

**Safe and Drug Free Schools and Communities  
County Grant Program  
Quarterly Claim Form Instructions**

Revised 12/5/03

**GENERAL INFORMATION**

**Claim Form**

Your county claim form has been customized by your Prevention Services Division (PSD) county analyst to match your grant budgets. All information required from the county is listed below. All cells except those that are highlighted in the spreadsheet are protected and will not allow you to change or add information. The protected cells contain formulas or information that cannot be changed without a formal revision. If a formal revision is required, your analyst will make changes to the existing claim form and send the revised claim form to the project director. This has been done to simplify the form and to ensure that formulas are correct. If you find an error in the form, contact your county analyst and they will send an updated form. Please fill out the highlighted cells only. Any cells for which you do not have expenses this quarter may be left blank. Since the form fills in some cells automatically, it is helpful to start at the back of the claim with subrecipient detail and move to the front.

**How To Submit Your Claim Form**

Once you have input all of your information, please print out the form, sign, and mail it to your PSD county analyst. Please email a copy as well to the analyst. Both addresses are on the top left hand corner of the first page of the claim form.

**Processing of Claim**

The claim form must be accompanied by the progress report in order for the claim to be processed for payment. Payments for services, to the county and subrecipients, are made in arrears. Copies of subrecipient and vendor invoices signed and approved for payment must accompany claims. Counties are responsible for ensuring accurate information and sufficient detail. Any claims with incorrect information/errors and/or lacking sufficient detail will be returned to the county for correction before claims can be paid.

**Due Date**

The attached claim is due 30 days after the end of each calendar quarter. If you anticipate a delay in submitting the claim forms, contact your PSD county analyst immediately.

**Allowable Costs**

Only those budgeted costs outlined in the Notice of Grant Award Agreement (NOGA), are supported by proper source documentation and are reasonable, are eligible for reimbursement. See section on allowable costs for additional information.

**CLAIM SUMMARY-PAGE 1**

As mentioned above, the majority of the cells on this page are filled in automatically from information you provide in the claim detail.

**Adjustments (Column C)**

Use this column when there is an adjustment to one of the direct cost categories (excluding Indirect and Contractual Services line items). Enter the amounts you are adding and subtracting in the specific cost category line. To show subtraction, type the minus symbol "-" and then the number. If done correctly, Excel will take the number you

have entered and put brackets “ ( ) ” around the number. Grantees should always discuss changes/revisions to project budgets with their PSD county analyst to determine the appropriate method for making changes to their grant agreements. See section on Revisions for more information.

**Current Expense (Column D)**

The current expenses for each line item will automatically be filled in by the detail figures you will provide on the next few pages of the claim form.

**Authorized Signatory**

The claim form must contain an original signature of an individual (Project Director, Authorizing Official or Fiscal Officer) whose name appears on the Notice of Grant Award (NOGA).

**CLAIM DETAIL**

**Personnel Costs**

Enter the costs incurred during the quarter for salary and benefits for each position.

**Travel Expenses**

Please provide names of persons traveling, destination, number of days, and purpose of travel. Additional travel details should be provided in your quarterly progress report. County employees will follow their respective county travel and per diem guidelines. State travel and per diem rates apply to all other individuals. The county will be responsible for compliance and adherence to these guidelines. Out-of-state travel must be pre-approved by your PSD county analyst.

**Contractual Services**

Counties are required to fill out claim detail for the first subrecipient listed under contractual services. As you will see, all subrecipients are listed, however, only the first (primary) subrecipient listed requires a subcontractor detail. Once you complete the subrecipient claim detail form, the total will appear on the subrecipient line item of the AOD office detail. Please input the total expense for each remaining subrecipient/vendor for that quarter. Attach copies of all subrecipient and vendor invoices approved for payment. Invoices must reflect line items in the approved budget; not total amount invoices.

**Percent Retention**

Some counties retain a percentage of subrecipient/vendor invoices until completion of the project. If this is a policy of your county, please insert the percentage withheld. If not, you may leave the percentage as zero.

**ALLOWABLE COSTS**

There are basic principles for determining allowable costs. The application of these principles is based on the fundamental premises that:

(a) Costs must be allowable, allocable, and reasonable.

(b) Costs must be consistent with the statute and the applicable federal requirements:

*Cost Principles for State, Local and Indian Tribal Governments* (Office of Management and Budget Circular A-87), and *Audits of States, Local Governments, and Non-Profit Organizations* (OMB Circular A-133) apply.

(c) Applicants are responsible for the effective and efficient administration of the project through the application of sound management practices.

