



The Webinar will Start Shortly Please Stand by

- Housekeeping items:
 - Everybody should be muted
 - To ask questions, please use the Chat Panel
 - Please take a moment to sign-in with the Chat Panel with your Name and Agency, so we know who is joining us and your agency can receive credit for attending
 - A copy of the presentation is attached to the training calendar invite
 - This training is being recorded



Steve Sisolak
Governor



Richard Whitley
Director

State of Nevada Department of Health and Human Services

Final Request for Reimbursement (RFR) Workbook Training

Division of Child and Family Services (DCFS) –
Grants Management Unit

Jean Booth, GPA



6/8/2021

Helping people. It's who we are and what we do.

Agenda

1. Sign in using the Chat Box function to receive credit for this training
2. Request for Reimbursement (RFR) category/backup documentation Review
3. End of the year RFR Submission Process
4. Grant Instructions and Requirement (GIR)-21-19
5. Final Notes/Important Dates to Know





RFR Categories and Backup Review





Back-Up Documentation

1. Invoice (pay stub/vendor invoice)
2. Cost Allocation (activity-based time sheet/allocation %)
3. Proof of Payment (check stub/credit card or bank statement)





Budget Category Approved Expenses

- Personnel

- Staff dedicated to Direct client services

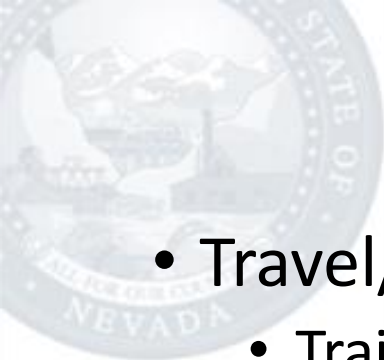
- MUST have a signed Activity-Based Timecard that shows time spent on victim services OR
 - A signed attestation by the employee and supervisor stating 100% of hours are for the grant specific (VOCA, FVPSA, or ML) services

- Travel/Training

- Mileage to transport victims – this does not include mileage from the employee's home to/from work.

- Mileage must have a mileage log with total mileage listed
 - Mileage cannot exceed the GSA Rate ([GSA.GOV](https://www.gsa.gov))
 - Mileage must be for victim services





- Travel/Training Cont.
 - Training Expenses
 - Must be pre-approved on your Budget Narrative by the GMU Victim Services Staff.
 - All training must be for staff and related to victim services
 - All training/travel associated with training costs will be reimbursed once training is completed.
 - A summary of the training and associated travel must be included with your Reimbursement request. For examples, please contact GMU Victim Services or review the RFR training.





Operating

These are costs that are directly related to direct victim services

These costs should be cost allocated across all Victim Service funding whenever possible.

Examples:

- Rent
 - Office and Shelter
 - Insurance
- Communications
 - Internet
 - Phone
 - Cable for Shelter
- Utilities
 - Electricity
 - Gas
 - Water
 - Sewer
 - Trash
- Audit
- Supplies
 - Land Line Phones
- Office Supplies
 - Paper
 - Ink
 - Printer(s)
 - Computer Software
 - Writing instruments
 - photocopying
 - Etc.
- Janitorial Supplies
 - Masks
 - Cleaning supplies
 - Toilet paper
 - Tissues
 - Etc.



Equipment



- Any equipment purchases must be pre-approved by your GPA. This includes electronics of all types.
- For detailed information, reference GIR-21-21 or reach out to your GPA

Equipment: Items that are purchased or leased costing \$5,000 or more each. Cellular Phones, Computers, iPods, iPads, Tablets, etc regardless of cost are considered equipment.





Contracts/Consultant



VOCA funds generally should not be used to support contract services.



Prior to entering into Contracts, subrecipients must obtain a minimum of three (3) quotes for services. These quotes must be available for GMU review if requested.



Contract(s), applicable license(s), and confidentiality documentation must be submitted to the GMU Victim Services Unit within 30 days of the contract start date.



Other

Shelter costs

- Beds
- Cleaning supplies
- Counseling (peer, group, individualized, etc.)
- Etc.

