID financial reporting such as expenditure accruals reports?

USAID IPs are only contractually required to provide ER reports on an annual basis

77.   Rather than wait for annual reporting, wouldn't it be recommended that OU's do expenditure reporting quarterly (cumulatively)?

IPs may find quarterly financial reporting useful internal to their own organization, but at this time IPs are not contractually required to submit ER reports more than once per year.

78.   What is the difference between NICRA and 10% de minimis?

A NICRA is a Negotiated Indirect Cost Recovery Agreement, which is a percent amount that is applied on to of direct costs to cover the organization's indirect costs incurred. If an organization does not have a NICRA in place with USAID the 10% de minimis is allowed to be applied in order for that organization to recover its indirect costs.

79.   What is included/expected in the indirect costs?

Examples of indirect costs include office space rental, utilities, and clerical and managerial staff salaries. To the extent that indirect costs are reasonable, allowable and allocable, they are a legitimate cost of doing business payable under a U.S. Government assistance award.

80.   Can a local partner who does not have a NICRA, charge a flat % as indirect cost and does not have to list/itemize those costs as other direct costs?

Please discuss the situation with your Agreement or Contracts Officer on how the 10% de minimis might apply to your award.

81.   Are there any recommendations for cost allocation for shared costs or indirect costs?

Indirect costs should only be reported under the Project Management program area, under the indirect cost category. For non-PM related expenditures partners should make a best estimate on allocation of shared costs across the different program areas.

82. Will IPs be required to report on specific activities for COVID 19, as part of PEPFAR ER?

There is not a specific program area related to COVID-19. Partners should report their expenditures according to the applicable cost categories and they will be reviewed with the understanding modifications to implementation were made due to the pandemic. E.g. an IP might report much higher expenditures under the "Supplies: Health product – non pharmaceutical" cost category when compared to previous years due to significant spend on PPE.

83. For FAAs, the partner is paid on the basis of deliverables. These can be achieved with less or more budget than planned. What is the donor reaction, if the mechanism has spent more than the planned budget, but that the deliverables have been achieved?

For FAA, you should report the money that was spent and not the money that was budgeted. If you anticipate reporting expenditures that were higher than your budget please talk to your USAID A/COR and ask them to discuss this with you to ensure they are in agreement with the report.

84. This type of reporting (Expenditure Reporting) is required for HIV or on all disease's programs supported by PEPFAR ?

Expenditure Reporting only counts PEPFAR $. You should not include HIV money from other funding sources like Gates Foundation or Ministry of Health. And you should not include money that you receive from USAID on other initiatives such as malaria or family planning. You should only include what was spent on your project for USAID HIV within the given fiscal year.

85. What is the benefit for local NGOs to switch from their accounting codes to the expenditure report encoding systems in favor of PEPFAR?

Local NGOs should not change their accounting systems but rather consider adaptions or notations that can be made to make reporting easier, such as having staff indicate how much % of their time a month/quarter, etc. is spent on testing or treatment. Or even just reconciling your monthly invoice with the ER framework. It might be difficult to implement for a year and look back on all those expenditures and try to remember how they were expended by program area and beneficiary. Cost category is much more aligned to an accounting system.

86. Do the accounting systems currently in place in the various sites make it possible to provide financial information with this level of details? If not, will service delivery sites be required to change their accounting system?

Every PEPFAR implementing partner has a different accounting system. Therefore, implementing partners need to internally think about what needs to be done to successfully report to ER. Unfortunately, I do not have a recommendation on how to make expenditure reporting easier given accounting systems and internal processes and policies are different and you should discuss internally what works best for your organization. But doing a little bit of reconciliation each month or each quarter will make ER easier than doing it all at once at the end of the fiscal year when it's time to report

87. What is close-out cost? Do the sub-recipients encounter those costs?

Closeout costs happen once project implementation has ended and include things like closing down the office, storing all required records as per regulations, returning equipment, etc. You should ensure prime and sub closeout costs are captured.

88. For the sub-awardees there is only one reporting line whereas in reality there are various expenses types (rent, salaries, transportation…). Is that meaning that sub-awardees expenses, whatever their category, should be compiled into one single line when preparing the expenditure report?

For this year subrecipients you can combine all expenditures together in one cell for each intervention. That subrecipient category will be a combined total of personnel, travel, supplies, rent, etc. The prime is responsible for collecting all of the expenditures of their subs and entering that amount into the template.

89. In the implementation of an HIV project, is the PBR (Performance Based Results) done on all budget categories or only on activity costs?

If you paid out incentives for results you should report the appropriate cost category that corresponds to the benefit.

90. What is the difference between Sub-recipient and Contractual in the cost categories? What kinds of costs fall into each category?

Regarding the question on the difference between subrecipient and contractual cost categories, please navigate to datim.zendesk.com and download the Financial Classification Reference Guide for complete definitions and examples of cost categories. Subrecipients have a legal/contractual relationship with the prime as specified in the terms of the award. Contracts cost category is for things like lease agreements, vehicle lease agreements, venue rental agreements, etc.

