FISCAL FRAMEWORKS:
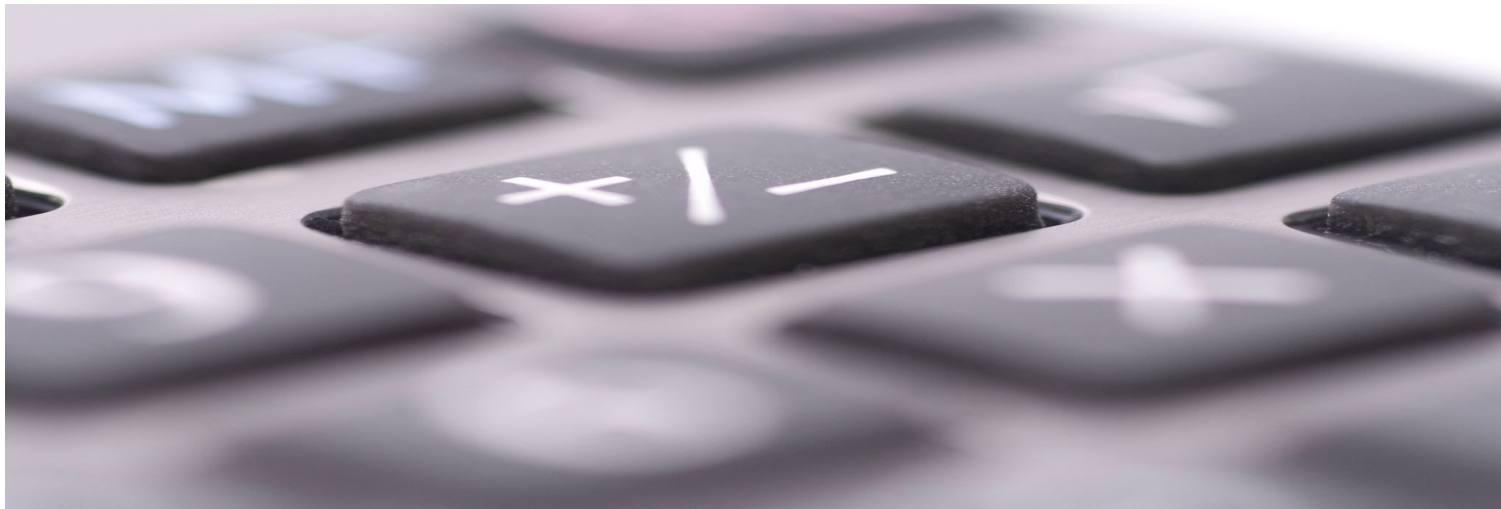## REIMBURSEMENT REQUESTS

Presented by:

The Grants Management Training Team

Arizona Department of Education

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Goal

Our goal for this module is for participants to leave with a better understanding of Reimbursement Requests by covering the following topics:

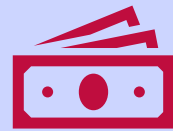-**WHY** do we use reimbursement requests?

-**WHAT** is a reimbursement request?

-**WHO** can complete reimbursement requests? (User Roles)

-**HOW** to access reimbursement requests in GME (Grants Management Enterprise)

In this module, you will learn about Reimbursement Requests

How does this module support the grant process?

Fiscal
Documentation
Processing

As a participant, you will be able to understand the requirements and process of Reimbursement Requests

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Agenda Breakdown

- **This module will abide by the following agenda:**

  - Introductions/Icebreaker

  - Reimbursement Requests: Overview (the why, what, who and how of the Reimbursement Request Process)

