# Reimbursement Request Submission for
# NCAI Fund Victim Services
# Micro-grant Program

## OCTOBER 7, 2020

# Before we begin…

Here are some friendly housekeeping reminders:

1. Your control panel will appear on your user screen.

2. To minimize the control panel, use the orange arrow at the top left panel.

3. All attendees will be muted during the presentation.

4. Once you call into the meeting call line, enter your Audio PIN shown on your control panel.
   i. In Audio: you can view, select, and test your audio.

5. Use the questions box on your panel to submit questions and responses via text.

6. During the discussion portion, please 'raise' your hand by clicking the hand icon to signal to be unmuted.

7. Everyone will receive an email with a link to a survey about today's session.

8. A recording of the webinar will be made available on www.tribalvictimservices.org.
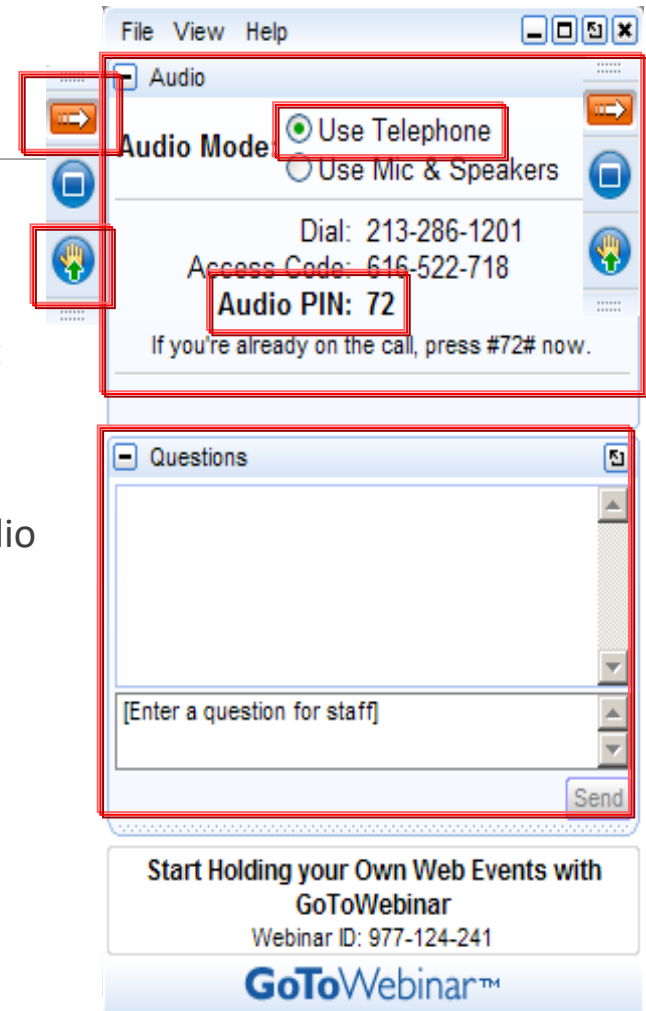
# Welcome

Goal: Provide guidance on how to successfully submit your reimbursement requests for the NCAI Fund Victim Services Micro-grant Program.

Panelists:
- Matthew Bieler, Sr. Project Coordinator, FirstPic, Inc.
- Robin Paterson, Project Manager, FirstPic, Inc.
- Kelly Crowe, Project Director, FirstPic, Inc.

# Reimbursement Request Process

- Reimbursement requests must be submitted at least every two months according to the following schedule.

| Reporting Period (based on closest pay period) | Due Date |
|---|---|
| October 2020 – November 2020 | December 15, 2020 |
| December 2020 - January 2021 | February 15, 2021 |
| February 2021 - March 2021 | April 15, 2021 |
| April 2021 - May 2021 | June 15, 2021 |
| June 2021 - July 2021 | August 16, 2021 |
| August 2021 - September 2021 | October 15, 2021 |
| October 2021 – November 2021 | December 15, 2021 |
| December 2021 - January 2022 | February 15, 2022 |
| February 2022 - March 2022 | April 15, 2022 |
| April 2022 - May 2022 | June 15, 2022 |
| June 2022 **(FINAL)** | July 15, 2022 |

# Reimbursement Request Process (cont'd)

- Reimbursement requests may be submitted more frequently.

- Reimbursement requests submitted later than the required schedule may experience a delay in processing.

- Reimbursement requests are submitted based on the expenses included in your approved budget.

- **If you have any questions about whether expenditures are permissible, contact us to ask <u>BEFORE</u> incurring the expense. We <u>cannot</u> reimburse for impermissible costs.**

# Reimbursement Request Process (cont'd)

**FirstPic, Inc. reviews request**
(Levels 1 and 2 review)

**NCAI reviews request**
(Levels 3 and 4 review)

**NCAI pays approved request**

# Helpful Tips for Submitting a Successful Reimbursement Request

- Reporting dates for reimbursement requests are based on **pay period** dates, which are not necessarily calendar months. Pay period dates **must** match reporting dates.