Emergency client needs

- Food gift cards
- Clothing
- Hygiene supplies
- Gas cards

Programmatic costs

- Brochures
- Flyers
- Public presentations
- Volunteer Appreciation (not to exceed \$25 per volunteer per year)

Indirect Costs

- Indirect costs are facility and administrative expenses that an organization incurs by undertaking a grant project that are not easily allocated to specific project costs and are NOT included as direct costs in the grant budget.
- Where a rate is applied, indirect costs are not budgeted as specific cost items, but rather are bundled into the rate that is charged against certain direct costs under the grant.
- The specific costs included in an organization's indirect cost rate vary, but typically include things like utility costs, organizational accounting fees, and equipment depreciation.
- Indirect costs may be charged to an award only if (a) the recipient has a current (unexpired), approved negotiated indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the de minimis 10% indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 CFR 200.414(f).

Match Section

Total cost of the benefit must match total on the invoice											
MATCH Personnel/Volunteers							Total	Match Allocation %	Total Reimbursement Request		
Job Title	Last, First Name	Total Hours Worked	Total Match Hours	Match %	Gross Wage Include Fringe	Check Number					
							\$ -				
							\$ -				
							\$ -				
							\$ -				
Backup Documentation MUST INCLUDE : Invoice, Cost Allocation, and Proof of Payment (check stub, credit card statement, bank statement)											
MATCH Non-Personnel					" More than 4, provide allocation on each invoice "				Total Cost Allocation		
Description of Expense	Page#/Vendor	Total Cost	Check Number	Check Date	% paid by:	% paid by:	% paid by:	% paid by:	Must = 100%	Total for Grant	
									0%	\$ -	
									0%	\$ -	
									0%	\$ -	
									0%	\$ -	
									0%	\$ -	
									0%	\$ -	
									0%	\$ -	
									0%	\$ -	\$ -

- Match is filled out exactly as previous sections.
- Documentation is required as in previous sections.

All documentation **MUST** be provided in the order it is laid out on the Match Tab and must be for the month you are seeking reimbursement for.

Test Your Knowledge

Match the expense with the correct category

Expense

- Time paid for administrative staff
- Staff mileage
- Rent
- Time paid for direct service staff
- Audit costs
- Purchase of cell phones
- Janitorial Supplies
- Food gift cards
- Payment for contracted services

Category

- Personnel
- Travel/Training
- Operating
- Equipment
- Contracts/Consultant
- Other
- Indirect





End of the Year Process

Last and first month of each award period





Special Guidelines for end/ beginning of grant year.

- All RFRs for June 2021 must be submitted by **July 9, 2021** to avoid lengthy delays in payment
- All services/payroll must be allocated for the month end.
- June services will NOT be reimbursed if requested on the July RFR. They MUST be on the June RFR and allocated appropriately.
- These are the only two months that do not completely follow the reimbursement rule for RFRs.

What does this mean?

If your pay period is from June 27 – July 10, you will have to allocate the 4 days (June 27 – June 30) onto your June RFR and the remaining 10 days (July 1 – July 10) to your July RFR, even though payroll will not occur until later in July.

If you receive invoices the last week of June, for June expenses (utilities), but do not write a check for them until July, they still need to be on the June RFR as they are June expenses.

If you receive invoices the last week of June for July expenses (rent), those expenses need to be on the July RFR as they are for July.



The grant year ends June 30, 2021, and expenses cannot be incurred once the funding year has ended, regardless if you have a new award or not.

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If you need changes to your workbook, these need to be made prior to submitting your RFR. This includes Personnel changes or additional lines added to any category of the workbook.





Let's Practice!

Personnel Payroll

Example Agency Payroll

6/21/2021 - 7/5/2021

Employee	Pay Type	Hours	Gross Pay	Taxes	Amount
Employee 1	Reg	72	\$ 1,684.62	FIT	\$ 201.48
	Holiday	8	\$ 80.22	SS	\$ 105.01
				Med	\$ 24.55
	Total	80	\$ 1,764.84		\$ 331.04
Employee 2	Reg	64	\$ 1,684.62	FIT	\$ 201.48
	Holiday	8	\$ 80.22	SS	\$ 105.01
				Med	\$ 24.55
	Vacation	8	\$ 80.22		\$ 24.55
Total	80	\$ 1,845.06		\$ 331.04	
Employee 3	Reg	72	\$ 1,684.62	FIT	\$ 201.48
	Holiday	8	\$ 80.22	SS	\$ 105.01
				Med	\$ 24.55
	Total	80	\$ 1,764.84		\$ 331.04