  - Other Considerations

  - Questions, Important Takeaways

  - Where to Find More Information

TIME SPENT

■ Content ■ Intro ■ Questions/Wrap Up

Questions/Wrap Up 15%

Intro 10%

Content 75%

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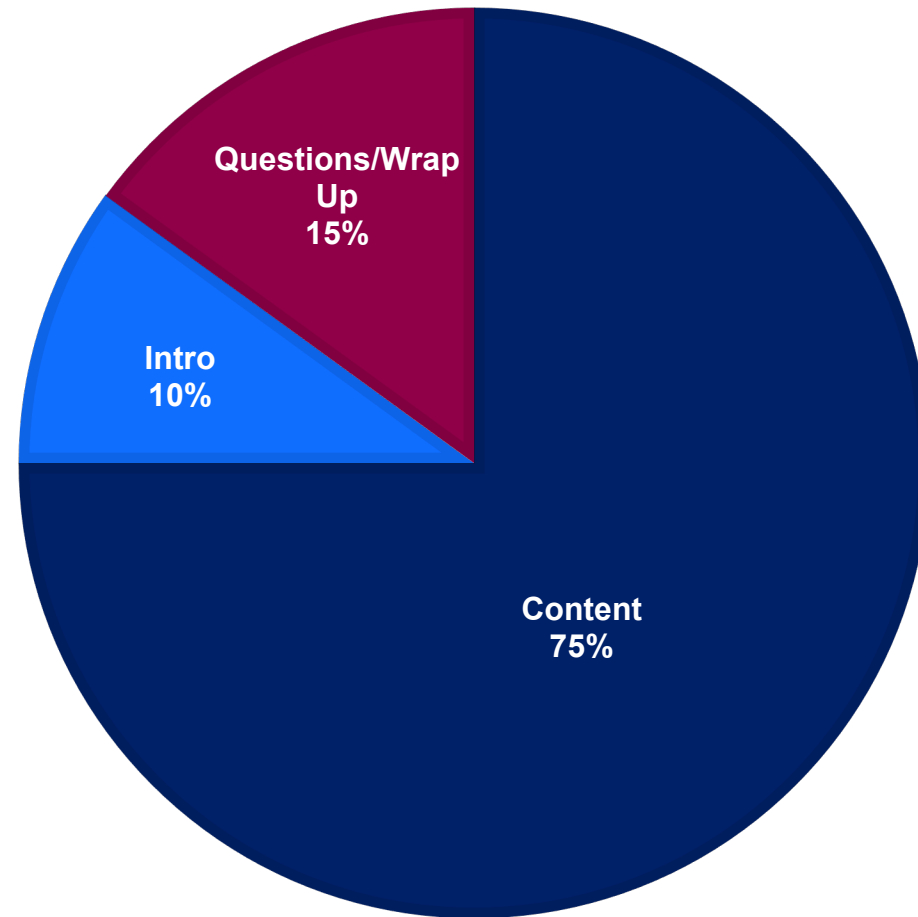
Icebreaker

By show of fingers, on a scale of 1-5, how familiar are you with Reimbursement Requests overall?

- 1- Less than 1 year of experience
- 2, 3, 4- Some familiarity but I have questions
- 5- I am an expert!

Please share:

- One concept you know about Reimbursement Requests
- (if you don't know any, that is okay!)
- One thing you want to know about the Funding Applications process

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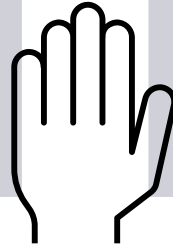
Glossary

Take a few moments to familiarize yourself with the following terms/acronyms that we will reference throughout this module:

ADE Connect: The central "hub" for ADE users where Applications, My Profile and the Helpdesk can be found

GME: Grants Management Enterprise

FA: Funding Applications

LEA: Local Education Agency

SEA: State Education Agency

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What is a Reimbursement Request?

Reimbursement Requests are the process by which funds are drawn down from a director approved funding application

Recommendation is for LEAs to draw down funds 1-2 times monthly

LEA Business Manager (required), LEA Authorized Representative

Required:
Reimbursement Request Summary (Project Summary)
Reimbursement Request Sections, Expenditure Details
Related Documents, Request, History Log

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Who Can Submit Reimbursement Requests?

Only one user role is **_required_** in the Grants Management Enterprise (GME) System to submit Reimbursement Requests.

The **LEA Business Manager** can initiate, complete and submit Reimbursement Requests.

Be sure to keep up with changes to User Roles as individuals leave or join your organization!

Incorrect individuals assigned to required User Roles can prevent you from being able to process Reimbursement Requests in a timely fashion.

