



REIMBURSEMENT REQUEST UPDATE –KEPA

MARCH 11, 2022

KITSAP COUNTY HUMAN SERVICES – HOUSING AND HOMELESSNESS DIVISION



OVERVIEW

- An overview of the reimbursement request process
- Backup Documentation
- Completing the Excel Reimbursement Request form
- Submitting your Reimbursement Request Packet
- Review & Signing
- Q&A

GRANTEE RESOURCES

- To find Guidelines, forms, and this presentation, visit <https://www.kitsapgov.com/hs/Pages/HH-Grant-Recipients-page.aspx>



Kitsap Eviction Prevention Assistance KEPA Grant

The Kitsap Eviction Assistance Program (KEPA) includes several different funding sources for rental assistance prevent eviction for our County's lowest-income households. This program is funded through the federal Corona Virus Relief Act.

****Attention**** This grant section and the documents below are intended ONLY for use by organizations that are currently contracted with Kitsap County, not people who are applying for eviction prevention assistance. If you are interested in applying for this eviction assistance program please visit the Kitsap Eviction Prevention Assistance KEPA webpage for more information and instructions to apply.

Grant Guidelines and Documents

KEPA Kitsap Guidelines PDF (updated 4/9/2021)

KEPA Forms

KEPA Pre-Application

KCR English PDF | [Fillable PDF](#) | [Word](#) (v1.2 4/9/2021)

KCR Español PDF | [Fillable PDF](#) | [Word](#) (v1.2 4/9/2021)

Generic English PDF | [Fillable PDF](#) | [Word](#) (v1.2 4/9/2021)

Generic Español PDF | [Fillable PDF](#) | [Word](#) (v1.2 4/9/2021)

KEPA+T-RAP Landlord Payment Agreement for Individual Payment PDF | [Word](#) (v1 4/6/2021)

KEPA Landlord Payment Agreement for Individual Payment PDF | [Fillable PDF](#) | [Word](#) (v1 4/6/2021)

KEPA Release of Information PDF | [Word](#) (v1 4/1/2021)

T-RAP Forms and Guidelines

T-RAP Guidelines PDF (v1 Final 3/9/2021)

T-RAP Monthly Report Form ZIP (v1 3/9/2021)

T-RAP Rent Payment Agreement Form PDF | [Word](#) (v1 3/9/2021)

Simple Rental Agreement Form 2021 PDF | [Word](#) (v1 4/6/2021)

T-RAP Self-Declaration PDF | [Word](#) (v1 3/9/2021)

T-RAP Household Information & Eligibility Form Kitsap PDF | [Word](#) (v1.1 4/8/2021)

T-RAP Q&A PDF (v2 4/2/2021)

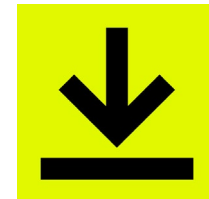
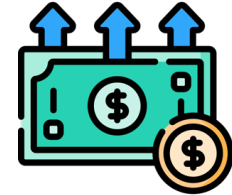
Translated T-RAP forms available at this Dept of Commerce Dropbox link

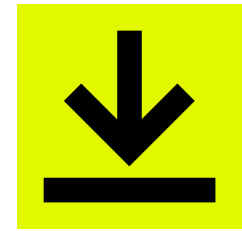
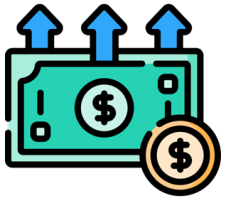
WHAT'S CHANGED FOR REIMBURSEMENT REQUESTS?

- The Reimbursement Request form has been updated to reflect activities, partners, and cost categories
- Reimbursement Request submission updated
- Mileage reimbursement amount is now \$0.585/mile

REIMBURSEMENT REQUEST PROCESS

1. Incur expenses for eligible activities and services
2. Collect backup documentation to substantiate expenses
3. Complete the Excel Reimbursement Request form
4. Submit your Reimbursement Request Packet via Cognito
5. Review, Signing, and Processing Reimbursement





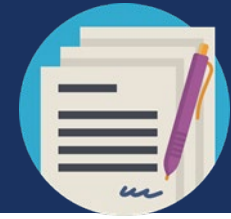
**BACKUP DOCUMENTATION TO SUBSTANTIATE
EXPENSES**

BACKUP DOCUMENTATION TO SUBSTANTIATE EXPENSES



- Each organization will incur expenses to meet the goals of the Program based on the Scope of Work provided in your contract. These expenses must be connected to the Program and necessary to meet the goals and scope of work.
- Every expense for which you claim a reimbursement must be accompanied by some form of documentation.