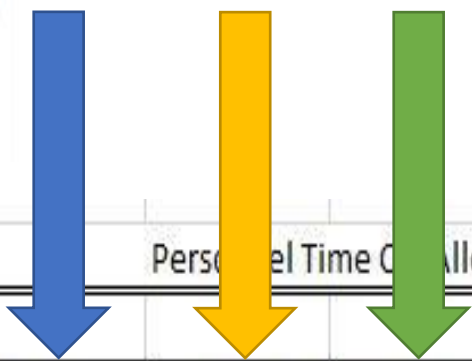
Activity-Based Timecard

ACTIVITY BASED TIME SHEET						Pay Period: 6/21/21-7/5/2	
NAME:		Employee 1					
DAY	DATE	VOCA	FYPSA	M	Vacation	Holiday	TOTAL
Sunday	20-Jun						0
Monday	21-Jun	2	3	3			8
Tuesday	22-Jun	1	4	3			8
Wednesday	23-Jun	3	1	4			8
Thursday	24-Jun	4	2	2			8
Friday	25-Jun	6	1	1			8
Saturday	26-Jun						0
Sunday	27-Jun						0
Monday	28-Jun	5	2	1			8
Tuesday	29-Jun	1	5	2			8
Wednesday	30-Jun	1	6	1			8
Thursday	1-Jul	3	4	1			8
Friday	2-Jul					8	8
Saturday	3-Jul						0
Sunday	4-Jul						0
TOTAL		26	28	18	0	8	80
PERCENT		0.325	0.35	0.225	0	0.1	1



Personnel Allocation

Personnel Time Allocation



Employee Name	Hours Worked	Vacation/ Sick	Total Grant Hrs Worked	Total Hours	Total Grant Hours	% Grant Allocation	**Holiday in July Only
Employee 1	72	8	26	80	29	36.25%	VOCA
Employee 1	72	8	28	80	31	38.75%	FVPSA
Employee 1	72	8	18	80	20	25.00%	ML

Grants:	VOCA	FVPSA	ML
June Hours:	23	24	17
July Hours:	6	7	3
Total Hours:	29	31	20

**Subtract June grant hours from grant hours above to get total July hours with holiday pay allocation

Practice Workbook – June RFR

- Add all the information from the check stub and then just adjust the grant hours for those worked in the month. (See below)
- This will balance out with the July submission

Last, First Name	Total Hours Worked	Total Grant Hours	Grant %	Gross Wage	Check Number	Health Insurance
Employee 1	80	50	63%	\$ 1,764.84		
Employee 1	80	23	29%	\$ 1,764.84	12345	\$ 500.00
Employee 2						
Employee 2						

Practice Answer- Personnel July RFR

- Add all the information from the check stub and then just adjust the grant hours for those worked in the month. (See below)
- This will balance out with the June submission

Last, First Name	Total Hours Worked	Total Grant Hours	Grant %	Gross Wage	Check Number	Health Insurance
Employee 1	80	6	8%	\$ 1,764.84		
Employee 1	80	80	100%	\$ 1,764.84	12345	\$
Employee 2						

Let's Practice: Services



C A01 B01

Agency
Street Address
City, State, Zip



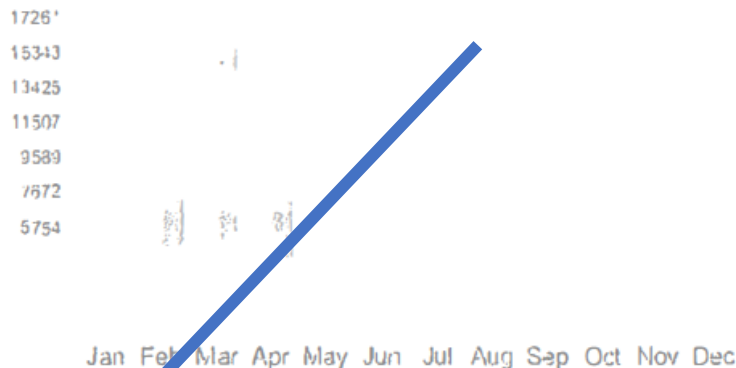
Electric Usage: Small General Service

Average Daily Electric Usage

Usage	No Days	Avg Daily kWh
This Month	30	82.7
Last Year	33	112.8
Cost Per Day This Month, \$7.13		

Usage in total electric kilowatt hours

Last Year This Year



Please Pay By: **Aug 13, 2020**
\$213.90

Additional time is provided to pay this bill. Please pay the amount due by Aug 23, 2020 to avoid a 1% late fee or deposit.

