



Claims Supporting Documentation – Instructions and Guide

Initial Claim Submission

Claims Form: **Line item 1** is the line used to claim the portion of the budget to be compensated at the time of Implementation Plan approval.

Outlined in Exhibit 2. Project Budget: Table 3 of the executed contract.

Table 3: Implementation Compensation (Up to 30% of Total Budget - State Portion)²

Item	Budget Amount
Portion of Budget to be Compensated at the Time of Implementation Plan Approval	\$ 24,320.00
Percent of Implementation Compensation out of Total Grant Cost	25%

If no dollar amount is given in this section, the grantee cannot claim advanced funds.

LINE	ITEM DESCRIPTION			UNITS CLAIMED	UNIT RATE	TOTAL
RCV	START DATE	END DATE	UOM	*Leave Blank If Actual Cost		(Units x Rate or Amount Only Total)
1	02/01/2024	06/30/2024	Amount Only	X	-----	Put total amount from Table 3 here

This first line item will only be used 1 time if any advanced funds were approved. This line will not be on the claims form if no funds were approved.

Instructions

1. The initial claim submission should be for the Implementation Compensation amount of the Project Budget and must have supporting documentation attached to the same email with the completed claims form.
2. The supporting documentation for the Implementation Compensation Line must be the required Implementation Plan added as an attachment with the claim form.
 - a. This plan will be reviewed and approved at the same time as the initial claim. Grantees **DO NOT need PRIOR approval of the Implementation Plan before submission of their first claim** for advanced funds.
 - b. This plan needs to describe, in detail, the grantee’s planned use of the advanced funds. This should align with the approved budget in Exhibit 2 from the executed contract.
 - c. It should be 500 words or less and in the format of a PDF, Excel, or Word document.
3. The initial claim submission needs to include a copy of the Exhibit 2 Project Budget as an attachment. This is NOT considered supporting documentation.
 - a. This attachment is a requirement by the Office and **must be included in all claims submissions for the Employer Sponsored Grant funds.**
4. No other supporting documentation or attachments need to be submitted for the amount being claimed in Line Item 1: Implementation Compensation.
5. If submitting for cost- reimbursement within the same claims form on Line Item 2, or if the grantee had no approved advanced funds to claim, please follow the instructions for “Cost-Reimbursement Claim Submissions” to ensure all needed information is included in the submission.

Cost-Reimbursement Claim Submissions

Claims Form: **Line Item 2** is only for grant funds spent between 2/1/24 through 6/30/24.

GRANTEES MUST SUBMIT ALL CLAIMS FOR FUNDS SPENT THROUGH JUNE BEFORE JULY 15

2	24 Grant Funds	02/01/2024	06/30/2024	Amount Only	X	-----	Total amount of all receipts
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Claims Form: **Line Item 3** is only for grant funds spent between 7/1/24 through end of grant term.

- Cannot begin claiming from this line item until August 1st, for expenses spent in July 2024.

3	25 Grant Funds	07/01/2024	01/31/2025	Amount Only	X	-----	Total amount of all receipts
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This date will match contract start date

This date will match contract end date

Instructions

1. All claim submissions for Line Items 2 and 3 must have supporting documentation of the allowable expenses claimed and attached to the same email with the completed claims form. These expenses must align with the Project Budget and the executed contract and must have already been paid for by the grantee during the month of the claim.
2. Supporting documentation for these submissions must include receipts totaling the amount submitted for reimbursement within the month of the claim. The total of all receipts should equal the amount entered in the "Total Amount" blank on the claims form.
3. If the receipts submitted only show the total amount paid for an expense and not what expenses the amount contained, additional supporting documentation is required to show what expenses were covered in the receipt amount.
 - a. This can be in the format of PDF, Excel, or Word document.
4. All claim submissions for Line Items 2 and 3 must include a copy of the Exhibit 2 Project Budget as an attachment. This is NOT considered supporting documentation.
 - a. This attachment is a requirement by the Office and **must be included in all claims submissions for the Employer Sponsored Grant funds.**

Examples of Supporting Documentation

- Receipts for allowable expenses paid for by the grantee
- Payroll breakdown or receipt from payroll company for any employee salaries paid
 - MUST HAVE NO PERSONAL PROTECTIVE INFORMATION VISIBLE in the document
- Deposit receipts for tuition benefits
- Receipts from childcare programs of seats reserved with cost and number of seats
- Receipt from leasing company for any lease expenses paid
- Receipt of a paid invoices from contractors/accountants/lawyers
- Receipts of paid utilities
- Excel breakdown of all expenses paid and attached receipts

Non-Examples of Supporting Documentation

- Unpaid invoices submitted for payment
- List of expenses paid WITHOUT attached receipts