**Overview for Grant Reimbursement Process**

Hello,

 Thank you for participating in the WI-LFPA Community Partners Grant.

**For recipient to request reimbursement:**

1. Complete the attached Request to Reimburse Cover Sheet form. Please note:
2. Allowable expenses must have been spent in categories budgeted in your approved grant contract (i.e., Personnel, Travel, Equipment, Supplies & Materials, Contractual, Food Procurement, etc).
3. DATCP withholds final 25% of grant funds awarded until close out - If this reimbursement request takes your total reimbursements over the 75% threshold of grant funds, you must complete a Final Report (attached) to begin the grant contract close out process (skip to Final Report / Close Out Process below). Only complete Final Report if you wish to close out your grant contract and receive the final 25% of funds.
4. Attach proof of expenses (invoices) AND proof of payments (receipts) for expenses listed on request to reimbursement cover sheet.
5. Allowable dates on invoices and receipts must be within the grant contract period (02/15/2024 to 02/14/2025)
6. Canceled checks may be submitted as proof of payment but must include both a copy of the front of the check AND back of canceled check to verify check has cleared account.
7. Email request to reimbursement cover sheet form, invoices and receipts to allison.lindsey@wisconsin.gov for reimbursement processing.
	1. **EMAIL SUBJECT: CPG\_CONTRACT# Reimbursement Request**
	2. **FILE NAMING: YourOrgsName\_**
		1. Ex. HTF\_028492.pdf
		2. Ex. CAC\_0284929.xl

**Invoices**

***When to Submit*** ***Invoices***

Invoices are due no later than 30 calendar days after the quarterly or monthly invoice period, and are required regardless of whether or not project costs are incurred during the invoice period. Final invoices are due no later than 45 calendar days following the expiration date of the Grant Agreement term or after the project is complete, whichever comes first.

**Reimbursement Payments**

Recipients submit invoices to DATCP for reimbursement of actual expenditures. Invoices must be submitted at least quarterly, but not more frequently than monthly. The quarterly periods are:

* Quarter 1: February 15 – April 8
* Quarter 2: April 9 – July 8
* Quarter 3: July 9 – October 7
* October 7 – January 6

**DATCP reimbursement process:**

* Reimbursement requests received are reviewed to ensure all expenditures are in line with approved contract budget, invoices and receipts attached support expenses on cover sheet and are valid.
* Once reviewed, request to reimbursement is sent to DATCP financial department for reimbursement processing (allow 30 days to receive funds). **PLEASE CONFIRM THAT THE ADDRESS YOU WANT YOUR CHECK SENT TO IS CORRECT WHEN YOU FILL OUT YOUR NEW SUPPLIER FORM WITH DATCP FINANCIAL STAFF.**

**Final Report / Close Out Process:**

1. Complete the attached final report for the entire grant contract period of 02/15/24 to current date.
2. Complete request to reimbursement cover sheet to reflect full amount of remaining grant funds
3. Attach proof of expenses (invoices) AND proof of payments (receipts) for expenses listed on request to reimbursement cover sheet
4. Email request to reimbursement cover sheet form, invoices and receipts to allison.lindsey@wisconsin.gov for review.
5. Once reviewed and approved, Allison will forward to the DATCP financial department for the Close Out process which includes the final reimbursement as the final step (allow 30 – 60 days to receive funds). No further requests for reimbursement will be processed after close out has been completed.

Feel free to reach out with any additional questions or concerns. I am here to make this process as smooth as possible for you!

Thank you,

Allison