



Reimbursement Process

Federal Grants JAG, SASP, Title II, VOCA, VAWA,
and RSTAT

December 3, 2014

Submitting Reports

- » Beginning January 1, 2015 all grant payments for federal programs will be completed on a reimbursement basis only.
- » The first reimbursement and documentation required will be for the January through March 2015 quarter that will be due on the last day of the month of April.

» Quarter	Due
» Jan – March	last working day of April
» April – Jun	last working day of July
» July – Sept	last working day of October
» Oct - Dec	last working day of January



Payment

- » Submit all documentation by the 30th of the month following the quarter for reimbursement from the Crime Commission Accounting Department by the 30th of the following month.
- » Keep in mind that the later in the month reports are submitted, the longer it might take to get paid.



Documentation

- » Reimbursement can not be made until all documentation has been reviewed and approved by the Crime Commission.
- » Documentation will need to be presented with a clear accounting trail so that the expenses can be clearly tracked in order for the reimbursement process to go smoothly.



Documentation

- » All agencies must scan the signed, original cash report/cash request along with the spreadsheet showing how expenses were calculated on the cash report.
- » The spreadsheet can be a summary from Quickbooks, or from the NIS system (state agencies), or an Excel spreadsheet that clearly documents expenses.
- » Keep in mind that all expenses must be approved budget items from the grant application.



Example Spreadsheet

2013 - 2014 Monthly Expenses									
Category	Budget (Grant Award)								
Personnel	\$ 75,377.00	OCT	NOV	DEC	QTR TOTAL	JAN	FEB	MAR	QTR TOTAL
Advocate A	\$ 38,381.00	\$ 2,181.60	\$ 2,908.80	\$ 2,908.60	\$ 7,999.00	\$ 2,966.40	\$ 4,449.60	\$ 2,966.40	\$ 10,382.40
Advocate B	\$ 17,628.00	\$ 1,002.00	\$ 1,336.00	\$ 1,336.00	\$ 3,674.00	\$ 1,363.00	\$ 2,098.98	\$ 1,363.00	\$ 4,824.98
Advocate C	\$ 17,362.00	\$ 967.50	\$ 1,306.13	\$ 1,343.81	\$ 3,617.44	\$ 1,419.14	\$ 2,045.69	\$ 1,314.70	\$ 4,779.53
Advocate D	\$ 2,006.00	\$ 152.00	\$ 152.00	\$ 152.00	\$ 456.00	\$ 154.00	\$ 228.00	\$ 154.00	\$ 536.00
Total	\$ 75,377.00	\$ 4,303.10	\$ 5,702.93	\$ 5,740.41	\$ 15,746.44	\$ 5,902.54	\$ 8,822.27	\$ 5,798.10	\$ 20,522.91
Travel	\$ 2,520.00								
DV Conference	\$ 2,520.00		\$ 2,520.00		\$ 2,520.00				
Total			\$ 2,520.00		\$ 2,520.00				\$ -
Supplies/Operating	\$ 2,103.00								
Landline Phone	\$ 480.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 120.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 120.00
Cell Phone	\$ 720.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 180.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 180.00
Internet	\$ 903.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 225.00	\$ 75.00	\$ 76.00	\$ 75.00	\$ 226.00
Total	\$ 2,103.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 525.00	\$ 175.00	\$ 176.00	\$ 175.00	\$ 526.00
Equipment	\$ 1,200.00								
Laptop						\$ 1,200.00			\$ 1,200.00
Total						\$ 1,200.00			\$ 1,200.00
Total Federal Expenses		\$ 4,478.10	\$ 8,397.93	\$ 5,915.41	\$ 18,791.44	\$ 7,277.54	\$ 8,998.27	\$ 5,973.10	\$ 22,248.91
Match									
Personnel	\$ 24,107.00								
Advocate A	\$ 23,027.00	\$ 1,771.30	\$ 2,656.95	\$ 1,771.30	\$ 6,199.55	\$ 1,771.30	\$ 1,771.30	\$ 1,771.30	\$ 5,313.90
Volunteers	\$ 1,080.00	\$ 83.08	\$ 124.62	\$ 83.08	\$ 290.78	\$ 83.08	\$ 83.08	\$ 83.08	\$ 249.24
Total	\$ 24,107.00	\$ 1,854.38	\$ 2,781.57	\$ 1,854.38	\$ 6,490.33	\$ 1,854.38	\$ 1,854.38	\$ 1,854.38	\$ 5,563.14
Total Match Expenses		\$ 1,854.38	\$ 2,781.57	\$ 1,854.38	\$ 6,490.33	\$ 1,854.38	\$ 1,854.38	\$ 1,854.38	\$ 5,563.14
Total Grant		\$ 6,332.48	\$ 11,179.50	\$ 7,769.79	\$ 25,281.77	\$ 9,131.92	\$ 10,852.65	\$ 7,827.48	\$ 27,812.05

Documentation

Scan and email :

- » Signed original cash report/cash request
- » Spreadsheet
- » Documentation of expenses
- » Final cash report showing last payment was made and a zero balance on hand.

What that documentation entails is dependent on what categories your expenses fall into.



Personnel

- » Provide documentation of names and positions of the people paid by the grant, payroll records, time sheets for people paid by the grant with the signature of the employee and supervisor, and number of hours worked.
- » If providing certifications for time spent on grants, certifications must be biannual and submitted after the first two quarters and at the end of the grant period.
- » Supply the same documentation for any match funds.
- » If volunteer hours are used, time records will be required as well.



Consultants/Contracts

- » Provide documentation of the contract to include:
- » Copy of the contract and procurement process are to be sent with the initial request only.
- » Invoices submitted by the contractor and proof of payment.
- » Supply the same documentation for any match funds. >

Travel

- » Provide documentation including dates, mileage, destinations, purpose, signature of person traveling, and signature of supervisor.
- » Provide any receipts with the documentation to support the travel reimbursement.
- » All receipts must be detailed copies and not credit card receipts that just show a total.
- » No alcohol can be on any receipts for reimbursement.
- » Supply the same documentation for any match funds.



Supplies/Operating

- » Provide documentation for expenses of phone bills, copy machine invoices, rent invoices, copy of lease, office supplies (ie. cartridges, paper, etc.) and receipts for miscellaneous.
- » Rent payments must have a copy of the lease sent with the initial request only and then invoices to support the monthly charges each quarter.
- » Copies of utility and phone bills should only be the billing page documenting the total and not the itemized bill showing each individual charge.
- » Supply the same documentation for any match funds.



Equipment

- » Provide documentation for all equipment purchased.
- » Documentation of the agency's equipment log maintained that identifies the purchase, date of purchase, vendor, cost, and location of item.
- » Equipment must have receipts included that clearly document the price paid.
- » Provide the procurement process used to negotiate the equipment cost with the initial request only.
- » Supply the same documentation for any match funds.



Other

- » Provide documentation for all expenses approved by the budget listed as other.
- » Samples are receipts, invoices, or cash logs.
- » Supply the same documentation for any match funds.



Scan

» Scan all information and send as one file to:

ncc.cashreports@nebraska.gov

“Please keep in mind that though reports are not due until the end of the month, the earlier the reports are submitted, and the clearer that the documentation is presented, the smoother the process be for all parties involved.”

Jeanette Greer



Conference Call

- » Please send questions that you have to Jeanette.Greer@nebraska.gov. Questions concerning specifics to your grant will be answered by email.
- » For additional technical assistance a conference call on Thursday December 11, 2014 at 10:00 AM CDT will be provided to answer questions emailed in about the entire process.
- » The number to call is (888)820-1398 and the attendee code is 7610858#.