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General Overview of the Process

(1) Create new Reimbursement Request

(2) Add year-to-date expenditures

(3) If applicable – upload necessary documentation

(4) If applicable - address special items in the History Log

(5) Submit for Grants Management review

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Be Prepared!

The following questions are helpful to ask yourself before beginning your Reimbursement Request!

❑ Is my original application in **SEA Director Approved Status**?

❑ Am I prepared to enter all **cumulative expenditure information**?

❑ Are there any **supplemental documents** required for this request?

Reimbursement Requests in Grants Management Enterprise (GME) System

The following are key pages within GME related to Reimbursement Requests. We will take a walk through the following:

1. Reimbursement Request Summary (Project Summary)
2. Reimbursement Request Sections
3. Expenditure Details
4. Request
5. Related Documents
6. History Log
   - ➤ Create Comment

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Reimbursement Requests in Grants Management Enterprise (GME) System

Live Demonstration

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Expenditure Documentation

Unedited, official expenditure summary from accounting system.

1. Amounts
2. Date range
3. Object and Function codes
   - Applicable Project/Fund codes
     - ESSERs I, II, and III, per USFR/USFRCS:
       - District: 326, 336, and 346
       - Charter: 1310-1399

➢ Project-to-date expenditures.
   - ESSERs and other awards spanning multiple FYs

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Circumstances Where Additional Documentation is Required

• Expenditure Report (ER) Required:
• 20% or greater of the allocation

• Random Samplings
• Other selected reimbursement transactions that fall under 20%
• $100,000 or more ESSER draws

• Crosswalk (needed if ER coding doesn't match GME; **charters only**). The Crosswalk Template is available in the GME Resource Library.

• Unsure or need specific information? Contact your Grants Coordinator!

Description

History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All

Importance of Consistently Drawing Down Funds

Implications and increased vulnerability at Completion Report time

- Expired funds
- Carryover
- Timeliness
- Risk Assessment:

1. Reimbursement Requests – Fiscal Performance

2. Completion Reports – Reporting Timeliness

The Fiscal Quarterly Report

1. Stay up to date with status of applications and utilization of grant funding.

2. Regularly drawing down funds helps to minimize risk, maximize use of funds, and ensure funding is available to meet needs.

   ✓ Danger of expiring funds
      o Grant may allow carryover, but it is not indefinite
   ✓ Danger of losing/returning funds or other penalties
      o Some funding applications have specific requirements for how/when funds are expended
   ✓ Increased likelihood of monitoring issues
      o Many more audit issues occur with infrequent draw downs and/or completion

Quarterly calls are completed by your assigned Grants Coordinator within a couple weeks of uploading them into GME.

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Other Deadlines and Considerations

- Substantial approval
- Project end dates
- State reverting
- Quality assurance of reporting
  - Uploading expenditure reports before CR
- One fiscal action at a time; pending payment

Tip! Reimbursement Requests cannot be submitted after the project end date! Reimbursing monthly is best practice. Remember to allow for adequate processing time.

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Answers to Common Questions/Issues

1. **Why can't I start a new Reimbursement Request? The link isn't there or won't work.**

   a. There are generally two reasons this would occur:

      - You have a prior Reimbursement Request that is not in "Paid" status yet. Only one fiscal action is allowed per award at a given time.
      - The link to start a new Reimbursement Request is gone because the project end date has passed. If the award is not a state reverting grant, a final drawdown can be made on the Completion Report within the subsequent 90-day liquidation period.

2. **Why doesn't the Reimbursement Request show my new budget from my revision?**

   a. A revision must be in a Director approved status before the budget refreshes. Until then, you can still submit a Reimbursement Request, but it will show the most recent budget that has been Director approved rather than one pending Director approval.

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Reflection/Key Points

1. **Prepare all necessary information before starting the Reimbursement Request**

- Is the application in SEA Director Approved Status?

- Is all cumulative expenditure information prepared to be entered?

- If required, are all supplemental documents ready to be uploaded?

