

PAYMENT PROCEDURES UPDATE

To: All Subrecipients

From: Capt. Chris Reinfurt, Director, Homeland Security Unit

Date: November 29, 2005

Please be advised of the following updated procedures when requesting payment.

FINANCIAL REPORT FORMS

1. **A Financial Report Form must accompany all subrecipient's payment / reimbursement requests.**

a. This form can be found on our website vthomelandsecurity.org and completed electronically for easier completion.

b. The Financial Report Form requires the following:

1. Grant Name
2. Sub-grant Award Number
3. Program
4. If applicable
5. Non-matching
6. Type of Report
7. Sub-recipient's Federal ID number
8. Grant period
9. Reporting period
10. Sub-recipient's name and address
11. Payee if different from #10
12. Contact Person
13. Contact Person's telephone number
14. If equipment only

* Operating Expense- Equipment line

* complete 14a, 14b, 14c (if downloaded the remaining information will populate)

15. All others: appropriate information per award budget

16. Sign and date your request, complete section with name and telephone number

- Instructions for completion are included on the Financial Report Form

The Financial Reimbursement form **must be completed in its entirety. Failure to accurately complete these forms will result in a delay in payment.** Always make a copy for your retention records.

DOCUMENTATION

Award:

Regarding your sub-grant agreement:

1. Has your Standard Grant Agreement been signed and returned to the Vermont Homeland Security Unit?

- Did it include the following:

- a. Attachment D, fully executed
- b. Certificate of Insurance (see Certificate of Insurance information)

- a new form is required at the beginning of your fiscal year

2. Has the following been submitted to Finance & Management?

- a. [Certification of Audit Requirement form](#)
- b. [Schedule of Federal Expenditures form](#)

• The above forms must be completed and submitted within 45 days after the end of your fiscal year (These forms can be downloaded from our website by clicking on the links above.)

Reimbursement with Attached Documentation for Equipment purchases:

When seeking reimbursement, in addition to the Financial Reporting Form, please include:

1. A copy of the Invoice from the vendor with an invoice number and date with items purchased or services rendered. The invoice date must be within the time frame of the grant period.

2. Proof of payment:

- a. copy of cancelled check
- b. credit card information (see Credit Card Purchase Information)

Cash Advance for Equipment purchases:

If requesting a cash advance for your grant, please provide:

1. A copy of the Invoice from the vendor with an invoice number and date and items purchased / services rendered. The invoice will need to be marked "RECEIVED NOT PAID"

- Once your cash advance has been received, payment must be made to the vendor within 10 business days of the check date.

Reimbursement for Personal Services:

Regarding reimbursement of Personal Services, please provide the following information:

1. Timesheets, activity sheets, rosters that include:

- a. employee name
- b. date of performance
- c. hours
- d. nature of work completed

2. Proof of payment

- a. payroll register from agency
- b. copy of cancelled check if paying an agency for multiple employees

- must include roster with hours and hourly rate paid
- hourly rate documentation
- employee's hourly rate
- benefit rate with back up documentation (any questions, please contact your Grant Administrator)

General Information:

When submitting a request for reimbursement or a cash advance, please keep in mind the following:

1. Was the equipment purchased or services received on your Approved Equipment List?
2. Was the quantity purchased on your Approved Equipment List?
3. Was the equipment purchased or services received within your performance period?
4. Is the date of the invoice applied within the grant term?
5. All equipment must be received and functioning prior to seeking reimbursement.

Quarterly Reporting:

This requirement has been lax in the past, however, going forward, you will be required to submit a quarterly progress report. When completing and filing, keep in mind the following:

1. **Financial and Program Progress Reports** are due no later than the fifteenth of the month following the quarter being reported. These dates are:

- January 15
- April 15
- July 15
- October 15

2. A Financial close out report must be submitted within 45 days of the end of the Grant.

3. Quarterly Program Progress Reports may be in the form of an e-mail to your respective Grants Manager. See below.

If you have any questions, please feel free to contact your Grant Administrator. Contact information is:

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Districts B, C & D

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