91. Do you have an example of an accounting system (setup) which provides the financial data as you presented on the Expenditure report? If so, can you share? In addition, can you give us guidelines for the setup of our management tools that will allow us to simultaneously obtain the project financial report and expenditure report without having to keep double accounting?

Every implementing partner has a different accounting system and different internal policies and procedures. USAID does not advise IPs on how to internally manage financial monitoring and accounting systems. Each organization needs to internally plan and discuss the best way to map PEPFAR expenditure reporting expectations to the way their accounting systems are set up.

92. I would like to know in which category we can classify the severance of an employee who resigns during the fiscal year?

Regarding the question on classifying rights of an employee who resigns during the fiscal year, you need to report what was expended. So, if you paid a salary for only half of the year, you will report the amount expended to pay that person's salary.

93. We often hear about management fees in the budget, can the sub-recipient benefit from them? And how is it calculated?

Program management funds as indicated in the expenditure reporting template are for the prime partner only. The prime will include associated program management/indirect costs for the subrecipient in the subrecipient cost category (the combined cost category for all subrecipient expenditures).

94. Where are direct beneficiaries in this process? (Incomplete question)

A complete list of beneficiaries are found in the Financial Classification Reference Guide found on datim.zendesk.com.

95. Are the Avenir Health consultants cost supported by the local organization or not?

Avenir Health consultants are available to USAID implementing partners to assist with the COP19/FY20 Expenditure Reporting data collection process at no cost.

96. Can the salary of project staff working for a local organization be reduced by 30%?

Each organization should determine how salaries are increased and decreased, as appropriate.

97. Can we have exemptions to make expenses in October 2020 for the previous COP? We still have expenses to be made and these expenses have been submitted for approval to USAID since the last COP (I specify that we have the funding available in our budget to carry them out)

Regardless of your budget or changes to your budget/implementation plan, you should report on what you actually spent from October 1, 2019-September 30, 2020. If you haven't paid out COP19 expenses as of September 30, 2020 you will report those expenditures in the next reporting cycle for COP20/FY21.

98. What is the link to download the Expenditure Report form?

All materials you need to report are found on datim.zendesk.com. The final 3 slides of this presentation will also show you the resources available.

99. What actions are proposed by PEPFAR at the end of the fiscal year when the targets are not met, or when there are some activities still remaining to be carried?

Once the fiscal year closes the reporting period has closed. And any work not done/money not spent will not be included in the Expenditure Report. You should only report on expenditures, not budget or what was planned. Your A/COR will provide guidance on how to continue activities in the new fiscal year.

If you received funds for good performance, that is not an expenditure and is not included in ER. If you spent funds to achieve goals/targets you report those funds according to whatever the expense category is.

100. What to do with the data not included in the report submission application?

Work that was done (data not reported) is simply not reported during that reporting cycle and may be reported in the next data reporting cycle. We know what was planned, we now want to know what was done. Which is why you should only report on work done/money spent. If you do not submit your template in time, hence your expenditure report is missing, we will not have data for your project and that makes it very hard for us to contextualize the work you did and how you spent your budget in the last fiscal year.

101.   In an HIV project, can performance-based funding (based on deliverables and results) be applied to all budget categories?

If you paid out incentives for results you should report the appropriate cost category that corresponds to the benefit.

102.   In order to perform well, can ASAP project provide us the contact of the consultant who will support us on the Expenditure Report process?

Your Avenir Health technical assistance consultant will be a great resource for you, so be sure to stay in close contact with him/her. They are available to you at no cost in order to assist you with this reporting requirement. Your USAID A/COR will put you in contact with your Avenir Health-assigned consultant.

103.   A project that submitted its first budget in DATIM from the Work plan of FY 21, will start on the ER as from the end of the fiscal year 21. In other words, to be able to do the ER you must first, at the beginning of the year, submit the budget in DATIM according to the instructions explained in this call.

For FY20 reporting, you only need to report expenditures. Starting with FY21 and moving forward, you will submit a template for the budget in advance of the start of the new fiscal year during the work plan process, and submit a template at the end of the year with your expenditures.

104.   Can employee's severance cost be included in PEPFAR expenditures?

I'm not sure I understand the question on agents at the end of their careers.

105.   Should performance-based funding (PBF) be applied to employees' salaries and allowances (end of contracts, paid leave…) ?

If you paid out incentives for results you should report the appropriate cost category that corresponds to the benefit. If it's salary it should be allocated to salary, paid leave should be allocated to fringe, etc.

106. Could you share with us the Excel reporting tools that are presented so that we can adapt them to our projects ?

Please navigate to datim.zendesk.com to access all resource materials for expenditure reporting.

107. I would like to know if the system can issue a warning in the event of an error while using the application?

There are some reasons why you may see an error in DATIM. If you download the Instructions for IP Users from datim.zendesk.com under the section DATIM Training & Tutorials, there will be examples of all possible error messages and instructions on how to resolve. You should also take note of the Help Desk and email them if you cannot clear an error.

108. How I can learn more about the use of DATIM platform?

Please navigate to datim.zendesk.com to access all resource materials for expenditure reporting.