BACKUP DOCUMENTATION TO SUBSTANTIATE EXPENSES



- For each expense incurred to which your organization will be seeking reimbursement, you must supply documentation which substantiates these expenses. Examples include:
 - Wages & Salaries – include time summaries (documentation payment) and timesheets signed by employees
 - Mileage – mileage log with documentation of payment
 - Purchases and Services – itemized receipts or invoices from vendors clearly indicating the grant expense, date of payment and amount of expense paid.
 - Rental (Direct) Assistance – Include details of client/amount of assistance/payment for any purchase orders, warrants, vouchers, or similar which document payment from your organization to the payee (landlord)

WAGES AND SALARIES - EXAMPLES



- Wages & Salaries – include time summaries (documentation of payment) and timesheets signed by employees
- Time summaries should state:
 - Name of staff or employee who was paid
 - Pay period dates, pay date
 - Hours, rate or salary, and amount paid
 - A total of the wages and/or salaries claimed for the reimbursement request period
 - Any benefits and payroll taxes claimed

Date	Name	Net Amt	Hours	Taxes Withheld	Total Deductions	Total Pay	Employer Taxes	Total Cost
06/04/2004	Michael Lin	1686.48	80.00	603.46	1017.75	3307.69	0.00	3307.69
06/04/2004	John Monson	2333.19	80.00	656.81	10.00	3000.00	229.50	3229.50
06/04/2004	Karen White	358.49	40.00	-28.49	150.00	480.00	0.00	480.00
	Totals	4378.16	200.00	1231.78	1177.75	6787.69	229.50	7017.19

MILEAGE - EXAMPLES



- For reimbursement for mileage related to travel or transportation create and include a mileage log.
- The log should include the following information:

- Staff/volunteer/employee name
- Date of travel
- To/From location and destination OR odometer to/from readings
- Miles traveled for each trip

Mileage Log						
Vehicle _____						
Date	Odometer Start	From	To	Odometer End	Total Miles	Parking, etc.

- Note purpose of travel or transportation (include client name if relevant)
- Reimbursement amount – multiply mileage by \$0.585/mile
- Total mileage cost per staff/volunteer/employee/documentation of payment

PURCHASES AND SERVICES - EXAMPLES



- For purchases made by your organization for items or services from an outside vendor:
 - Include receipts or invoices from the vendor
 - Vendor name, address, and phone number
 - Itemized list of service, items, or expense
 - Must include date of invoice/date paid/proof of payment
 - The total amount
 - If the receipt or invoice includes expenses not related to the program, highlight the related expenses and include a note of the expenses (plus tax) that is attributed to items/services related to program expenses

