



Office of Early Learning
Program Guidance 240.06
Attachment 2

Outreach, Awareness, and Monitoring Initiative (OAMI) Reimbursement Requests

INTRODUCTION

Early Learning Coalitions (ELCs, coalitions) will use the Office of Early Learning Reimbursement Request Invoice Workbook to generate worksheets required for reimbursement of allowable expenditures. ELCs will use the most recent version of the workbook located in the Workbook Folder on SharePoint.

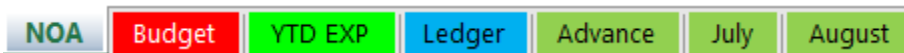
Reimbursement requests and supporting documents are to be submitted electronically to the ELC's Invoice SharePoint site. An authorized coalition representative must sign and date items indicated with an asterisk (*).

ELC REIMBURSEMENT REQUEST INVOICE WORKBOOK

Worksheets in the workbook are in the following order. A description of each tab follows.


- NOA – Notice of Award
- Budget*
- YTD Expenditures
- Ledger
- Advance
- Invoice*

Multi-County Coalitions will have additional tabs for each counties' Budget and Expenditures.



Notice of Award (NOA)

The NOA provides the funding details for the Outreach, Awareness, and Monitoring Initiative grant agreement, including subrecipient information, funding amounts, targets and restrictions, funding source information, award periods of performance, and other data that correlates with the state's accounting and reimbursement systems. The ELC's NOA will be inserted into the workbook prior to the workbook being available for submission. Any adjustment to the NOA will be populated in the workbook at the time of the adjustment. ELCs should verify the version of the NOA before the submission of the workbook.



FLORIDA DEPARTMENT OF EDUCATION
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NOTICE OF AWARD
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM - OUTREACH/AWARENESS AND MONITORING INITIATIVE (OAMI)
Authoritative (Legislation/Regulation): Chapter 1002, Florida Statutes

SUBRECIPIENT INFORMATION

Subrecipient Name (as appears in DUNS): Subrecipient Name and Address Early Learning Coalition of Alachua County, Inc. 4624 Northwest 13th Street, Suite A-5 Gainesville, FL 32609	DUNS Number: 063 018563 Pavee Name and Address: Early Learning Coalition of Alachua County, Inc. 4624 Northwest 13th Street, Suite A-5 Gainesville, FL 32609	FEN Number: 59-360522 Coalition Plan Approval Date: November 6, 2015
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Authorized Official Name/Title: Jackie Tibbels	County(ies) Served: Alachua	Super and ex NOA dated: receipt that address or restrictions previously in period during the current award period remain in effect unless specified by resubmitting.
Subaward Number: OAG9	Date Issued: July 1, 2018	Total NOA Allocation: \$ 8,132

Period of Performance	Start Date: July 1, 2018	End Date: June 30, 2019	
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Outreach & Awareness		\$	2,765
Monitoring Initiative		\$	5,367

FUNDING SOURCE		Award Year	BID	Percentage	Amount
CSBL# 48108	CSA Title Voluntary Pre-Kindergarten Education Program	SFY 2018-2019	No	100%	\$ 8,132


ACCEPTANCE OF TERMS AND CONDITIONS
THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS IN THE VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM OUTREACH/AWARENESS AND MONITORING INITIATIVE GRANT AGREEMENT AND ANY AMENDMENTS, MODIFICATIONS AND/OR EXTENSIONS, AS EXECUTED BETWEEN THE NAMED SUBRECIPIENT AND THE OFFICE OF EARLY LEARNING. Acceptance of the award terms and conditions is acknowledged when funds are drawn or otherwise obtained from the Office of Early Learning.

REMARKS:

AWARDING OFFICIAL:

Rodney J. MacKinnon, Executive Director Signature _____

Rodney J. MacKinnon
Executive Director, Office of Early Learning
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Budget

An initial budget is required with the coalition’s first request for reimbursement. ELCs will set up their budget(s) by OCA on the budget worksheet. Multicounty ELCs will only enter budget amounts on the individual county budget pages which will rollup to the combined page. Single counties will only have a single budget page and will enter their budgets there. Updates/realignments are required when expenditures exceed an OCA’s allocated budget or funds change via an updated NOA. The budget may be amended as needed, within the award funding restrictions, subject to review and approval of the OEL grant manager.

