NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

GREAT GRANT PROGRAM (FEDERALLY FUNDED)
Instructions for Completing the Invoice Tracking Worksheet

Issued December 8, 2023

Purpose

The federally-funded Growing Rural Economies with Access to Technology (GREAT) Grant is a reimbursement program. Please refer to the grant agreement, including any applicable grant amendments and budget revisions, that was entered into with the N.C. Department of Information Technology (NCDIT).

The project budget must be the same in the grant agreement and the budget section of the Enterprise Business Services (EBS) online portal (https://www.ebs.nc.gov). If a grantee created a reimbursement request in the EBS (status as "In Process By Grantee") or submitted a reimbursement request (status as "Submitted") prior to the approval of an amendment or budget revision, the reimbursement request will be rejected by the Office. Rejection of a reimbursement request will require a new request to be created in the EBS.

The purpose of this document is to organize the supporting documentation needed to request reimbursement from the grant for eligible activities detailed in the executed grant agreement. Supporting documentation must include the date, description, cost, and purpose of the expense. The types of documentation can include but is not limited to:

1. Invoices and receipts

2. Expense reports and materials ledger

3. Copies of signed contracts or agreements with vendors or contractors

4. Proof of Delivery documentation

5. For In-House Labor: Evidence such as approved timesheets or approved payroll records must be submitted to demonstrate hours worked and the associated salary or wages.

All supporting documentation must include copies of one of the following proofs of payment:

1. Copies of cleared checks used to pay an invoice. If a check is used to pay for multiple invoices from the same vendor, the grantee must identify which invoices were paid with the cleared check.

2. Bank Statements that correspond with the payment

3. ACH transaction statements that detail which invoices were paid. If multiple invoices are paid to one vendor submit a copy of all the invoices to total the ACH transaction amount.

4. Credit card receipts, corresponding statement, and proof of payment of that credit card statement

5. Vendor account statement on supplier's letterhead showing that the invoice has been paid by the grantee

NCDIT will not accept cash transactions for paid invoices or receipts for cash transactions as proof of payment. All reimbursement requests and supporting documentation must be filed through the EBS online portal.

Invoice Tracking Workbook

The Invoice Tracking Excel Workbook is intended to summarize all submitted supporting documentation and copies of payment for each eligible activity. It is also intended to cumulatively track all submitted supporting documentation from previously approved reimbursement requests.

The grantee can create additional worksheets (tabs) and additional rows in the worksheets, as needed. **Please organize the supporting documentation and proof of payment in the order in which the documentation is saved in the file and by each funding category.** For example, please group all Easement invoices together along with the proof of payment documentation.

The Grantee may only submit PDF documents as supporting documentation.

The Invoice Tracking Workbook includes two tabs:

1. Current Request: This tab in the Invoice Tracking Excel Workbook must reflect the new reimbursement request details.

2. Previously Approved Request(s): This tab has been provided as a default placeholder. Any tabs associated with the previously approved reimbursement payments for the same project must be included as a subsequent tab in the Invoice Tracking Excel Workbook.

Current Request Worksheet – Grantee Information Items 1 - 6

1. Grantee Name: Name of the grantee in the grant agreement.
2. County: Name of the county in which the project is located (Drop down toolbar)
3. Program Name: Source of funds for the awarded project. GREAT Grant Program or Completing Access to Broadband (CAB) Program
4. Grant Agreement Number: Grant agreement number assigned in the grant agreement.
5. Date of Award: Date identified in the contingent award letter.
6. Request #: Enter the value of the number of requests submitted to date. If this is the first request, enter 1. *If a request is returned or rejected, the value of the request stays the same. The request # must correspond with the # of reimbursements paid to date.*

Current Request Worksheet Headers – Items 7 - 18

7. Vendor Name or Payee Name: Enter the name of the vendor or payee. This must match the submitted documentation.
8. Invoice # or Unique Identifier for Other Support Documentation: Enter the invoice number or Unique Identifier for other support documentation that does not have an invoice number. This must match the submitted documentation.
9. Quantity (If applicable): This section is typically used for materials. Enter the quantity of materials indicated on the documentation.

10. Unit Cost (If applicable): This section is typically used for materials. Enter the unit cost of the item attributed to the project. This should match with the supporting documentation. If unit cost does not match the supporting documentation or is not included with the documentation, the grantee must upload a signed certification from an authorizied representative of the company describing how the unit cost was calculated.