- It is recommended that reimbursement requests be limited to four or less pay periods. However, the system will accommodate up to 10 pay periods per request.

- Attachments must be uploaded as PDFs. Size limit: 10 MB

- Expenses need to be entered into the correct line items for the applicable expense.

# Helpful Tips for Submitting a Successful Reimbursement Request (cont'd)

- Include proper and complete supporting documentation.
  - Itemized receipts
  - Proof of Payment
  - Time sheets/activity reports
  - Proper payroll documentation
  - Additional procurement documentation (as applicable)

- Include a summary sheet when submitting several receipts for the same line item.

- Provide relevant information in the notes section as applicable.

- Hours listed on time sheets/activity reports needs to match hours indicated on payroll documentation.

# Helpful Tips for Submitting a Successful Reimbursement Request (cont'd)

- If a purchase exceeds the threshold for a micro-purchase as defined by your tribe's procurement policy, you must submit back-up documentation of the procurement process with your reimbursement.
  - The documentation is provided as handouts on this webinar.
  - For more information about the procurement requirements, please watch the Procurement Technical Assistance Calls below:
    - Vehicle procurement - https://www.youtube.com/watch?v=DSJnvsbJZ38
    - Contract services procurement - https://www.youtube.com/watch?v=pMxZ41OxT-w

- If the rate for procurement contracts exceeds the OJP set limits of $81.25/hour or $650/day, you will be required to submit documentation once you procure the contract services to receive approval of the final rate from NCAI (prior to engaging the contractor).

# Helpful Tips for Submitting a Successful Reimbursement Request (cont'd)

- There is a high level of scrutiny around the purchase and use of gift cards by DOJ and the Office of Inspector General
  - Must comply with internal controls around the distribution and use of these items
  - Generic gift cards (*e.g.*, Visa gift cards) are not allowed
- October 20 webinar will contain more information about the proper purchase and use of gift cards, including the required documentation needed for reimbursement of cards and vouchers.

If purchase of gift cards or vouchers are required for your program before October 20, we recommend that you purchase the minimum amount necessary and ensure that they are purchased in a way that limits the usage to only allowable expenses.

# Sign in at https://firstpic.force.com/ncai/



To access this page, you have to log in to NCAI.

Username

Password

Log In

☐ Remember me

Forgot Your Password?

# Two ways to create a reimbursement

- From the reimbursements tab
- From the Sub-Grants tab

Creating a request: From the Reimbursements tab.

**NCAI**
OVC Example Org 2

Dashboard   About   Applications   Sub-Grants   Reimbursements   Logout

## HELLO MATT BIELER (LOCAL).

To complete your Stage 2 application click here.

**Incomplete Applications**

| Application Id | Status |
| --- | --- |
| APP-00442 | Sent to Applicant |

From the Dashboard, click the "Reimbursements" tab to create a new reimbursement request or access current reimbursement requests.

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OVC Example Org 2

Dashboard   About   Applications   Sub-Grants   Reimbursements   Logout

## REIMBURSEMENT REQUESTS

Request Id: [          ]   Grant: [ View All ▾ ]

Status: [ All In Progress ▾ ]   Sort By: [ Request Date ▾ ]   **Update**

**All In Progress**                                    **Export Results**

No Reimbursements Found

**Create Reimbursement**

① Select the grant number for your award.

② Click "Create Reimbursement" to begin a new reimbursement request.

Creating a request: From the Sub-Grants tab.

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*OVC Example Org 2*

Dashboard    About    Applications    Sub-Grants    Reimbursements    Logout

# HELLO MATT BIELER (LOCAL).

To complete your Stage 2 application click here.

From the Dashboard, click the 'Sub-Grants' tab.

**Incomplete Applications**

| Application Id | Status | Submitted Date |
|---|---|---|
| APP-00442 | Sent to Applicant | |

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*OVC Example Org 2*

Dashboard   About   Applications   Sub-Grants   Reimbursements   Logout

## SUB-GRANTS

Grant: View All   Sub-Grant Name: [ ]

Status: View All   Sort By: Name   **Update**

**View All**                                    Export Results   View My Assignments

| Sub-Grant Name | Awarded | Total Budgeted | Requested Amount | Approved Amount | Balance | Status |
|---|---|---|---|---|---|---|
| OVC Example Org 2 Grant | $75,000.00 | $74,090.24 | $0.00 | $0.00 | $74,090.24 | Approved |

1 - 1 of 1   «  ‹  ›  »

**View Closed Grants**

Select the appropriate sub-grant.

