



# **Subrecipient Training: Reimbursement Requests, eCivis Best Practices**

**March 30, 2023 @ 12:30 pm**



# Overview

- Reporting Requirements
  - Financial Reports
  - Activity and Evaluation Reports
- eCivis Demo
- eCivis Best Practices
- Q&A



# Staff Intros

- **Carissa Bradley**, Grants and Community Program Analyst
  - Award Manager – Contact for any questions related to your award!
  - Email: [cbradley@washoecounty.gov](mailto:cbradley@washoecounty.gov)
  - Phone: 775-895-4154 Call or text me
- **Amber Bunkowski**, Fiscal Compliance Officer
  - Contact for Financial-Related questions
  - Email: [abunkowski@washoecounty.gov](mailto:abunkowski@washoecounty.gov)
- **Lauren Soulam**, Program Coordinator
  - Technical Assistance, Ongoing Monitoring Activities
  - Email: [lsoulam@washoecounty.gov](mailto:lsoulam@washoecounty.gov)
- **Gabrielle Enfield**, Community Reinvestment Manager
  - Email: [genfield@washoecounty.gov](mailto:genfield@washoecounty.gov)



# Financial Reports

*Reminder:* These are cost-reimbursable grants with reports due by the 10<sup>th</sup> of the month when you are requesting reimbursement. ***Any submittals after the 10th of the month will be processed for payment during the next month's financial review.***

## Invoice Details to Include

- Business Name
- Project Name
- Invoice Number
- Invoice Date
- Payment Terms
- Total Amount Due

## Budget Categories for Cover Sheet

- Salary
- Fringe
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect calculated at - 10% MTDC



# Financial Documentation: Backup

## Salary & Fringe

- Payroll Report and or Timecards
- Reflecting name, title, hours, rate and cost allocation

## Travel

- Receipts for airfare, hotel, car, mileage etc...
- Name/Title of employee

## Equipment

- Contract
- Proof of payment

## Supplies

- Detailed/Itemized Receipts
- Clearly showing vendor

## Contractual

- Contract
- Proof of payment

## Other

- Detailed/Itemized Receipts
- Clearly showing vendor

## Indirect calculated at - 10% MTDC

- No need for backup – reflect as percentage of allowable direct costs
- Can be requested each reimbursement request



# Financial Report Reminders

- Attach an invoice to all reimbursement requests
  - One PDF attachment
  - First page is the invoice/coversheet
    - Needs to have a breakdown of expenses with a total
  - Rest of the pages should be backup showing itemized charges for total requested amount
- **Please do not lock the PDF form.**

# INVOICE

**Invoice number**

00001

**Date of issue**

mm/dd/yyyy

**Billed to**

Client Name

Street address

City, State Country

ZIP Code

**Your company name**

123 Your Street, City, State, Country, ZIP Code

564-555-1234

your@email.com

yourwebsite.com

FEDERAL  
GRANTS

eCivis





# eCivis Demo

- Portal login: <https://ecivis.com/>



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## Grants Made Simple

At eCivis, we help state, local, and tribal governments simplify the entire grants process through our innovative grants management software and services, so you can focus on your most important missions and deliver greater impact in your communities.





# Financial Report - eCivis

- Enter performance period
- Enter the amount spent in each category
  - This should match the invoice you provide and backup documentation
- Check Reimbursement Request
- Financial Report Narrative
  - What was the funding spent on and why was it allocable to the grant
- Upload ONE document with the invoice you generated on page 1 with necessary backup documentation on the subsequent pages
- Submit!



## eCivis Reminders

- The “1. Salary, 2. Fringe, etc...” are clickable links
- For G/L/Activity – you can enter NA
- For the description, please add what you are spending \$ on



# Reporting Requirements

- Quarterly Activity Reports
  - Due on 10<sup>th</sup> Day after the close of the quarter
  - **First Due April 10<sup>th</sup>, 2023**
- Project Evaluation Report
  - Due with Activity Report
  - **First Due April 10<sup>th</sup>, 2023**
- Final Impact Report
  - Due 90 Days After Award Close
  - Photos, testimonials, impact of funds
- Financial Report
  - Due no more than monthly by the 10<sup>th</sup> day of the month



## QUARTERLY ACTIVITY & FINANCIAL REPORTING Washoe County ARPA-SLFRF

**Instructions:** Activity and Financial Reports are due on the 10<sup>th</sup> day after the close of the quarter or the next business day, to Community Reinvestment through the eCivis portal. Please attach this form to your submission.

