



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Grantee Reimbursement Request Submission Policy**

### **Background**

In an effort to achieve consistent spend down of grant funds, as well as improvement in fiscal management for both grantees and the Office of the State Superintendent of Education (OSSE), a policy was created outlining guidelines and practices related to the submission of a reimbursement request (RR). This policy's goal is to standardize the minimum interval between RR submissions by grantees to once each quarter. Doing so will ensure grantees are submitting RR's that are manageable in size. This should foster consistent spend down of funds, so lapsed funds are reduced, and the ability to estimate accurate year-end accruals is increased.

### **Scope**

This document articulates a new, agency-wide policy that will be implemented with all grantees for all grants, relating specifically to the submission of a RR, including what is required from grantees, as well as how OSSE will enforce this policy.

### **Effective Date**

This policy will take effect beginning Oct. 1, 2022 for all fiscal year 2023 (FY23) grants.

### **Policy Guidance**

The purpose of standardizing the minimum RR submission interval to quarterly is to ensure that grantees are consistently spending down their grant funds over the entire award period. The benefits of this minimum cadence are many for both the grantee and OSSE, including but not limited to:

- Prevention of large reimbursements toward the end of the award year, which can be burdensome to manage and more susceptible to errors.
- Support for OSSE in management of grants, as OSSE will have better data related to spend down for reporting purposes, as well as promoting accurate accruals each October.
- Promotes sound financial practices for both OSSE and grantees. The consistency of claiming funds assists with record-keeping needed for monitoring and audits, as well as consistent cash flow.

Key internal stakeholders in this process are the grantee, and the program grant managers (GM) for each grant.

## RR Submittal Process Timeline

Responsible Party	Details	Submission Requirement
Grantee	<ol style="list-style-type: none"> <li>1. Once a grantee has an approved application, they can claim reimbursement for any allowable expenditures incurred in the approved award period to date.</li> <li>2. Grantees must submit at least one reimbursement per quarter in which they expended funds. The reimbursement request must include all funds expended, but not yet claimed for reimbursement.</li> </ol>	Quarter One: Oct. 1 through Dec. 31 at least one RR, once a grant application is approved, if funds are expended.
OSSE Program/ Grant Managers	<ol style="list-style-type: none"> <li>1. Review RR's in a timely manner (two reviewers for each RR).</li> <li>2. If changes are needed, send back to grantee with comments as to why the RR was returned.</li> </ol>	Program has 10 days to review the RR and will either approve or return for changes. If approved, it will move to Office of Grants Management and Compliance (OGMC) and then Office of Chief Financial Officer (OCFO) to process the payment.
Grantee	<ol style="list-style-type: none"> <li>1. Repeat this process for each subsequent RR.</li> </ol>	<p>Jan. 1-March 31 at least one RR is required if funds are expended.</p> <p>April 1-June 30 at least one RR required if funds are expended.</p> <p>July 1-Sept. 30 at least one RR is required if funds are expended.</p>

## Implementation

The requirement that grantees submit at least one reimbursement per quarter in which the grantee expended funds will be included on all grant award notifications (GANs). Non-compliance with this policy and the GAN terms and conditions will be subject to a review and possible corrective actions.

## Questions?

Should you have any questions on this policy, please contact your grant manager or Nancy

Mahon at [Nancy.Mahon@dc.gov](mailto:Nancy.Mahon@dc.gov) in OGMC.