RECEIPT

LOGO

East Repair Inc.
1912 Harvest Lane
New York, NY 12210

BILL TO
John Smith
2 Court Square
New York, NY 12210

SHIP TO
John Smith
3787 Pineview Drive
Cambridge, MA 12210

RECEIPT # US-001
RECEIPT DATE 11/02/2019
P.O.# 2312/2019
DUE DATE 26/02/2019

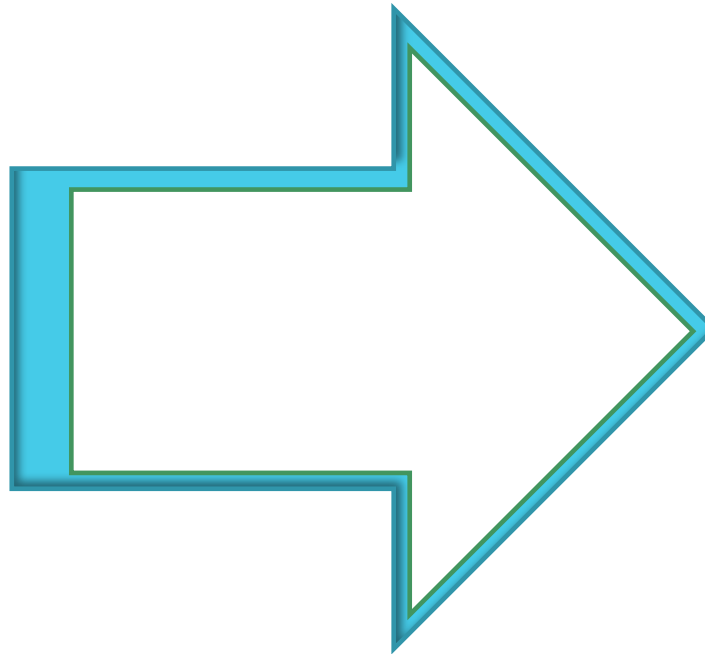
QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	100.00
2	New set of pedal arms	15.00	30.00
3	Labor 3hrs	5.00	15.00
	Subtotal		145.00
	Sales Tax 6.25%		9.06
	TOTAL		\$154.06

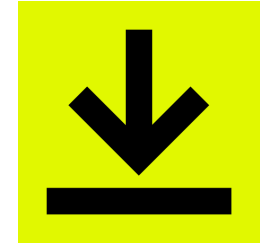
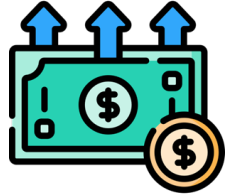
$\$30 + \$15 + \text{tax}$
 $= \$49.05$

BACKUP DOCUMENTATION TO SUBSTANTIATE EXPENSES



- Every expense for which you claim a reimbursement must be accompanied by some form of documentation.



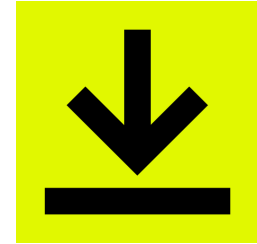
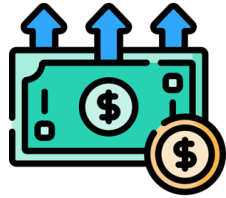


COMPLETE THE EXCEL REIMBURSEMENT REQUEST
FORM

COMPLETE REIMBURSEMENT REQUEST FORM EXCEL TEMPLATE – WORKSHEET TAB LABELED “SUMMARY EXPENSE”

Cost Category	Vendor	Expenditure Date	Amount
Total			<i>\$0.00</i>
3. Guarantee:			
I certify that the statement of work performed above is true and accurate and that the expenses listed above were expended on the project identified in the project budget application and referenced in the contract listed above. I certify that the documentation of these allowable expenses is on file with the agency listed above, and is available for review or request by Kitsap County at any time.			
Grantee Signature	Printed Name		Date

Initially this amount will be displayed in a red italicized font. Again, each request amount performs error-checking to ensure that the expenses on the RR tab equal the total request amount. Once the sums of the entries on the SummaryExpenses tab match the total amount you input into “This Request” field, the text will change formatting to the standard black font



SUBMIT INVOICE PACKET
VIA COGNITO

SCAN ALL BACKUP DOCUMENTATION

- Every expense for which you claim a reimbursement must be accompanied by some form of documentation.
- Use a scanner to create a scan of all backup documentation. Preferably as pdf, but other formats are accepted.
- Keep all the original backup documentation on file.



SUBMIT VIA COGNITO REIMBURSEMENT REQUEST PACKET

- Start reimbursement request packet submission via Cognito
<https://www.cognitoforms.com/KitsapCounty1/KCHHDDocumentSubmissionForm>
- Include:
 - The completed Reimbursement Request form Excel file.
 - All backup documentation scanned to substantiate expenses (itemized receipts, time summaries, signed timesheets, mileage logs, etc.)
 - Please attempt to scan or label your files in an order which follows your Summary of Expenses, if possible, this really helps to reduce the time it takes to process a reimbursement request.



SUBMIT VIA COGNITO REIMBURSEMENT REQUEST PACKET

- If the Contact Person listed on your Excel Reimbursement Request form is **different** than the Authorized Signer/Recipient, please make sure to note the name and email address of the person who will sign the reimbursement request in Cognito.



