

Arizona Department of Homeland Security Reimbursement Instructions (2011 and retroactive to all open grant awards)

The Arizona Department of Homeland Security (AZDOHS) is implementing revised reimbursement procedures beginning with the Fiscal Year 2011 grant programs. These instructions pertain to all grants managed by the AZDOHS. Please read these instructions carefully and contact your agency's financial specialist (listed at the end of these instructions) for any questions.

1. Once the AZDOHS has received two signed subgrantee agreements and other required documentation from a stakeholder (please see award letter detailing such required documentation), the AZDOHS will email a pre-populated reimbursement request form in Excel format to the individual identified as the financial point of contact from the completed standard data collection form (completed during the application process). This form includes information supplied during the application process, such as contact information, address, and line-item budget. **Do not make any changes to this form.** If changes are necessary, please contact your agency's AZDOHS financial contact. Any unauthorized changes may delay the reimbursement request process.
2. **Policy effective January 1, 2011 requires all grant awards, including all projects with an approved modified budget or extension** to be completed, reviewed and signed by the preparer **and an authorized official within the agency.** The authorized official should review the request prior to signing it. Reimbursement requests will not be processed without both signatures. The AZDOHS will contact the preparer for any clarifications.

A completed reimbursement request form **must** include: reporting period from and to dates, current period expenditures, year to date expenditures, budget remaining, contact information and both signatures.

3. A complete reimbursement request packet must include invoices and proof of payment for expenditures and cost share (if applicable). Sufficient payment documentation should include:
 - Copies of canceled warrants or Electronic Funds Transfer (EFT) documentation.
 - Documentation from an official accounting system which documents the payee, date and amount paid and warrant or EFT number.
 - Copies of invoices.
 - Payroll records for personnel expenditures (including backfill, overtime and Employee Related Expenditures).
 - Time and Effort reports are required for ALL projects currently opened in which salary is being charged (form available at <http://www.azdohs.gov/Grants/index.asp> under "Stakeholder Forms").
 - Daily Activity Reports for any overtime or mileage (Operation Stonegarden).
 - Categorize reimbursement packets into the POETE model.
 - In other words, group all Planning, Operating, Equipment, Training and Exercise expenses together and clearly mark and separate them.
 - When submitting for training expenditures, explain type of training, when the training took place, where the training took place and any other information that may be helpful in determining allowability.

- For training and exercise expenditures, make sure to include agenda, duration, location, and number of participants. If training is sponsored/conducted by stakeholder, include a copy of the sign-in roster. If applicable, include a copy of the approved training request form.
- When submitting reimbursement please place the supporting documentation (invoices, proof of payment, etc.) in the order in which they appear on the reimbursement request form.
 - For example, if you have equipment and training documentation, place the equipment information first and in order the budgets appear on the reimbursement form. Submitting reimbursements out of order may result in a delay of reimbursement.
- Make necessary per diem adjustments for any lodging or travel expenditures to fit within the state rates.
- The AZDOHS reserves the right to request any other supporting documents deemed necessary to confirm allowability prior to reimbursement.
- Sole source/single source purchases must be reviewed and approved by the AZDOHS prior to expenditure (please see section VII of Subgrantee Agreement). Reimbursements submitted with sole source documentation without prior consent by the AZDOHS may not be reimbursed. Sole source/single source approval documentation from the AZDOHS must be included in the reimbursement packet.

NOTE: Credit or purchasing card statements are not an acceptable form of payment. Stakeholders must show payment made to the creditor issuing the credit or purchasing card.

All expenses must be invoiced and received in accordance with the terms and conditions of the Subgrantee Agreement (please see section X(c) of Subgrantee Agreement). Final reimbursement requests must be received by the AZDOHS within forty five (45) days following the end of the performance period.

Travel related costs included in a reimbursement request must adhere to guidelines for the State of Arizona set forth by the Arizona General Accounting Office website at: <http://www.gao.az.gov/travel/default.asp>. Federal mileage rates and per-diem's do not apply.

When submitting for reimbursement of travel related expenditures, please make necessary adjustments to comply with state rates and guidelines. Reimbursements that do not reflect the necessary adjustments will be returned to the stakeholder for corrections.

Reimbursement requests may be submitted no more frequently than monthly and no less frequently than quarterly. When submitting reimbursement requests, a separate reimbursement package must be submitted for each project.

Please note that if a budget change request is necessary, stakeholders should refer to the "Project Modification Request Form" on the AZDOHS website at: <http://www.azdohs.gov/Grants/index.asp>

Stakeholders expending \$500,000 or more within their agency's fiscal year are required to complete an OMB A-133 audit (Section VI(a) of Subgrantee Agreement). The A-133 audit is due, at the latest, nine months after the agency's fiscal year has ended.

Stakeholders must submit a copy of the report to the AZDOHS by mail (U.S. mail or courier) or in person. Electronic submissions will not be accepted. Stakeholders who do not submit a copy of their report in a timely fashion may have all reimbursements held for any project it currently has open with the AZDOHS. Depending on the results of the audit, the AZDOHS may also take other steps deemed necessary, such as suspending projects, putting stakeholders on high risk status, requiring additional supporting documentation or not making future awards to the stakeholder.

Helpful hints:

- Hi-light expenditures for reimbursement on pages where multiple expenditures that are not related to the request appear.
- Stay within the approved scope and line item budgets or request modifications in advance for overages greater than 10% or \$25,000. Refer to: <http://www.azdohs.gov/Documents/Grants/AZDOHSModificationRequestForm.xls>
- Submit hard copies (emailed and faxed requests will not be accepted).
- Submit quarterly reports on time. Delinquent quarterly reports will delay reimbursement processing.
- Review and become familiar with the 2011 Grants Management Presentation found at: <http://www.azdohs.gov/Documents/Grants/FFY2011/GrantsManagePPT2011.pdf>

FINANCE CONTACT LIST

Finance	Regions responsible for reimbursement requests	Name	Office
Asst. Director – Finance and Administration		Terry Riordan	602-542-7056
Budget Manager	State Agencies and North	Kevin Guimond	602-542-1716
Grants and Financial Specialist II	Central, East and West	Lois George	602-542-7047
Project Specialist	South and Stonegarden	Christina Ambroult	602-542-7036