

INVOICING DURING THE AWARD **PERIOD**

APRIL 1, 2022 TO MARCH 31, 2023

- · Invoicing Requirements
- Sub-grantees are required to submit monthly invoices with the supporting documentation outlined in the terms of condition in the Notice of Grant Award
- All invoices must be submitted by the ten (10th) business day for reimbursement of the preceding month's expenditures.
- mounts expenditures.

 The sub-grantee must use the HIV/AIDS,
 Hepatitis, STD & Tuberculosis Administration
 (HAHSTA) approved invoice form provided
 with the appropriate columns: the total grant
 budget, year to date expenditures, and monthly
 expenses for the previous month completed.
- expenses on the previous monit completed.

 The Grants Management Specialist (GMS) is required to send a late invoice notice in accordance with the Office of Grants Management Late Invoice Submission Notification Protocols when your invoice is not received by the 10th business day.

• Grants Management

- Grants Management
 Specialist (GMS)
 The GMS will maintain a spreadsheet
 of grant expenditures during the
 award period to keep track of possible
 award period to keep track of possible
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 underword to keep track of possible
- The GMS will
 be reviewing all supporting evidence
 for each item of cost claimed for the
 requesting month.
 VOUR GMS is here to provide
 technical assistance during the award
 period.



The Invoicing Process (A Team Effort by all parties)

rprise Grants Management System [EGMS](Octo.onelogin.dc.gov

- [EGMS][Octo.onelogin.dc.gov.]

 The Sub-grantes is responsible for submitting the invoice from with the defined supporting documentation (General Ledge, Transcall Form for each service category, super furnisheds any payolf registery by the 19th business day. Yofg:
 On the 11th business day if the invoice is not received your agency will be receiving an email invoice late reminder.
- The GMS and Program Officer will review the invoice and program narrative for completeness, accuracy, documentation compliance with grant regulations and the approved budget.
- To the control of the control o

UT IT DOES NOT END THERE!!!!!! DC **HEALTH**

The DC Vendor Portal / Procurement Automated Support System (PASS)

- The sub-grantee has three (3) business days within receipt of the PAN, to submit the payment request into the DC Vendor Portal/Procurement Automated Support System/PASS.
- FASS.
 If the invoice is not received in the DC Vendor Portal/PASS by Close of Business (COB) on the 3rd business day, a late invoice reminder will be sent via email to the sub-grantee by your GMS on the 4th business day.
- Should the invoice remain outstanding after the third (3rd) late notice, a Remediation/Corrective action plan will be implemented in accordance with Remediation/CAP guidance.
- of the GMS will approve or reject the invoice/voucher in PASS. The GMS will verify the voucher for the correct dollar amounts, dates of service, invoice number and purchase order number prior to approval of the voucher. Please ensure that the invoice number on the coversheet and the vendor portal match. The invoice pumber must include the month and year (i.e., Alf 2 and 2021).
- Once approved by the GMS, the Contract Administrator (CA) and Accounts Payable (AP) Specialist to process the
- This process should take less than 30 days from start to the issuance of a check.

THEN IT IS ON TO THE NEXT!!!!!

YOU ARE DONE!!!!!!!!!!

DC **HEALTH**

Purchase Order • PO. Line 1 Ryan White \$50,000 • PO Line 2 Federal Payment \$25,000 • PO Line 3 Rebate \$15,000 • PO Line 4 Adm. \$10,000 • Total \$100,000 The Purchase orders are loaded with braided funding sources representing a 65%/35% split. Sub-grantee must ensure that the correct amounts are invoiced on the appropriate line item.