11. Invoice or Other Support Document Amount: Enter the total amount of the invoice or other support document. Please include taxes, shipping, and other costs applicable to the invoice or other support document. This must match the submitted documentation.

12. Date of Invoice or Other Support Document: Enter the date of the invoice or other support document. For materials, this is not the shipping date or delivery date. This is the date of the point of sale or the date that the vendor invoiced for payment. For construction, installation, and engineering, this is the date of the invoice by the vendor; however, the supporting documentation must include the dates of service or work completed for the specific invoice. This must match the submitted documentation.

13. Quantity Used for the Current Request: This section is typically used for materials. Enter the quantity of materials used for the project. Bulk orders of materials are eligible; however, the grantee must submit additional documentation to indicate the itemized list of materials used towards the project and show the calculation of quantity of materials used towards the project.

14. Quantity Used Cumulatively: This section is typically used for materials. Enter the quantity of materials used for the project cumulatively. Bulk orders of materials are eligible; however, the grantee must submit additional documentation to indicate the itemized list of materials used towards the project and show the calculation of quantity of materials used towards the project.

15. Is This Invoice Used for Another NC DIT Project?: For grantees that have multiple projects, this section allows a grantee to identify whether a specific invoice was also associated with another NC DIT funded project. This will allow grant managers to review the submitted invoices across multiple projects.

16. Eligible Amount Expended Towards the Project. Enter the total eligible amount of the invoice expended towards the project. Bulk orders of materials are eligible; however, the grantee must submit additional documentation to indicate the itemized list of materials used towards the project and show the calculation of the $ amount expended towards the project in relation to Section 10.

17. Date Paid: Enter the date that the invoice was paid. The grantee must show proof of payment. The date must match the proof of payment. If paying with debit or credit card, the grantee must also provide a corresponding monthly statement.

18. Proof of Payment: Enter the type of documentation submitted for proof of payment.

19. Description of what was purchased: Enter additional information to assist the NC DIT reviewer in determining the eligibility of each invoice.

Current Request Worksheet Eligible Activities – Items 20 - 38

The following sections are eligible activities as described in the budget section of the grant agreement and the EBS. **The grantees approved line-items must match the budget section of the grant agreement and the EBS.** *The grantee can create additional rows, as needed.*

20. Easements: Enter each invoice associated with this line-item activity. The grantee must

follow the guidance and cost limitations of the awarded program year.

21. Enter the total $ amount of all the eligible Easement invoices in the orange box. The grantee may use Excel to AutoSum the total amount.

22. Materials: Enter each invoice associated with this line-item activity. Bulk orders of materials are eligible; however, the grantee must submit additional documentation to indicate the itemized list of materials used towards the project, show the calculation of quantity of materials used towards the project, and the $ amount expended towards the project.

23. Enter the total $ amount of all the eligible Materials invoices in the orange box. For bulk orders, only use the $ amount expended towards the project. The grantee may use Excel to AutoSum the total amount.

24. Construction/Installation: Enter each invoice associated with this line-item activity. If in-house staff were used to complete this activity, the grantee must follow the guidance of the awarded program and submit additional documentation.

25. Enter the total $ amount of all the eligible Construction/Installation invoices in the orange box. The grantee may use Excel to AutoSum the total amount.

26. Testing: Enter each invoice associated with this line-item activity. The grantee is required to explain the costs associated with this activity in section 14 or submit additional information.

27. Enter the total $ amount of all the eligible Testing invoices in the orange box. The grantee may use Excel to AutoSum the total amount.

28. Engineering: Enter each invoice associated with this line-item activity. If in-house staff were used to complete this activity, the grantee must follow the guidance of the awarded program and submit additional documentation. The grantee is required to explain the costs associated with this activity in section 14 or submit additional information.

29. Enter the total $ amount of all the eligible Engineering invoices in the orange box. The grantee may use Excel to AutoSum the total amount.

30. Lease/Collocation Fees: Enter each invoice associated with this line-item activity. The grantee must follow the guidance and cost limitations of the awarded program.

31. Enter the total $ amount of all the eligible Lease/Collocation Fees invoices in the orange box. The grantee may use Excel to AutoSum the total amount.

32-37. These sections are classified as Other. The grantee must specify the activity. The activity must be approved and match the grant agreement and the EBS.

38. Total Expenses: This is the total $ amount of all eligible invoices. This is a formula-based calculation that sums sections 21, 23, 25, 27, 29, 31, 33, 35, and 37, as needed.

   a) Requested amount of reimbursement from the EBS.