

## **MIHI ROBIN Grants Program | Webinar Q&A**

### **Question 1:**

Should the Cost Category on the reimbursement template match the Program Expenses approved in the budget?

Answer: Yes.

### **Question 2:**

Is the "Total Amount Claimed" field on the reimbursement template the amount of "Eligible Expenses" for which a match will be applied?

Answer: Yes. Total amount claimed is the total project costs for the period; the "requested reimbursement amount" and "match amount" are automatically calculated based on the approved match percentage found within the executed grant agreement.

### **Question 3:**

Will the Expenses Input tab calculate a reimbursement request for an in-kind contribution based on the match %? Previously we were not allowed to be reimbursed for in-kind contribution, they were fully used to satisfy the match. But we were able to request the whole amount for a paid invoice expense.

Answer: Yes, the spreadsheet will automatically calculate a reimbursement amount tied to an in-kind contribution. In-kind contributions are considered project costs in the same manner as any other cost submitted that was paid for. By indicating the item is an "In-Kind Contribution," the reviewers know to expect alternative documentation that substantiates the nature of the in-kind contribution and valuation documentation.

### **Question 4:**

Is there a general definition of items to include in each cost category?

Answer: We encourage subgrantees to use their best judgement when applying a cost category to a specific expense. An example: Payroll and/or permitting expenses may fall under the "Administrative and Legal Expenses" category. We also recommend consistency in your judgement between reimbursement requests.

### **Question 5:**

Is reporting for reimbursements quarterly or monthly?

Answer: Quarterly

### **Question 6:**

Are Daily Work Reports required?

Answer: Daily Work Reports are not required, but recommended. Daily reports documenting labor hours, contractors used, materials delivered/used, and equipment usage hours are best practice in the construction industry. They provide additional control over worksite activities as well as a record that can be used to substantiate costs applied to each worksite.

**Question 8:**

What is the deadline for the disbursement request? Is this to be submitted with the reporting or can we follow up with the request at a later time?

Answer: The reimbursement template shall be uploaded into EGrAMS and submitted with quarterly reimbursement requests.

**Question 9:**

We have Special Equipment that is not charged out to the job and it's delivered to our warehouse, will we be able to continue to claim these purchases?

Answer: Any items that meet the definition of equipment that are exclusively used on the project, and will remain in use on the project until obsolete may be directly charged to the project. If claiming depreciation of equipment, the amount claimed should coincide with its use on the project. For example: if costs were claimed for depreciation on a vehicle used to drive to the site for inspections, there should be a method of assigning the usage of that vehicle for that trip beyond your usual depreciation calculations.

**Question 10:**

For proof of payment, most of our vendors are setup electronic, this is what were currently able to provide.

1/07/2025 12:55:12		Analytical Inquiry		PLGIPH	PLDIPH
Invoice payment history					
Invoice ID . . .	: 13263	Invoice amount :		16,282.50	
Internal ID . . .	: 001-241003640	Gross relieved :		16,282.50	
Vendor . . . .	: 4205587				
Type options and press Enter.					
5=Payment information 6=Accounting entries 7=Paid items					
8=Payee controls 9=Cleared history 11=Reconcile 17=Notes					
Option	Pay date	Payment	Account	Payee	Gross relieved
—	10/21/2024	5287168	GSAP	4205587	16,282.50

Answer: This is acceptable for the reimbursement request submission. Further reviews from monitors may request additional documentation.