SUBMIT VIA COGNITO REIMBURSEMENT REQUEST PACKET - EXAMPLE

KCHHD Document Submission Form



Kitsap County Human Services - Housing and Homelessness Division Grantees may use this online form to securely submit documents to the Division.

Grantees that are required to submit backup documentation or other documents that may contain personally identifying information (PII) must use a secure method to transmit this information. This form may be used for submitting information to the Division such as: Reimbursement Requests; backup documentation; and other documents where the information must be transmitted securely.

Select the type of document below

- Reimbursement Request
 Other Secure Document

Reimbursement Request Submission

Contract Number *

KC-000-00

Contact Person Name *

Mickey Mouse

Invoice # *

13

Contact Person Email *

Mickey@happiestplaceonearth.com

Grant Program *

AHGP/HHGP/COVID-19

Phone

(360) 337-0000

SUBMIT VIA COGNITO REIMBURSEMENT REQUEST PACKET - EXAMPLE

Is the Reimbursement Request Contact Person and the Signer the same person? *

Yes

No

Signer Name *

Minnie Mouse

Signer Email *

Minnie@happiestplaceonearth.com

Attach Reimbursement Request Form (.xlsx, .xlsm) *

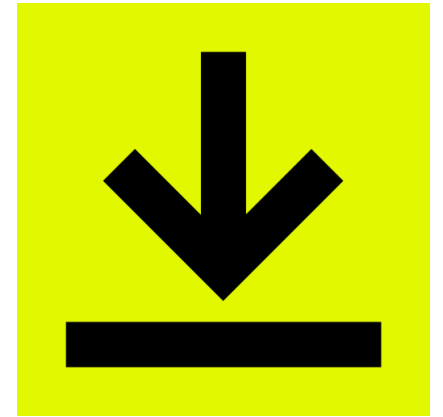
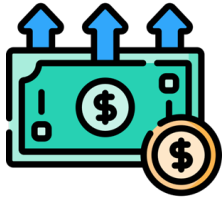
Upload or drag files here.

Attach Documentation (50mb max per file) *

Upload or drag files here.