2. **Complete all required sections**

3. **Submit the Reimbursement Request at the LEA level**
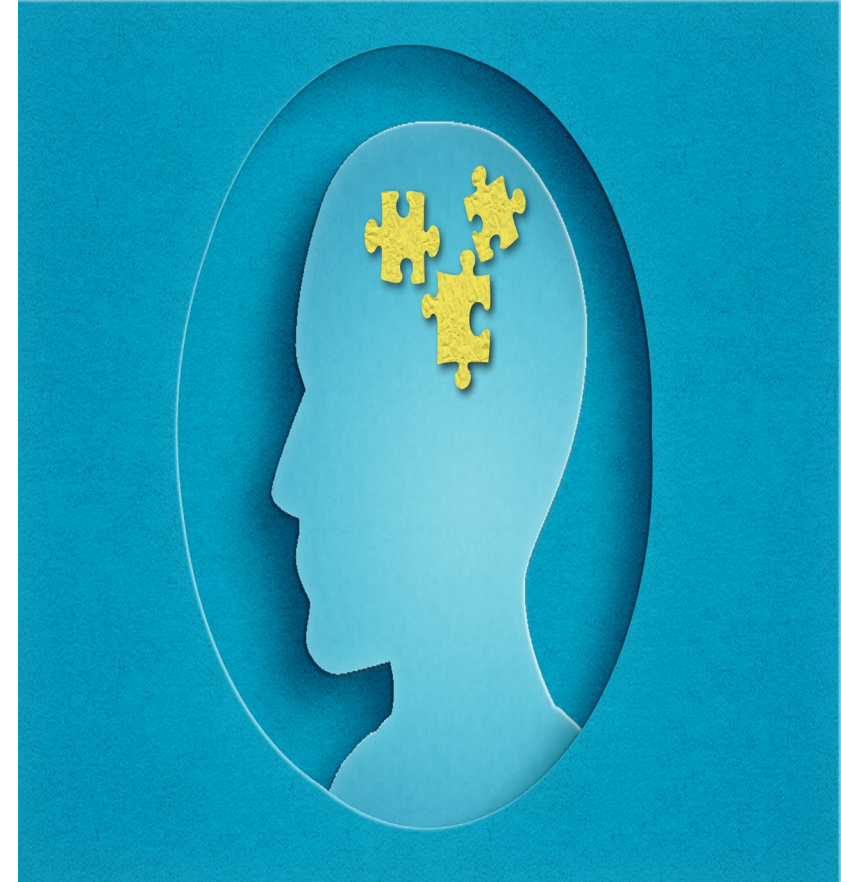
When to Contact Grants Management

Program Areas

Primary liaison with state and federal grant programs

- Determines grant allocations based on eligibility and available funds
- Reviews and approves grant applications and revisions
- Supports and monitors implementation of grant program requirements
- Provides communication, outreach and training to field on grant program

Grants Management

Oversees centralized system for managing grant applications

- Processes fiscal aspects for all grants
- Monitors state and federal regulations for fiscal compliance
- Oversee the Grants Management Enterprise (GME) System
- Provides communication & training to field on grant processes & GME system

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We're here to help!

ADE Helpdesk: https://helpdeskexternal.azed.gov

GM Website: www.azed.gov/grants-management

GM Hotline: 602-542-3901

Grants Technology	Grants Training	Fiscal Processing	Fiscal Monitoring
☐ Option 1	☐ Option 1	☐ Option 2	☐ Option 3
☐ GME System Support	☐ Training and Professional Development	☐ Reimbursement Requests	☐ Single Audits
☐ GME System Updates & Enhancements	☐ Training Resources & Materials	☐ Completion Reports	☐ Fiscal Monitoring
☐ GSA & Self-Assessment		☐ Title I Maintenance of Effort	☐ Corrective Action Plan Support
		☐ Technical Assistance	
		☐ Indirect Cost	

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Q & A Time!

Please feel free to unmute yourself if you have a question, comment, or helpful tip from your experience with Reimbursement Requests!

You may also enter any questions you have in the chat.

Thank You!

o Thank you for attending this training. I hope that you are going back to your position with a better understanding of Reimbursement Requests.

o A short survey will be sent out to you via email.

Please fill it out to help improve this

training in the future! Your feedback is always greatly

appreciated by our team.