



FAQ's for CARE Reimbursement Form

the receipts much match the amount of the reimbursement request in order to be processed

1) IS THERE A WAY I CAN FORGO THE REIMBURSEMENT PROCESS AND RECEIVE THE ENTIRE GRANT UPFRONT?

Yes, if your organization provides the City with a satisfactory official audit or review from the most recent fiscal or calendar year which demonstrates that the recipient maintains appropriate fiscal controls and has appropriately used past CARE grants. This audit must be completed by a Certified Public Accountant (CPA).

2) DO MY REIMBURSEMENTS HAVE TO MATCH THE CATEGORIES IN MY FINAL BUDGET (EXHIBIT A) SUBMITTED TO THE CITY?

Most of the time, actual expenditures will not match up 100% with the proposed budget. For example, you may spend a couple hundred more on marketing or facility rental than anticipated. The City will allow money to be spent on different items; however, **reimbursements for either Administrative Salaries & Benefits or Program Salaries & Benefits.**

3) HOW LONG WILL IT TAKE TO RECEIVE MY REIMBURSEMENT?

We process reimbursements immediately; however, we won't be able to cut the check the same day. We run checks every Monday, so reimbursements should be completed within 14 days.

4) IF I AM EMAILING THE REQUEST FOR REIMBURSEMENT, HOW DO I ATTACH RECEIPTS?

There are multiple ways to attach your receipts:

- 1) Take a picture of the receipt with a phone or tablet and attach it to the email
- 2) Scan the receipts and attach them to the email