Financial reporting should be completed through the eCivis portal to request reimbursable funds from the reporting quarter. Documentation must be included using a cover page and necessary backup.

Project Name \_\_\_\_\_

Org Name \_\_\_\_\_ Org Contact \_\_\_\_\_

Activity Report Timeframe \_\_\_\_\_

### Progress Summary

Work Completed Last Quarter	Anticipated Work for Next Quarter
<p>Brief project status update. What has happened on the project this quarter? Emphasize project outputs (materials purchased, staff hired, contracts signed, etc.)</p>	<ul style="list-style-type: none"> <li>• RFP/RFQ/Upcoming Contracts?</li> <li>• Hiring?</li> <li>• Materials/Supplies Purchases?</li> <li>• Other?</li> </ul>



Org Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Report Timeframe: \_\_\_\_\_

# Project Evaluation Report

## Due with Activity Report

You will complete the first five columns at the beginning of the project and **submit with your quarterly report due on April 10th.**

The far-right column will be **updated each quarter.**

ARPA-SLFRF Subgrantee Project Evaluation Report

Goal	Objective	Outputs	Outcomes	Metrics Used	Status as of this Reporting Period
<i>Overarching aim of your program.</i>	<i>Specific achievements that contribute towards reaching the goal(s). When writing objectives remember to make them S.M.A.R.T.: Specific, Measurable, Achievable, Relevant, and Time-Bound.</i>	<i>Tangible deliverables from the project.</i>	<i>Changes in behavior, attitudes, perceptions, knowledge, skills, and/or behaviors as a result of your project.</i>	<i>What is your project tracking? (Usage? # of people served?)</i>	<i>Brief status of each Goal and Objective.</i>



# Award Dashboard

## Award Detail

View Budget   View Files   **Submit Financial Report**   **Submit Activity Report**   **Request Grant Amendment**   Award Closeout   Manage Project Team

Reimbursement requests with backup submitted here

Quarterly Activity Reports and Project Evaluation Reports submitted here

To amend budget, performance period etc.

**Subrecipient:** Carissa Test

**Program:** ARPA Community Reinvestment Non-Competitive Grants

**Project:** TEST APP/AWARD

**Award ID:** TEST

**Award Status:** Awarded

**Approval Date:** 09/20/2022

**Approved amount:** \$0.01 +

Add team members to the award including us!

Add arpaprojects@washoecounty.gov

Total Federal Award: \$0.01

**Total Match:** \$0.00

**Performance period:** 09/01/2022 - 12/31/2026



# Activity Report - eCivis

- Enter reporting period
- Report narrative
  - “(See attached)” is sufficient or expand on activities that didn’t fit on the form
- Attach Report Files
  - Quarterly Activity Report Form
  - Project Evaluation Report
- Ignore the “Goals” section
- Submit!



## eCivis Best Practices

- Add [ARPAprojects@washoecounty.gov](mailto:ARPAprojects@washoecounty.gov) to your Project Team
  - This allows us to provide TA on your award without having to schedule additional time to video conference while you're on the screen.
- If you need to change the Project Lead on your award for any reason, please email us. We now have the ability to change the primary contact for the award on our end.



## Coming Up

- **Testimonials:** We are going to start sharing testimonials and news about the amazing work your organizations are accomplishing on our website.
  - Carissa will reach out with some questions
- **Monitoring:** Between May and July 2023, Lauren is scheduling monitoring visits with each subrecipient. These could include a Teams meeting to go over your procurement, participant files, etc.
- **Site Visits:** We would love to come see some of your work in action! If you have a day or event we should be at, please let us know



The image features a central horizontal band with a light orange background. Above this band are several large, colorful speech bubbles in shades of yellow, pink, orange, dark blue, and teal, some with three dots inside. Below the band are stylized silhouettes of five diverse people in various colors and patterns, appearing to be in conversation. The word "Questions?" is written in large, white, bold, sans-serif font across the center of the orange band.

**Questions?**

# Thank you!

For questions or to schedule one-on-one technical assistance, contact:

**Carissa Bradley**  
cbradley@washoecounty.gov  
775-895-4154

