

### **NORC/NNORC VOUCHERING PROCEDURE**

This procedure applies to NORC contracts starting 1/1/18 and later. The following applies to the submission of claims under the NORC/NNORC Programs:

1. An initial advance of 25% may be requested. After the initial advance, subsequent payments will be made on a reimbursement basis. Expenditures may be submitted for reimbursement any time after the costs have been incurred and payment made.
2. The final claim must be submitted within 90 days following the close of the program period.
3. Copies of receipts and proofs of payment must be submitted for certain expenditures (see below for Required Supporting Documentation to be submitted to NYSOFA).
4. Proper completion of forms and submission of all required supporting documentation will facilitate prompt payment. The Expenditure Report and Expenditure Report Supporting Schedule include detailed instructions on the back of each page. Generally, contractors should allow 3-4 weeks from the date claims are mailed for the receipt of the ACH deposit/check. Claims cannot be e-mailed as original signatures are required.
5. Claims for Payment, with all required supporting documentation, **must be submitted on at least a quarterly basis.**
6. For each reimbursement claim submitted, matching funds should equal at least 25% of the amount of state funds requested. If the 25% match requirement has not been met on the final claim as submitted by the contractor, the payment will be reduced so that the match requirement has been satisfied.
7. Contractors are required to meet the 30% Minority and Women Owned Business Enterprise (MWBE) goal on discretionary spending during each program period of the contract. If the 30% requirement is not met on the final claim as submitted by the contractor, NYSOFA will withhold payment as liquidated damages. The amount of liquidated damages is calculated as the difference between all sums identified for payment to MWBE's had the MWBE goal been achieved (30% of all discretionary spending) and all sums actually paid to MWBEs for work performed or materials supplied under the contract. Please note: the 30% requirement is applied to actual expenditures, not budgeted expenditures.
8. The claiming forms were developed in Excel and include macros and formulas which reduce the amount of repetitive information that needs to be entered and automatically calculates most of the totals. All expenditures should first be

listed on the NORC/NNORC Expenditure Report Supporting Schedule and those totals will be transferred to the NORC/NNORC Expenditure Report.

## **TYPES OF CLAIMS**

Contractors may submit claims as follows:

**ADVANCE CLAIM:** A payment of 25% may be requested and made in the form of an advance. **NOTE:** NYSOFA reserves the right to withhold an advance payment to any contractor if there are outstanding issues of non-compliance with NYSOFA policies or requirements.

The expenses paid with advance funds must be reported on subsequent vouchers submitted for reimbursement. Required supporting documentation (as outlined on the following pages) must be submitted to substantiate the appropriate use of the full advance payment. The advance will be recouped from reimbursement claims submitted during the program period. If NYSOFA has been unable to recoup the entire advance after the final claim has been processed, the unrecouped balance must be repaid to NYSOFA within 90 days of the end of the program period.

**REIMBURSEMENT CLAIM:** After the advance payment, all subsequent payments will be made on a reimbursement basis. All expenses claimed must be incurred during the program period and paid by the contractor or subcontractor. The following forms and/or documentation are required as described below:

Mail completed vouchers to:

New York State Office for the Aging  
Attention: Division of Finance and Administration  
2 Empire State Plaza, 3<sup>rd</sup> floor  
Albany, NY 12223-1251

## **REQUIRED FORMS**

**State of New York – Claim for Payment (AC3253-S)** - This is the standard claim form used for requesting an advance payment or reimbursement for expenditures. Submit the claim bearing an original signature in ink of an authorized official of your organization.

**NORC/NNORC Expenditure Report** - This form is used to report program expenditures by line item category and compare expenditures to the current approved budget amounts. Submit one copy of this report bearing an original signature in ink.

**NORC/NNORC Expenditure Report Supporting Schedule** - This form provides more detail on expenditures claimed and income received.

**Equipment Inventory & Disposition Form** - This form is used to report all purchases and dispositions of equipment having a unit cost of \$1,000 or more and a useful life of more than one year. Complete only if applicable.

## **REQUIRED SUPPORTING DOCUMENTATION TO SUBMIT TO NYSOFA**

**EQUIPMENT** – For each equipment item purchased having a unit cost of \$1,000 or more, a copy of a receipt or invoice must be submitted. For all leased or rented equipment, a copy of the lease or rental agreement must be submitted.

**MAINTENANCE & OPERATIONS** – for rent, a copy of the lease or rental agreement must be submitted the first time rent is charged or when a new agreement is executed.

**SUBCONTRACTORS/CONSULTANTS** – A copy of each consultant agreement or subcontract must be provided before any expenses will be reimbursed; the agreement/subcontract must include a description of the services to be provided, the time period covered, and must be signed by both parties. If payment will be based on units of service provided, the agreement/subcontract must include the rate per unit of service.

**OTHER EXPENSES** – For each expense costing in excess of \$500, you must also include copies of receipts or invoices. Receipts or invoices are not required for expenses of \$500 or less. For audit expenses, a copy of the final auditors' report must be submitted to our Office or uploaded to the Grants Gateway.