**Please note:** You will not be able to create a new reimbursement request if your budget is not in "Approved" status.

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Dashboard　About　Applications　Sub-Grants　Reimbursements　Logout

## Indirect Cost

**Indirect Cost Budgeted**
$10,482.88

**Indirect Cost Approved**
$0.00

**Indirect Cost Remaining**
$10,482.88

## Attachments

| Name | Notes | Edit/Upload View Attachment(s) |
|---|---|---|
| Workers Comp | | ✏ Test Upload.pdf |

Download Verification Letter Template

Upload Attachment

## General Notes from National

**Reviewer Notes:**
8/17/2020: Test send back.

View Reimbursements　Update Budget　Create Reimbursement

ed Amount:　$ 63,607.36

Scroll to the bottom of the page and click "Create Reimbursement" to begin a new reimbursement request.

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Building a Reimbursement Request

**NCAI**
OVC Example Org 2

## OVC EXAMPLE ORG 2 GRANT

**BALANCE: $74,090.24**

**Reimbursement Details**

**Reimbursement Date Range:**    From: [        ]    To: [        ]

How many pay periods are in the request period?    [            ]

① Enter the date range for your request. (Based on pay period start and end dates included in the request.)
Enter the number of pay periods that the request will cover.

Cancel    Save    Save and Exit    **Next**

② Click Next to continue.
(This will automatically save this information.)

If at anytime you need to step away and continue later, just click on "Save and Exit"

**If you do not have any personnel costs during this reporting period to claim and are just submitting for general expenses, the date range reflected should encompass the dates the general expenses were incurred and you would enter "0" for number of pay periods in the request period.**

Personnel hours for each pay period in the request will be entered separately.

NCAI
*OVC Example Org 2*

Dashboard   About   Applications   Sub-Grants   **Reimbursements**   Logout

OVC EXAMPLE ORG 2 GRANT

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

**1** Enter the total number of hours each employee worked/was paid during this pay period and the number of those hours that were worked on the program.

Request Id:  R-5625      Organization:  OV

Status:  Incomplete

Personnel Pay Period: 1

| Title | Hours this Pay Period | Hours on Grant | | Hourly/Salary | Rate | % | | Notes |
|-------|----------------------|----------------|---|---------------|------|---|---|-------|
| Staff 1 | 0.00 | 0.00 | | Salary ▾ | 2000.00 | | | + |
| Staff 2 | 0.00 | 0.00 | | Hourly ▾ | 12.00 | | | + |
| Staff 3 | 0.00 | 0.00 | | Hourly ▾ | 10.00 | | | + |

**3** For salaried employees, enter their total **regular** pay for this pay period.

**Attachments**

No Attachm... ...und

**2** Ensure this designation is correct; change as necessary.

This will default to what is in your approved budget, but may be changed here as needed.

**4** For hourly employees, enter their hourly rate of pay.

Upload Attach...

Previous

...ested Personnel:  $0.00
Personnel Balance:  $32,921.03
Personnel Budgeted Amount:  $34,134.34

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Click the "+" to the right of a line item to add any applicable notes or clarifications.

**Line item notes are _not required_ in this section, unless there is something specific that needs to be clarified (a staffing change, pro-rating a salary, etc.).**

Dashboard   About   Applications   Sub-Grants   Reimbursements   Logout

## OVC EXAMPLE ORG 2 GRANT

Enter your notes in the box. Click Save.

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

**Request Id:** R-5625    **Organization:** OVC E    **Pay Periods:** 2    **Status:** Incomplete

**Personnel Pay Period: 1**

Notes for Staff 1

| Title | Hours this Pay Period | Hours on G | nt this Pay Period | Total Pay Requested | Notes |
|-------|----------------------|------------|--------------------|--------------------|-------|
| Staff 1 | 40.00 | 4.00 | .00% | $200.00 | + |
| Staff 2 | 40.00 | 3.00 | 50% | $36.00 | + |
| Staff 3 | 27.50 | 3.00 | .91% | $30.00 | + |

**Reviewer Notes:**
No Notes from National

Close    Save

**Attachments**

No Attachments Found

Upload Attachment

Previous    Update Amounts    Save    Save and Exit    Next

Total Requested Personnel: $266.00
Personnel Balance: $32,921.03
Personnel Budgeted Amount: $34,134.34
Total Requested Amount: $266.00

This speech bubble icon will appear after you have entered notes.

To attach the required supporting documentation, click the "Upload Attachment" button.

You must upload a 'Timesheet' and 'Payroll' document for each pay period before moving on to the next pay period.

**Please Note**: You may scan and upload all employee timesheets for the pay period in one "Timesheet" document and all employee payroll documents for the pay period in one "Payroll" document **(recommended)**. You do not need to upload separate documents for each staff member.