NOTE: The total of the Budget Allocation by OCA worksheet(s) may not exceed the NOA amount.

Complete the form by **entering the date at the top of the column** and the funding allocation amounts.

Coalition: Early Learning Coalition of Wake County, Inc.		Fiscal Year 2018-2019 OUTREACH, AWARENESS, AND MONITORING INITIATIVES Budget Allocations by OCA										Grant Number: O4289 County: N/A		
GROUP	OCA	Initial Budget	10/31/18											Revised Budget
	VPMNI	\$ 3,965.53	\$ 12,000.00											\$ 2,349.53
	VPLR	\$ 3,000.00	\$ 1,000.00											\$ 4,000.00
	VPSI	\$ -												\$ -
	VPLCM	\$ 376.00												\$ 376.00
	VPLTR	\$ 3,349.47												\$ 3,349.47
TOTAL		\$ 9,675.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,675.00

SIGNATURE: _____ Date: _____
ELC Representative

SIGNATURE: _____ Date: _____
OEL Grant Manager

Year to Date (YTD) Expenditures

The YTD worksheet is a roll-up of expenditures by OCA for each submitted invoice. The recording date will populate the date in which the request is processed by the OEL grant manager. Totals are based on individual invoice submissions and rolled up into one complete YTD view.

AMOUNT ALLOCATED BY OCA	Invoice Type	Recording Date	VPMNI	VPLPI	VPSYI	VPLCM	VPLTR	VPAVP	TOTAL
Initial Advance	Advance	1/3/2018	\$2,149.53	\$4,000.00	0	\$376.00	\$3,149.47		\$9,675.00
Invoice 1: M2891018R - October	Regular		\$27.73	\$4,000.00			\$2,744.50		\$6,772.23
									0
									0
									0
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									0
TOTALS			\$ 27.73	\$ 4,000.00	\$ -	\$ -	\$ 2,744.50	\$ -	\$6,772.23

Allocation Balance	\$2,121.80		\$376.00	\$404.97	\$2,902.77
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Ledger

The ledger from the ELC's accounting system should be formatted in the following order and copied and pasted into the Ledger Worksheet Tab to populate the invoice for the selected reimbursement period.

- Cost Category (OCA)
- General Ledger (GL) Code
- Transaction Description
- Name
- Effective Date
- Debit
- Credit
- County

Additional columns can be added as needed to the end of the above format.

This data is used by grant managers to select expenditure validation samples. Include as much description/specificity as possible in the transaction description and name.

Advance

ELCs can request an advance of funds for early learning programs in order to ensure adequate funds are available to provide outreach, awareness, and monitoring services. This invoice should only be used for the ELC's initial request for advanced dollars.

Enter the date. The invoice number will auto-populate based on the date entered.

OUTREACH & AWARENESS AND MONITORING INITIATIVE


Invoice Number: M2890718A
 Invoice Type: Advance
 Date: 7/1/2018

Invoice Number: ELxxx0718A Invoice Type: Advance Date: 2/1/2018

NOTE: See OEL Program Guidance 240.01 Cash Management for further instructions on advances.

Invoice

The invoice will populate based on the data entered in the Ledger worksheet.