**MATCHING FUNDS** – A signed agreement must be submitted for each pledge of matching funds in excess of \$1,000. For subcontractors/consultants that are paid for part of the services provided and donate part of the services as match, those details should be specified in the agreement or subcontract.

## **ADDITIONAL INFORMATION**

Documentation which is not specifically requested should not be submitted; however, it must be maintained on file (see below). NYSOFA reserves the right to request additional documentation for any budget category.

For expenses that cover a time period not concurrent with the program period (e.g., service agreements, insurance premiums) reimbursement will be made on a prorated basis.

If the required documents are not submitted, payment will be reduced accordingly. Disallowed expenses may be resubmitted on subsequent vouchers if the appropriate documentation is provided, unless the costs are unallowable in nature. Certain costs can not be charged to this program in accordance with program requirements and basic cost principles. Examples of expenditures which cannot be reimbursed under this program are late fees, overdrawn check charges, contributions to charitable organizations, gifts, alcoholic beverages, staff entertainment, interest, fines, or penalties. Also, security deposits cannot be reimbursed, as they will be returned to you at a later date and are not expenditures.

## **REQUIRED SUPPORTING DOCUMENTATION TO MAINTAIN IN YOUR FILES**

In addition to copies of all vouchers and required forms, the following is a list of the supporting documentation that must be maintained in your office for your NORC/NNORC contract:

Personnel - Time sheets that reflect employees' names, dates worked and hours worked on the NORC/NNORC funded program. Time sheets should be signed by the employee and reviewed and certified by his/her supervisor. Records of leave accruals and copies of federal/state tax payroll reports must also be retained.

Fringe Benefits – Paid bills for each fringe benefit (e.g., health insurance, employer share of FICA/Medicare)

Consultants/Subcontractors – Copies of contracts or agreements and any amendments; consultant or subcontractor billings showing the name of the service provider, services provided, dates of service, billing rate and total amount billed.

Equipment – Purchase orders, invoices, and receiving reports; inventory lists and copies of Equipment Inventory and Disposition Forms.

Travel – Invoices, rental agreements, insurance policies, and detailed records of all employee travel. Travel records should reflect the employee's name, dates of travel, means of transportation, destination(s), costs incurred, and the purpose of the travel. This report should be signed by the employee and reviewed and certified by the supervisor. For vehicles owned or leased by the organization, logs must be maintained that indicate the days used, mileage traveled, destination(s), number of passengers and purpose of trip.

Maintenance & Operations – Purchase Orders, bills, invoices, and/or receipts; for rent, a copy of the lease or rental agreement; all rent charged must be supported by a cost allocation plan.

Other Expenses - Purchase Orders, bills, invoices, and/or receipts; for audit expenses, all costs must be supported by a cost allocation plan.

Documentation of competitive purchasing method used for equipment, subcontracted services and other purchases is also required. NYSOFA requires the solicitation of competitive bids for the procurement of goods or services costing \$2,500 or more. For purchases between \$2,500 and \$5,000, grantees must, at a minimum obtain three verbal price quotes. For purchases in excess of \$5,000, our Office requires that grantees obtain three written bids. These bids and/or quotes must be retained in the grantee's files.

All bills or receipts should indicate the vendor, goods or services provided, the date, and the cost. Once paid, the check number and date paid should be marked on the bills. All payments should be made by check, unless the grantee has established a petty cash fund. Cancelled checks and bank statements must be maintained as part of the supporting documentation.

**All receipts, cancelled checks and other payment documentation must be retained by the contractor for a minimum period of six years from the end of the program period.**

In addition to maintaining the documentation noted above, the organization must be able to justify all costs as required to carry out the program objectives as specified in the approved contract. When expenses are charged to more than one funding source, the method for allocating costs must be reasonable and fully documented. The amount charged to each funding source should be clearly noted on each bill.

## **BUDGET MODIFICATIONS**

In general, cost overruns of up to \$1,000 and 10% for an individual budget category will be allowed as long as the total costs do not exceed the amount of the funding for the period. NYSOFA will monitor these overruns by the review of the NORC/NNORC Expenditure Report. If costs for an individual budget category will exceed the approved budgeted amount by more than \$1,000 and 10%, a budget modification must be approved in writing by NYSOFA before these costs will be reimbursed.

As NYSOFA approval is necessary before any expenditures can be incurred, all budget/program modifications shall be submitted before the proposed changes take effect. This will allow NYSOFA staff the opportunity to review requests before expenditures are incurred.

To request a budget modification, complete a new budget in its entirety along with a budget modification budget summary form. The budget summary must include an explanation of the changes that are being proposed. Please ensure that each budget category includes an amount sufficient to cover the expenditures that have been previously submitted for reimbursement during the current program period, as well as additional expenditures anticipated through the end of the current program period. The Total State Funds Requested cannot exceed the amount of your current award.