**If scanning and uploading all timesheets together and all payroll documents together, documents need to be in the same order as staff appear on the reimbursement request in order to help expedite processing by the reviewers.**

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# OVC EXAMPLE ORG 2 GRANT

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

**Request Id:** R-5625    **Organization:** OVC Example Org 2    Periods: 2    **Status:** Incomplete

## Personnel Pay Period: 1

**Add New Document**

| Title | Hours this Pay Period | Hours on G | | his Pay Period | Total Pay Requested | Notes |
|-------|----------------------|------------|------|----------------|---------------------|-------|
| Staff 1 | 40.00 | 4.00 | Payroll ⌄ | .00% | $200.00 | 💬 |
| Staff 2 | 40.00 | 3.00 | Notes: | 50% | $36.00 | + |
| Staff 3 | 27.50 | 3.00 | | | $30.00 | + |

Attachment

No Attachme

Close    Save and Close    **Upload New Attachment**

Upload Attachment

Previous    Update Amounts    Save    Save and Exit    Next

Total Requested Personnel: $266.00
Personnel Balance: $32,921.03

1 Select the type of document you are uploading: "Payroll" or "Timesheet"

2 Click "Upload New Attachment"

Please, do **not** enter any notes in the area.

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**1** You may leave this blank; however, if you choose to name the file for the upload, type in the new name here.
If you enter a name, **please** end the name with ".pdf" as some systems have challenges opening the file when renamed without this format label.

NC

OVC EXAMPLE CASE FORM

**Total Budgeted:** $
**Balance:** $74,090.24

Add New Document

VC E:

**Pay Periods:** 2

**Status:** Incomplete

**2** Click "Choose File" to select the file to upload. **The file must be a pdf.**

File Name:

Choose File   No file chosen
File size is limited to 5mb. Please upload PDF's ONLY.

on G

ay Requested   Notes
$200.00

Upload

Staff 2   40.00   3.00
Staff 3   27.50   3.00

**3** Once you have selected the file, make sure you click "Upload."

$36.00   +
$30.00   +

**Attachments**

**4** When you are done, click "Close."

No Attachments Found

Upload Attachment

Close

Previous   Update Amounts   Save   Save and Exit   Next

Total Requested Personnel: $266.00
Personnel Balance: $32,921.03
Personnel Budgeted Amount: $34,134.34
Total Requested Amount: $266.00

**5** Once back on the main screen, click here to upload another attachment.

**NCAI**
*OVC Example Org 2*

Dashboard   About   Applications   Sub-Grants   Reimbursements   Logout

## OVC EXAMPLE ORG 2 GRANT

$75,000.00
dgeted: $
$74,090.24

**Request Id:** R-5625     **Organization:** OVC Example     Incomplete

**Personnel Pay Period: 1**

| Title | Hours this Pay Period | Hours on G... | | | Notes |
|---|---|---|---|---|---|
| Staff 1 | 40.00 | 4.00 | | | 💬 |
| Staff 2 | 40.00 | 3.00 | | | + |
| Staff 3 | 27.50 | 3.00 | | .91% | $30.00 | + |

When trying to delete attachments, this question will appear.

To confirm that you want to delete the supporting documentation, click "Delete." Or "Cancel" if you clicked the delete option in error.

**Delete Payroll**

Are you sure you want to delete this document? This cannot be undone.

Cancel   Delete

**Attachments**

| Name | Notes | Edit/Upload View Attachment(s) |
|---|---|---|
| ⊗ Payroll | | ✏️   Test Upload.pdf  Test Upload.pdf |
| ⊗ Timesheet | | ✏️   Test Upload.pdf |

Upload Attachme...

You will not be given the option to select an individual attachment if all documents were uploaded in the same chain.

# OVC EXAMPLE ORG 2 GRANT

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

| Request Id: | R-5625 | Organization: | OVC Example Org 2 | Date Range: | 07/01/2020 - 07/31/2020 | Pay Periods: | 2 | Status: | Incomplete |

## Personnel Pay Period: 1

| Title | Hours this Pay Period | Hours on Grant | Hourly/Salary | Rate | % Time on Grant this Pay Period | Total Pay Requested | Notes |
|-------|----------------------|----------------|---------------|------|--------------------------------|--------------------|------|
| Staff 1 | 40.00 | 4.00 | Salary | 2,000.00 | 10.00% | $200.00 | 🗨 |
| Staff 2 | 40.00 | 3.00 | Hourly | 12.00 | 7.50% | $36.00 | + |
| Staff 3 | 27.50 | | | | | | + |

**This is how the screen will appear if supporting documentation is uploaded individually (closing the *Add New Document* box after each upload).**

## Attachments

| Name | Notes | Edit/Upload | View Attachment(s) |
|------|-------|-------------|--------------------|
| ⊗ Payroll | | ✏ | Test Upload.pdf |
| ⊗ Payroll | | ✏ | Test Upload.pdf |
| ⊗ Timesheet | | ✏ | Test Upload.pdf |

Upload Attachment

**You now have the option to select exactly which document you may need to delete.**

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**NCAI**
*OVC Example Org 2*

