

**State of Nevada
Division of Child and Family Services
Grants Management Unit
Request for Fund (RFR) Workshop
Questions and Answers
Posted: September 10, 2019**

Questions Regarding Travel:

Question 1: Can travel be reimbursed in one month for the same travel?

Answer 1: Travel must occur within the grant performance period. All documentation regarding the travel must be submitted for reimbursement once the travel has occurred.

Question 2: If you pay for airfare a month before the trip, do you want us to hold off until the month of the actual trip when all other expenses are expended?

Answer 2: Yes, GMU must verify that actual trip took place.

Question 3: We book our travel in advance to save money. We request reimbursement when the credit card is due. GMU said that we had to request the reimbursement all together. How does this work in this case if we paid for a flight in July, the employee did not ask for their reimbursement for per diem until August when the travel occurred?

Answer 3: Reimbursement will be completed in the month of August once the trip has occurred.

Question 4: What proof of payments should be submitted when requesting travel reimbursement?

Answer 4: Mileage logs, invoices, flight itinerary, training description, receipts for registration fees, lodging, and other expenses State Travel Reimbursement Forms.

Questions Regarding Payroll:

Question 6: You stated to submit an activity-based timesheet OR cost allocation with percentage of time. Do we need to submit both?

Answer 6: Activity based timesheets are required for personnel and fringe benefits expenses. Cost allocation percentage is required for all other expenses

Question 7: I was told to submit proof of payment to the IRS for payroll taxes before, is that still necessary?

Answer 7: Yes.

Question 8: We don't get a direct deposit "number" for employees or vendors.

Answer 8: When requesting a reimbursement for payment verification of payment with a document or remittance number must be provided as backup documentation.

Question 9: If there are splits between direct and indirect, how do you want us to handle

Answer: 9: Splits are rare instances and will be addressed case by case based on the certification of the employee providing services. A separate column could be added on your activity base timesheet to document direct and indirect time for the employee. In most instances, administrative costs should be listed under indirect.

Question 10: Regarding the salary allocation percentage splits: We would have to enter ALL of the allocations on our RFR form for each staff member in order for the calculation to total 100% and the request amount for that specific grant to be accurate for each person, no?

Answer: 10: No, Percentage allocation is only required on the personnel category based on the activity base timesheets. For personnel, the total fringe cost should be reported for each employee. All other expenses are based on cost allocation and it should total 100%.

Miscellaneous Questions:

Question 4: What is the maximum amount an individual organization can apply for?

Answer 4: There is not a maximum amount however the amount should be reasonable. Funding decisions will be based on the priority areas and funding distributions that are outlined in the RFA.

If you have additional questions, please contact the Grant Management Unit
by email: dcfsgrants@dcfs.nv.gov