 OFFICE OF Early Learning LEARN EARLY, LEARN FOR LIFE.		Reimbursement Request INVOICE																
OUTREACH & AWARENESS AND MONITORING INITIATIVE																		
Invoice Number: M2890718A Invoice Type: Advance Date: 7/1/2018																		
<table border="1"> <thead> <tr> <th colspan="2">Grant Payment Information</th> </tr> </thead> <tbody> <tr> <td>Grant Number</td> <td>06280</td> </tr> <tr> <td>Grant Amount</td> <td>20,000.00</td> </tr> <tr> <td>Reimbursement Period</td> <td>Advance</td> </tr> <tr> <td>Grant Period</td> <td>7/01/2018 - 6/30/2019</td> </tr> <tr> <td>County</td> <td>Lake</td> </tr> <tr> <td>Fiscal FID #</td> <td>50-3696675</td> </tr> <tr> <td colspan="2"> Payee: Early Learning Coalition of Lake County Address: 1300 Gilman Blvd, Suite 206 City: Leesburg, FL 34748 </td> </tr> </tbody> </table>			Grant Payment Information		Grant Number	06280	Grant Amount	20,000.00	Reimbursement Period	Advance	Grant Period	7/01/2018 - 6/30/2019	County	Lake	Fiscal FID #	50-3696675	Payee: Early Learning Coalition of Lake County Address: 1300 Gilman Blvd, Suite 206 City: Leesburg, FL 34748	
Grant Payment Information																		
Grant Number	06280																	
Grant Amount	20,000.00																	
Reimbursement Period	Advance																	
Grant Period	7/01/2018 - 6/30/2019																	
County	Lake																	
Fiscal FID #	50-3696675																	
Payee: Early Learning Coalition of Lake County Address: 1300 Gilman Blvd, Suite 206 City: Leesburg, FL 34748																		

Invoice Type

Select an invoice type from the drop-down options.

Enter a date. (Reimbursement Month and Year)

OUTREACH & AWARENESS AND MONITORING INITIATIVE

Invoice Number: M0690319R
 Invoice Type: Regular
 Date:

Grant Payment Information

Select a Reimbursement Period. Ensure Coalition information is correct. Coalition information is populated from the NOA tab.

Grant Payment Information	
Grant Number	OA069
Grant Amount	\$8,132
Reimbursement Period	March
Grant Period	7/01/2018 - 6/30/2019
Counties	Alachua
Payee FEID #	
Payee:	Early Learning Coalition of Alachua County, Inc.
Address:	4424 Northwest 13th Street., Suite A-5
City:	Gainesville, FL 32609

Number of Providers Monitored

Unduplicated Number of Children served populates from the EFS worksheet.

Number of Providers Monitored:	Alachua
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Deliverables

SR and VPK deliverables invoice totals are displayed on the invoice summarizing the OCA expenditures.

OAMI Deliverables	Invoice Total
Monthly payments are tied to the Coalition providing one full month of OAMI Program services tied to the operating hours specified in the Exhibit VII of the grant agreement and in providing a full month of tasks and activities associated with at least one OCA described within OEL Program Guidance 250.01 - Other Cost Accumulators (OCAs).	

Certification

Authorized ELC employee signs and dates certification.

CERTIFICATIONS	
"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or schemes (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)." Coalition Certification _____ Date _____	

Upon receipt, processing, and approval of the invoice, the OEL grant manager and supervisor signs and dates the invoice.

"I have reviewed this invoice and the selected supporting documentation in accordance with Florida's Office of Early Learning guidance and hereby approve this invoice for payment."

Date Rec'd by Grant Manager _____ Grant Manager _____ Grant Manager Approval Date _____

Financial Admin Supervisor _____ Financial Admin Supervisor _____ Financial Admin Supervisor _____
 Received Date _____ APPROVED FOR PAYMENT _____ Approved Date _____

Expenditure Breakdown by OCA and County

Group	County Name(s):	Alachua							TOTAL
	Org Code(s):	48-75-90-01-000							
	VPMNI								
	VPLPI								
	VPSYI								
	VPLCM								
	VPLTR								
	VPAVP								
	TOTAL								

REIMBURSEMENT REQUEST (INVOICE) SUBMISSION

The following documents are required with submission of an invoice. The documents are to be compiled in the following order and combined into one single PDF for submission. Invoices are to be uploaded electronically to SharePoint>Coalition Zone>Document Library >Invoice folder each month. An authorized coalition representative must sign and date items indicated with an asterisk (*).

- Invoice worksheet*
- Budget Allocations by OCA Rollup worksheet, as applicable.*
- Budget Allocations by OCA worksheet for all counties, as applicable.
- Monitoring Results – number of providers monitored (if applicable)
- Electronic copy of the invoice workbook.

The OEL will NOT process an invoice until all of the above documentation has been received and verified as accurate and complete. Therefore, follow all of the instructions above carefully to expedite receipt and processing of your invoice.

Coalitions may check the status of reimbursement requests by accessing the Florida Accounting & Information Resource (FLAIR) system at: [Florida Vendor Payment Information](#).