Dashboard    About    Applications    Sub-Grants    Reimbursements    Logout

## OVC EXAMPLE ORG 2 GRANT

Total Awarded:  $75,000.00
Total Budgeted: $
Balance:  $74,090.24

**Request Id:** R-5625    **Organization:** OVC Example Org 2    **Date Range:** 07/01/2020 - 07/31/2020    **Pay Periods:** 2    **Status:** Incomplete

Personnel Pay Period: 2

> You will repeat the previous steps for each pay period within the request.

| Title | Hours this Pay Period | Hou... | | | % Time on Grant this Pay Period | Total Pay Requested | Notes |
|---|---|---|---|---|---|---|---|
| Staff 1 | 0.00 | 0.00 | Salary ⌄ | | 0.00% | $0.00 | + |
| Staff 2 | 0.00 | 0.00 | Hourly ⌄ | 12.00 | 0.00% | $0.00 | + |
| Staff 3 | 0.00 | 0.00 | Hourly ⌄ | 10.00 | 0.00% | $0.00 | + |

### Attachments

No Attachments Found

Upload Attachment

Previous    Update Amounts    Save    Save and Exit    Next

Total Requested Personnel:  $266.00
Personnel Balance:  $32,921.03
Personnel Budgeted Amount:  $34,134.34

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# Personnel

- Time cards or attendance records are needed for all employees. Time worked on the program needs to be clearly identified and based on actual hours worked, not estimated hours worked.

- Time cards or attendance records must be signed by both the employee and supervisor.

- The grantee must follow their own written policies about overtime pay, and must document that any over-time pay was approved prior to the employee incurring the overtime hours.

- Only split pay periods at the beginning and end of the grant cycle, and at the end of the calendar year as necessary.

# Personnel (cont'd)

- Staff members' titles must match the titles in your approved budget. Position titles, as listed in the reimbursement request, should also be indicated on the pay stub/payroll ledger and/or time sheet/activity reports.

- Submit the payroll supporting documentation (pay stub or payroll ledger) for each pay period covered in the reimbursement request. Supporting documentation must be separately uploaded for each pay period for which reimbursement is being requested.

- Supporting documentation should clearly identify the pay period **start** *and* **end** dates.

# Personnel (cont'd)

- Personnel costs will be entered separately for each pay period.

- Reimbursement requests for **<u>salaried</u>** employees will be entered as:
  1. Total number of hours worked/paid for during the pay period
  2. Total number of hours worked on the program during the pay period
  3. Ensure hourly/salary designation is correct, change if necessary
  4. Total **regular gross** salary for the pay period
  5. Enter notes if applicable

- Reimbursement requests for **<u>hourly</u>** employees will be entered as:
  1. Total number of hours worked/paid for during the pay period
  2. Total number of hours worked on the program during the pay period
  3. Ensure hourly/salary designation is correct, change if necessary
  4. The employee's hourly wage
  5. Enter notes if applicable

# Personnel (cont'd)

- Entries for multiple pay periods within a request need to be entered in chronological order.

  (*e.g.*, Pay Period 1: 9/2 – 9/15; Pay Period 2: 9/16 – 9/29; Pay Period 3: 9/30 – 10/13, etc.)

- If a staffing change occurs, add a comment in the applicable line item to note the staffing change.

- If you plan to submit all payroll documentation and timesheet documentation as a single files, please ensure the documents are scanned in the same order that staff are listed on the request. This helps us process your request faster.

OVC Example Org 2

| Title | Medical | Dental | Vision | Short Term | Long Term | Life | Other | Notes |
|-------|---------|--------|--------|------------|-----------|------|-------|-------|
| Staff 3 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | + |

| FICA | SUTA | Workers Comp | Retirement | Other | Total Benefits Requested |
|------|------|--------------|------------|-------|--------------------------|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

**Percent Towards Grant**
5.455%

**Salary Requested**
$30.00

**1** In the top line, enter the appropriate premium amount for the full request period.

Update Amount

**2** In the second line, enter percentage-based fringe.
Please make sure the percentages being requested for WC, SUTA, etc. match the supporting documentation that is attached to the approved budget.
**No supporting documentation is needed for FICA**.

Attachments

No Attachments Found

Upload Attachment

**3** Upload supporting documentation for any fringe benefits included in the request, with the exception of FICA.

Previous   Save   Save and Exit   Next

Total Requested Benefits: $0.00
Benefits Balance: $1,213.31
Benefits Budgeted Amount: $1,213.31
Total Requested Amount: $297.92

**4** When you have finished on this page, click "Next" to continue.

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# Fringe Benefits

- Fringe benefits that are paid as a set amount each month will be entered as the applicable monthly premium amount (less employee contributions) for the reimbursement request period. (*e.g.*, health, life, disability insurance premiums)
  - ✓ The system will calculate the reimbursable amount related to the percentage of time worked on the program based on the entries in Personnel.

- If premium rates are adjusted (*e.g.*, subtracting employee contributions, adjusting a family rate to an employee only rate, etc.), this information needs to be provided in the notes or directly on the supporting documentation.