Account:

Customer Number:

Premises Number:

Billing Date: Jul 28, 2020

Next Read Date: Aug 24, 2020

Account Summary

Previous Account Balance	214.12
Payment - Jul 27, 2020	214.12 CR
Electric Charges	213.90
Current Amount Due	\$213.90

Meter Information

NV Energy is unable to read your meter because of circumstances beyond control. You may be billed based on a meter usage or that billed to a similar meter.

Meter#	Type	Service Period	Bill Days	Previous	Current	Multiplier	Usage
CC035433207	kWh	Jun 23, 2020 to Jul 23, 2020	30	5,454	7,935		2,481
	kWh	Jun 23, 2020 to Jul 23, 2020	30	12.872	10.580		11

Charge Details



Service Allocation

Total Bill: \$213.90 for 30 days = \$7.13 charged per day

June Allocation: 8 days at \$7.13 per day = \$57.04

July Allocation: 22 days at \$7.13 per day = \$156.86



Services on Workbook June RFR

- You might have two bills on your June RFR: The one you paid in June and the prorated part of the one you will pay in July
- $\$213.90/30\text{days} \times 8 \text{ days of service in June} = \57.04

Operating					** More than 4, provide allo		
					% charged to:	% charged to:	%
Description of Expense	Payee/Vendor	Total Cost	Check Number	Check Date	VOCA	Other	
Utility	NV Energy	\$ 240.11	1240	6/15/2021	50%		50%
Utility	NV Energy	\$ 57.04	1245	7/10/2021	50%		50%



Services on Workbook July RFR

- $\$213.90 / 30\text{days} \times 23\text{ days of service in July} = \163.99

Operating					** More than 4, provide all	
					% charged to:	% charged to:
Description of Expense	Payee/Vendor	Total Cost	Check Number	Check Date	VOCA	Other
Utility	NV Energy	\$ 156.86	1245	7/10/2021	50%	50%

GIR-21-19 End of Grant Year Instructions

1. Each grant year, final Budget Modification Requests must be submitted by **the last Friday of April**. On rare occasions, and with reasonable justification, an extension may be allowed.
2. All goods and services **received** by the last day of the program's grant year, but not yet paid, are to be treated as an accounts payable of that grant year.
3. Final Requests for Reimbursement must be submitted to the GMU within 10 days after the end of the State fiscal year (i.e., by **July 10th**).
4. On the final Request for Reimbursement, GMU may approve a negative balance shown in one or more budget categories as long as the following conditions are met:
 - a. There is no change in the indirect percentage rate.
 - b. On the final RFR of the year there is no negative balance in any budgeted category.
 - c. Total expenditures from all categories do not exceed the total grant budget.
 - d. The Subrecipient submits a detailed request/justification to the GMU via e-mail prior to over-expending funds for the category (or categories) in question.
 - e. The budget variances do not constitute substantive changes to the original agreement or Scope of Work.
 - f. The GMU pre-approves the request via e-mail.
 - g. Subrecipients that over-expend budget categories and then ask for approval may be denied.
5. **ALL expenses for the grant year must be included in the last RFR, either June or September, depending on the grant performance period. This means that if the subaward ends in June, June's payroll and/or all other expenses MUST be included in the June RFR and will not be carried forward to a new grant award and are not eligible for reimbursement in July.**



Final Notes

- **June RFRs are due no later than Friday, July 9, 2021.**
- The last date to submit a revised RFR for State Fiscal Year (SFY) 21 awards
 - **September 30, 2021,** for awards ending June 30, 2021
 - **December 31, 2021,** for awards ending September 30, 2021
- All documentation must be maintained by the agency for all RFR requests.
- If an employee/item is not on the Workbook and/or Budget Narrative, it will not be reimbursed.
- Any requests for Workbook changes must be emailed with the Workbook to the GPA and, if approved, the Workbook will be updated and returned to the agency prior to monthly submission.



Contact Information

RFR Submittals: FundsRequest@dcfs.nv.gov

General Questions: DCFSGrants@dcfs.nv.gov

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Questions?

