

Quarterly Disbursements

These required submissions are comprised of 4 deliverables: Financial – Report (budget spreadsheet), Financial – Invoices, Narrative – Report, and Performance Metrics report.

Financial – Report

Subrecipient shall provide an updated cumulative financial report in the form of the budget spreadsheet (Attachment B) in Microsoft Excel, detailing all expenditures against budgeted lines, with annotations to explain any variances or notable information, including supporting documentation of vendor invoices.

You have received your personalized Budget Worksheet as a part of the Kick-off meeting. You will fill out the “Expense” column G. You will put in the date of submission, and the dollars expended in the total section and in each budget category line, even if no funds were expended. It should auto populate in the variance columns which is calculated by actuals – budgeted dollars. There is also a second tab where you will write out all the items purchased in the period you are requesting reimbursement.

If you are submitting a deliverable when you have not spent anything, fill in the date and leave everything else blank.

Financial – Invoice

Subrecipient shall provide an invoice for all services, purchases, and fees rendered not previously submitted and reimbursed. When requested by CPB, the subrecipient shall provide proof of vendor payment. Any invoice submitted must detail all expenditures, from the end of the previous invoiced period to the date of the submitted invoice.

These would be the invoices for items you purchased and are requesting reimbursement. We will check for accuracy and if they match the item type approved as part of the detailed scope.

In addition, you will need to sign a Financial Invoice Certification Form to go along with the requested invoices for reimbursement. Please fill it out and include, even if there is no funding reimbursement requested.

Narrative – Report

Subrecipient shall provide a narrative report detailing progress toward project completion, including a summary of any activities performed during the quarterly period

Please use the provided template, which includes a “Project Timeline” table, that will assist CPB in tracking efforts and the total project plan.

Performance Metrics – Report

Subrecipient shall provide a report using the Performance Metric spreadsheet (Attachment D) in Microsoft Excel, expressing all metrics on any expansion of emergency alerts, infrastructure improvements, and training.

Please use the provided Performance Metrics template for the performance report. Please fill out both tabs in the document to the best of your ability, highlighting any recent achievements or projected accomplishments.