- Documentation is required that identifies benefits claimed for applicable staff members.

# Fringe Benefits (cont'd)

- Fringe paid out based on percentage of salary will be entered as the applicable fringe rate percentage (*e.g.*, 7.65% FICA)
  - ✓ The system will calculate the reimbursable amount based on the entries in Personnel.

- Rates such as WC, SUTA, etc. that are being requested **must** match the supporting documentation attached to the budget for these percentages.

- If the covered period of time on the documentation verifying your WC, SUTA, etc. rates attached to your approved budget expires before the dates of the request, new documentation will need to be uploaded to your budget verifying the correct rate for this time period.

- Supporting documentation for rates such as WC, SUTA, etc. must also be uploaded directly to the reimbursement request.

Request Id:   R-5625          Organization:   OVC Example Org 2          Date Range:   07/01/2020 - 07/31/2020          Pay Periods:   2          Status:   Incomplete

## Expenses

After you have completed the Fringe Benefits, you will come to Expenses.

### Procurement Contracts

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Contractor 1 | 0.00 | 1.00 | | | + | ⊕ |

Expense Categories and Line Items will be pulled in from the approved budget.

| | Balance (not including pending requests) | Total Budgeted |
|--|------------------------------------------|----------------|
| | $1250.00 | $1250.00 |

### Supplies

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Office Supplies | 0.00 | 1.00 | | | + | ⊕ |

| Total Requested (this reimbursement) | Balance (not including pending requests) | Total Budgeted |
|--------------------------------------|------------------------------------------|----------------|
| $0.00 | $1723.02 | $1723.02 |

### Travel

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Travel 1 | 0.00 | 1.00 | | | + | ⊕ |

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Enter the Rate ($) and Quantity (number of items) for the items you are requesting.

**Please note:** When purchasing a variety of items as with Program Supplies, you may enter the total lump sum cost for "Rate" and "1" as "Quantity."

With expenses that have a per item cost (e.g., hourly rates, monthly fees, etc.), enter the per item cost as "Rate" and the actual number of items as "Quantity" whenever possible.

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

Periods: 2          Status: Incomplete

**Procurement Contracts**

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Contractor 1 | 500.00 | 1.00 | | | ■ | ⬆ |

Total Requested (this reimbursement)    Balance (not including pending requests)    Total Budgeted
$0.00

Notes are **<u>required</u>** indicating how the expense related to/supported/was used for the implementation of the program. Any special clarifications regarding the expense should also be included here.

**Supplies**

| Item | Rate | Quantity | Amount |
|------|------|----------|--------|
| Office Supplies | 0.00 | 1.00 | |

Total Reques... (this reimbursen...
$0.00

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# OVC EXAMPLE ORG 2 GRANT

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

| Request Id: R-5625 | Organization: OVC Example Org 2 | Date Range: 07/01/2020 - 07/31/2020 | Pay Periods: 2 | Status: Incomplete |

## Expenses

### Procurement Contracts

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Contractor 1 | 500.00 | 1.00 | | | 💬 | ⊕ |

| | | | Total Requested (this reimbursement) | Balance (not including pending requests) | Total Budgeted |
|---|---|---|---|---|---|
| | | | $0.00 | $1250.00 | $1250.00 |

### Supplies

| Item | | |
|------|---|---|
| Office Supplies | | |

Click here to upload appropriate supporting documentation for each line item as applicable.
**Please Note:** Only supporting documentation relevant to the line item should be uploaded.

| | Balance | Total Budgeted |
|---|---|---|
| $0.00 | $1723.02 | $1723.02 |

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**1** You may leave this blank; however, if you choose to name the file for the upload, type in the new name here.
If you enter a name, please end the name with ".pdf" as some systems have challenges opening the file when renamed without this format label.

Logout

OVC EXAMPLE ORG 2 GRANT

Total Budgeted: $5,000.00
Balance: $74,090.24

Request Id: R-5625    Organization: OVC E...    Pay Periods: 2    Status: Incomplete

Upload New Attachment

File Name:

**2** Click "Choose File" to select the file to upload. **The file must be a pdf.**

Choose File No file chosen
File size is limited to 5mb. Please upload PDF's ONLY.

Upload

**3** Once you have selected the file, make sure you click "Upload."

Attachments

Total Budgeted
$1250.00

**4** When you are done, click "Close."

Close

Supplies

Item          Rate
Office Supplies    0.00

Total Requested
(this reimbursement)

Balance
(not including pending requests)

Total Budgeted
$1723.02

You will receive a confirmation message if your upload was successful. Repeat as necessary to upload multiple documents.