(d) Allowable costs and principles apply to the grant as well as contracts.

Expenditures must be made within the period of availability of funds to be eligible for reimbursement.

Costs incurred under one project shall not be shifted to another project.

#### **Additional Information**

The intent of the Safe and Drug Free Schools and Communities grant is that funds be used to achieve the stated goals, objectives and outcomes of the No Child Left Behind Act of 2001 20 U.S.C. Section 7111 et seq. Program expenditures should be closely correlated to program activities and outcomes. Expenditures that are not related to the program goals and objectives will be disallowed.

#### **Incentives**

Incentives such as raffles or prizes to participate in the program are not acceptable or allowable expenses. Acceptable expenses are those that are used for public education and awareness, and are in keeping with the program goals and objectives (such as t-shirts that are imprinted with a message or logo identifiable to the program).

#### **Entertainment**

Costs of entertainment, including amusement, diversion, and social activities and any cost directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rental, transportation, and gratuities) are not allowable.

#### **Food**

Expenses for food are allowable as long as they are reasonable and used for programmatic purposes. Meal expenses must be consistent with state guidelines for travel and subsistence (travel and per diem guidelines).

#### **Transportation Costs**

Costs for transportation are allowable if considered a necessary program expense and are reasonable. Purchasing vehicles such as vans or automobiles is not an allowable expense. Leasing of a vehicle may be allowable if an adequate justification is provided that clearly delineates the necessity for the program, the cost is reasonable, and the lease is not with an option to buy. Fuel and maintenance costs are allowable only to the extent they relate to program use. Costs of insurance in connection with the general conduct of activities is allowable subject to the following limitations:

- a. Types and extent and cost of coverage will be in accordance with general state or local government policy and sound business practice.
- b. Cost of contribution to any reserve covering the risk of loss of, or damage to, federal government property are not allowable. (OMB Circular A-87).

#### **Computer Purchase and Expenses**

Purchases of computers and peripherals (such as software) are allowable. Need for such purchases must be justified and reasonable, and follow county purchasing procedures. The computers must be used directly for the program funded by this grant. If a computer will be shared by another program, that percentage of the cost must be charged to another source.

#### **Conference and Other Training Expenses**

These are allowable to the extent that the program can clearly identify the need for the training and how it relates to the goals and objectives and outcomes of the program. Travel guidelines apply (county employees will follow their respective county travel and per diem guidelines. State

travel and per diem rates apply to all other individuals). Costs for speakers or other trainers are allowable for educational purposes.

### **Participant Support Costs**

Participant support costs are direct costs for items such as stipends, travel allowances, and registration fees paid to, or on behalf of, participants or trainees in connection with meetings, conferences, symposia, or training projects. These costs are allowable with prior approval from your PSD county analyst. County or program employees are considered participants and therefore cannot receive these support costs. Youth may not receive stipends as incentives to participate in a program, but must have a programmatic or leadership role/function to receive stipends.

### **Child Care**

Child care costs are allowable to the extent that the program can provide a justification for these costs and identify a clear link to the program.

### **Counseling/Intervention/Treatment.**

Counseling and intervention services are appropriate up to the point where a diagnosis occurs and a participant is referred to treatment. SDFSC funds are not to be used for treatment.

## **REVISIONS**

Three types of changes to grant agreements are discussed below.

### **1. Changes that can be made without prior written PSD approval**

Grantees are permitted to redistribute funds without prior written PSD approval between direct costs categories (excluding Contractual Services and Indirect Costs):

- If the cumulative transfer(s) for the budget period do not exceed ten percent of the current total approved budget, and if there is an approved line item in the cost category to which funding is being transferred.
- They have discussed the change with their PSD county analyst.

### **2. Changes that require prior written approval from PSD**

- Transfer of funds from a training line item to other cost categories or line items
- Addition of a line item not included in the previous budget
- An increase in the number of a specific item over and above the total authorized number in the current budget

### **3. Changes that require a formal grant revision**

- Transfer of funds to/from the Contractual Services or Indirect Costs cost categories
- A “no cost” time extension
- Changes to the workplan, goals, objectives, or other programmatic changes
- Requests for additional funds
- Changes in project director, authorizing official or fiscal official
- A cumulative transfer for the budget period that exceeds 10 percent of the current total approved budget

### **Note:**

Grantees are required to follow the same procedures in regards to contract revisions with their sub-recipients. When a formal revision with a subrecipient is necessary, utilize your existing

county contracting procedures. However, all subrecipient revisions must be discussed with and approved as necessary by the PSD county analyst.

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