



Neighborhood Programs Unit (NPU)

Neighborhood Revitalization Tax Credit (NRTC) Program

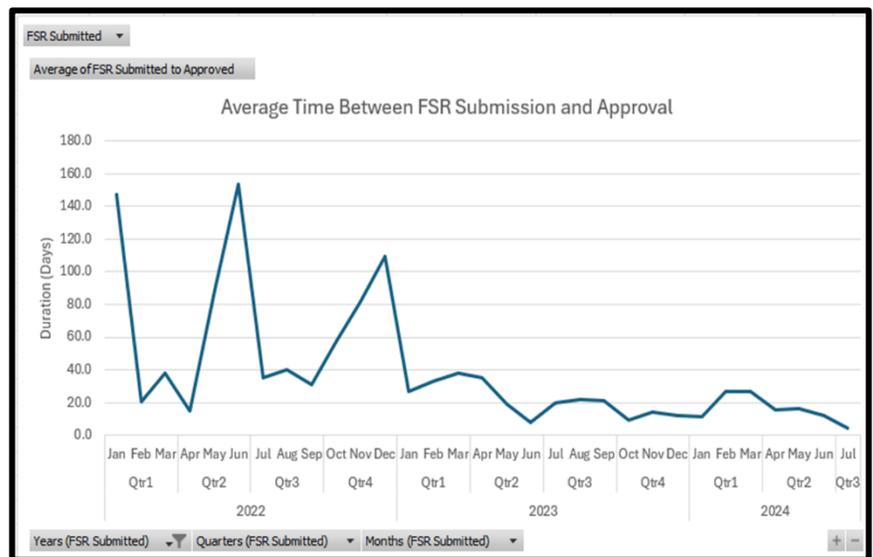
Project Grant Financial Status Report (FSR) Documentation Policy and Procedure

Purpose:

To establish program standards for the verification of grant expenditures.

Background Information:

Standardized documentation was introduced in March of 2023 to ensure verification of grant expenditures and to decrease the turnaround time of FSRs. As grantees complied with the standardized protocol, FSR approval times improved and program integrity was enhanced, but some grantees found the reporting requirements burdensome, particularly those who had not previously provided proof of payment for expenses.



To reduce the documentation burden for grantees:

- Detailed FSR backup documentation for administrative expenses will **not** be required.
- Allowable administrative expenses* will be entered into SAGE and recorded on the NRTC FSR Summary.
- Grantees will maintain these records, but no employee timesheets, office energy bills, postage receipts or other administrative expense backup documentation will be uploaded to SAGE.
- Project grant applications will include details and documentation of the administrative personnel and operating expenses included in the request for funds.

Policy:

NRTC Project grantees shall follow the standardized protocol for documentation of expenses.

Procedure:

NRTC Project grantees shall submit (at minimum) every three (3) months, an FSR documenting expenses as follows:

1. Accurate entry of all expenses in SAGE.
2. Summary Upload: The NRTC FSR Summary (Standardized Documentation form available on the NRTC web page; must agree with expenses entered.)

For Activity-related expenses only, NOT Admin expenses:

3. Detail Upload: Proof of expenses and proof of payment, grouped by Budget Category.
 - a. For detail uploads comprised of more than 15 or 20 individual expenses, the first document must be a summary list of the individual expenses.
 - b. If detail documentation includes expenses NOT included in the FSR, notate, highlight or redact the documentation to clearly show the FSR expenses.

| DETAIL EXPENSE DOCUMENTATION EXAMPLES | | |
|---------------------------------------|------------------|-------------------------------|
| PROOF of EXPENSE | | PROOF of PAYMENT |
| Invoice | | Cash Register Receipt |
| Purchase Order | | Credit Card Receipt |
| Billing Statement | | Cancelled Check |
| Contract | | Credit Card or Bank Statement |
| Itemized Receipt | <SERVES AS BOTH> | Itemized Receipt |

Detailed documentation (proof of expenses and proof of payment) for administrative expenses must be maintained by the grantee and made available to NPU upon request.

*For questions about allowable administrative expenses consult your grant manager.