# OVC EXAMPLE ORG 2 GRANT

Total Awarded: $75,000.00
Total Budgeted: $
Balance: $74,090.24

**Request Id:** R-5625    **Organization:** OVC Example Org 2    **Date Range:** 07/01/2020 - 07/31/2020    **Pay Periods:** 2    **Status:** Incomplete

## Expenses

### Procurement Contracts

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Contractor 1 | 500.00 | 1.00 | | | 💬 | ⊕  ⊗ Test Upload.pdf 8/19/2020 7:11 AM |

| | | | **Total Requested**<br>(this reimbursement)<br>$0.00 | **Balance**<br>(not including pending requests)<br>$1250.00 | | **Total Budgeted**<br>$1250.00 |

### Supplies

| Item | Rate | Quantity | A |
|------|------|----------|---|
| Office Supplies | 0.00 | 1.00 | |

The attachment will appear next to the line item notes once it has been uploaded correctly.

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## Equipment

| Item | Rate | Quantity | Amount Requested | Threshold Exceeded | Notes | Attachments |
|------|------|----------|------------------|--------------------|-------|-------------|
| Vehicle 1 | 0.00 | 1.00 | $0.00 | | + | ⊕ |
| Vehicle 2 | 0.00 | 1.00 | $0.00 | | + | ⊕ |

| | Total Requested (this reimbursement) | Balance (not including pending requests) | Total Budgeted |
|---|---|---|---|
| | $0.00 | $25000.00 | $25000.00 |

Update Amounts

## Attachments

No Attachments Found

Upload Attachment

Previous   Save   Save and Exit   **Review and Submit**

You can check your request totals here.

When you have finished, click "Review and Submit."

Total Personnel Requested:  $266.00
Total Fringe Requested:  $0.00
Total Expense Requested:  $500.00
Total Indirect Rate Requested:  $91.92

Total Requested Amount:  $797.92

This pop up will appear if any items in your reimbursement request exceed the procurement threshold you identified in your budget. This is to ensure the necessary supporting documentation has been attached. If it has been, click continue to move to the next step. Otherwise, click cancel to go back and include that documentation.

TEST 5

Total Awarded: $60,000.00
Total Budgeted: $
Balance: $60,000.00

Request Id:    R-15327            Org                                          ds:   1            Status:   Incomplete

**Expenses**

**Supplies**

| Item | Rate | | | otes | Attachments |
|---|---|---|---|---|---|
| Office Supplies | 175.00 | | | 🔴 | ⊕ ⊗ Test Upload.pdf 8/31/2020 1:38 PM |

**Review & Submit**

Items in your reimbursement exceed the Procurement Threshold. Are you sure you want to continue?

Cancel    **Continue**

| | Balance (pending requests) | Total Budgeted |
|---|---|---|
| | 332.56 | $2332.56 |

**Sub Awards**

| Item | Rate | | | otes | Attachments |
|---|---|---|---|---|---|
| Sub-Award | 3,500.00 | 1.00 | $3,500.00 | 🚩  🔴 | ⊕ ⊗ Test Upload.pdf 8/31/2020 1:39 PM |

| | Total Requested (this reimbursement) | Balance (not including pending requests) | Total Budgeted |
|---|---|---|---|
| | $3500.00 | $30000.00 | $30000.00 |

Update Amounts

**Attachments**

No Attachments Found

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Documents    Sub-Grants    Reimbursements    Program ▾    Help    Logout

TEST 5

Total Awarded: $60,000.00
Total Budgeted: $55,000.00
Balance: $60,000.00

Request Id:

Pay Periods:  1

Status:  Revision in Progress

NOTE: This r

Once you click "Review and Submit," you will see a review screen for your total request.
Please review to ensure all items are entered correctly, notes are included where required, and all supporting documentation is uploaded correctly.
If everything is correct, hit "Submit." Otherwise scroll down to the bottom of the page and click "Edit."

Submit

Personnel P

| Title | Hours this Pay Period | Hours on Grant | Hourly/Salary | Rate ❓ | % Time on Grant this Pay Period | Total Pay Requested | Notes |
|---|---|---|---|---|---|---|---|
| CEO | 160.00 | 16.00 | Salary | $2,500.00 | 10.0% | $250.00 | + |
| Program Coordinator | 160.00 | 10.00 | Hourly | $25.00 | 6.2% | $250.00 | + |

**Attachments**

| Name | Notes | View Attachment(s) |
|---|---|---|
| Payroll | | Test Upload.pdf 8/31/2020 1:35 PM |
| Timesheet | | Test Upload.pdf 8/31/2020 1:35 PM |

Total Personnel Requested:  $500.00 ❓
Submitted Personnel Balance:  $20,099.83 ❓
Personnel Balance:  $20,599.83 ❓
Personnel Budgeted:  $20,599.83 ❓

**Fringe Benefits**

Dashboard    About    Applications    Documents    Sub-Grants    Reimbursements    Program ▾    Help    Logout

## TEST 5

Total Awarded: $60,000.00
Total Budgeted: $55,000.00
Balance: $60,000.00

| Request Id: R-15327 | Organization: TRAIL BGC of Example Land | Date Range: 08/01/2020 - 08/31/2020 | Pay Periods: 1 | Status: Pending First Approval |

### Personnel Pay Period: 1

| Title | Hours this Pay | | Grant this Pay Period | Total Pay Requested | Notes |
|---|---|---|---|---|---|
| CEO | 160.00 | | 10.0% | $250.00 | + |
| Program Coordinator | 160.00 | | 6.2% | $250.00 | + |

**Once you hit submit, the Status will change to "Pending First Approval."**

### Attachments

| Name | Notes | View Attachment(s) |
|---|---|---|
| Payroll | | Test Upload.pdf 8/31/2020 1:35 PM |
| Timesheet | | Test Upload.pdf 8/31/2020 1:35 PM |

Total Personnel Requested: $500.00 ❓
Submitted Personnel Balance: $20,099.83 ❓
Personnel Balance: $20,599.83 ❓
Personnel Budgeted: $20,599.83 ❓

### Fringe Benefits

| Title | ❓ Medical | | Dental | | Vision | | Short Term | | Long Term | | Life | | Other | | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CEO | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | + |
| | FICA | | SUTA | | Workers Comp | | Retirement | | Other | | Total Benefits Requested | | | |
| | 7.650% | $19.12 | 1.200% | $3.00 | 0.000% | $0.00 | 0.000% | $0.00 | 0.000% | $0.00 | | $22.12 | | | |

Dashboard    About    Applications    Documents    Sub-Grants    Reimbursements    Program ▾    Help    Logout

REIMBURSEMENT REQUESTS

Grant: View All

All In Progress ▾    Sort By: Request Date ▾    **Update**

**All In Progress**

**Export Results**

| Request Id | Sub-Grant Name | Sta | | Status |
|---|---|---|---|---|
| R-15325 | TEST 4 | 8/1 | | Pending Approval |
| R-15327 | TEST 5 | 8/1 | | Pending Approval |

1 - 2 of 2   « ‹ › »

**Create Reimbursement**

The request will now be listed as "Pending Approval" on the Reimbursements page.
If it is sent back for revisions, it will be listed as "Revisions Needed."
Once it is approved, it will be listed as "Approved."

To see exactly which level of approval the reimbursement request is at, open the reimbursement request by clicking on the "Request ID."

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# TEST 5

Total Awarded: $60,000.00
Total Budgeted: $55,000.00
Balance: $60,000.00

**Request Id:** R-15327     **Organization:** TRAIL BGC of Example Land     **Date Range:** 08/01/2020 - 08/31/2020     **Pay Periods:** 1     **Status:** Pending First Approval

## Personnel Pay Period: 1

| Title | Hours this Pay Period | Hours on Grant | Hourly/Salary | Rate | % Time on Grant this Pay Period | Total Pay Requested | Notes |
|-------|----------------------|----------------|---------------|------|-------------------------------|--------------------|-------|
| CEO | 160.00 | 16.00 | Salary | $2,500.00 | 10.0% | $250.00 | + |
| Program Coordinator | 160.00 | 10.00 | Hourly | $25.00 | 6.2% | $250.00 | + |

## Attachments

| Name | Notes |
|------|-------|
| Payroll | |
| Timesheet | |

> After clicking "Request ID" on the reimbursement request page, the reimbursement request will open. The current level of approval for your reimbursement request is reflected where the page says "Status."

Total Personnel Requested: $500.00 ?
Submitted Personnel Balance: $20,099.83 ?
Personnel Balance: $20,599.83 ?
Personnel Budgeted: $20,599.83 ?

## Fringe Benefits

| Title | Medical | | Dental | | Vision | | Short Term | | Long Term | | Life | | Other | | Notes |
|-------|---------|---|--------|---|--------|---|-----------|---|-----------|---|------|---|-------|---|-------|
| CEO | *$0.00* | $0.00 | *$0.00* | $0.00 | *$0.00* | $0.00 | *$0.00* | $0.00 | *$0.00* | $0.00 | *$0.00* | $0.00 | *$0.00* | $0.00 | + |
| | FICA | | SUTA | | Workers Comp | | Retirement | | Other | | | Total Benefits Requested | | | |

# Training and Technical Assistance Webinars 2020

**Post-Award**

- **October 20, 2020,** Confidentiality and Data Collection

- **November 5, 2020**, Program Reporting webinar

# Questions?

1.  Use the questions box on your control panel to submit questions and responses.

2.  'Raise' your hand by clicking the hand icon to signal to be unmuted.

# Contact Info

General questions:

➢ microgrants@ncai.org

Reimbursement Request Questions:

➢Kelly Crowe, FirstPic, Inc. kcrowe@firstpic.org

➢Robin Paterson, FirstPic, Inc. rpaterson@firstpic.org

➢Matt Bieler, FirstPic, Inc. mbieler@firstpic.org

➢David Cook FirstPic, Inc. dcook@firstpic.org

TA Questions:

➢Lonna Hunter, Tribal Law & Policy Institute, lonna@tlpi.org