Submit

Save



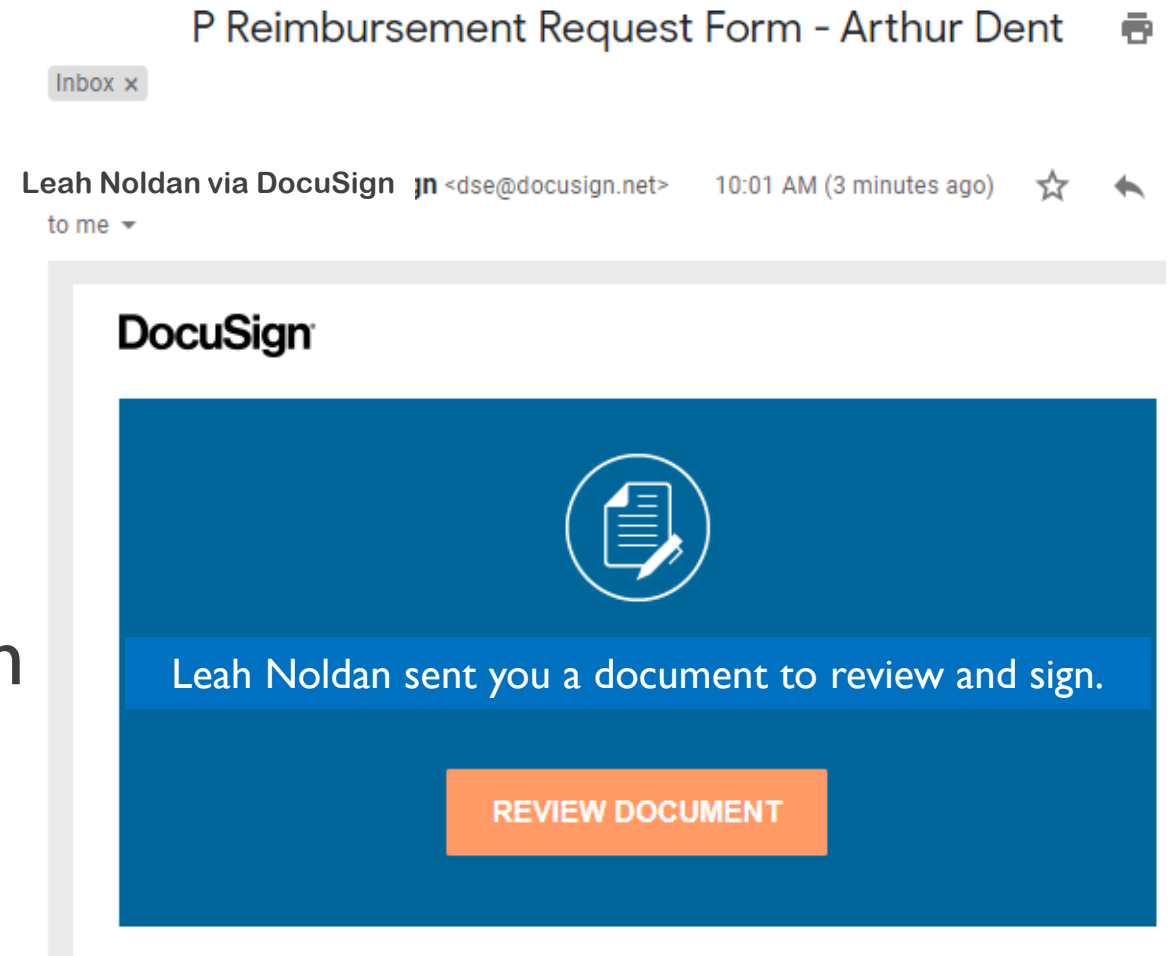
REVIEW AND SIGNING

REVIEW

- Your Excel Reimbursement Request form and your backup documentation will be reviewed for the following:
 - Ensuring that expenses are connected to the Program and necessary to meet the goals and scope of work.
 - Any errors in calculations and that all expenses fall within the date range. (Missed expenses or refunds please contact Leah about how to document)
 - All necessary backup documentation is reviewed and included.
 - If there are questions you will be contacted for clarification or corrections.

SIGNING


- When your packet has been submitted and reviewed, the final step is to sign.
- A digital signature system called DocuSign is used.
- You will receive an email from DocuSign dse@docusign.net with a link “Review your Documents” within the email.




SIGNING

- Click the “Review Document” link within the email to launch the DocuSign signature system.
- Next Select “Continue”

Please Review & Act on These Documents

 **Leah Noldan**
Kitsap County Human Services


Powered by **DocuSign**

Please use DocuSign to submit all Housing & Homelessness Program Grant Program Reimbursement Requests

Please review the documents below. [CONTINUE](#) [OTHER ACTIONS ▾](#)

(For this Contract's Funding)
THE COSTS AS PRESENTED IN THIS REQUEST WERE INCURRED BETWEEN THE TIME PERIODS OF (DATES): FROM: 9/1/2020 TO: 9/30/2020

Cost Category	Budget Awards	Contract Amendment	This Request	Cum to Date Including This Request	Award Balance
By & For Grants	\$15,000.00	<input type="checkbox"/>	\$6,571.45	\$6,571.45	\$8,428.55

ADOPT AND SIGN

The Sign tool to create and verify your signature

Adopt Your Signature ✕


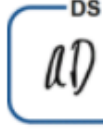
Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW**

PREVIEW [Change Style](#)

DocuSigned by:   DS
C8CC472C61A34DC...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN **CANCEL**

SIGN AND FINISH

Total			\$6,571.45

3. Guarantee:

I certify that the statement of work performed above is true and accurate and that the expenses listed above were expended on the project identified in the project budget application and referenced in the contract listed above. I certify that the documentation of these allowable expenses is on file with the agency listed above, and is available for review or request by Kitsap County at any time.

DocuSigned by:

Arthur Dent

Grantee Signature

Printed Name

Arthur Dent

02/10/2022

Date

FINISH

SIGNING COMPLETE

- Once signed a pop-up will inform you that you have finished signing – and will offer the option to create an account – select “No Thanks” unless you choose to sign up for a free trial. You do not need a personal DocuSign account to complete these reimbursement requests.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

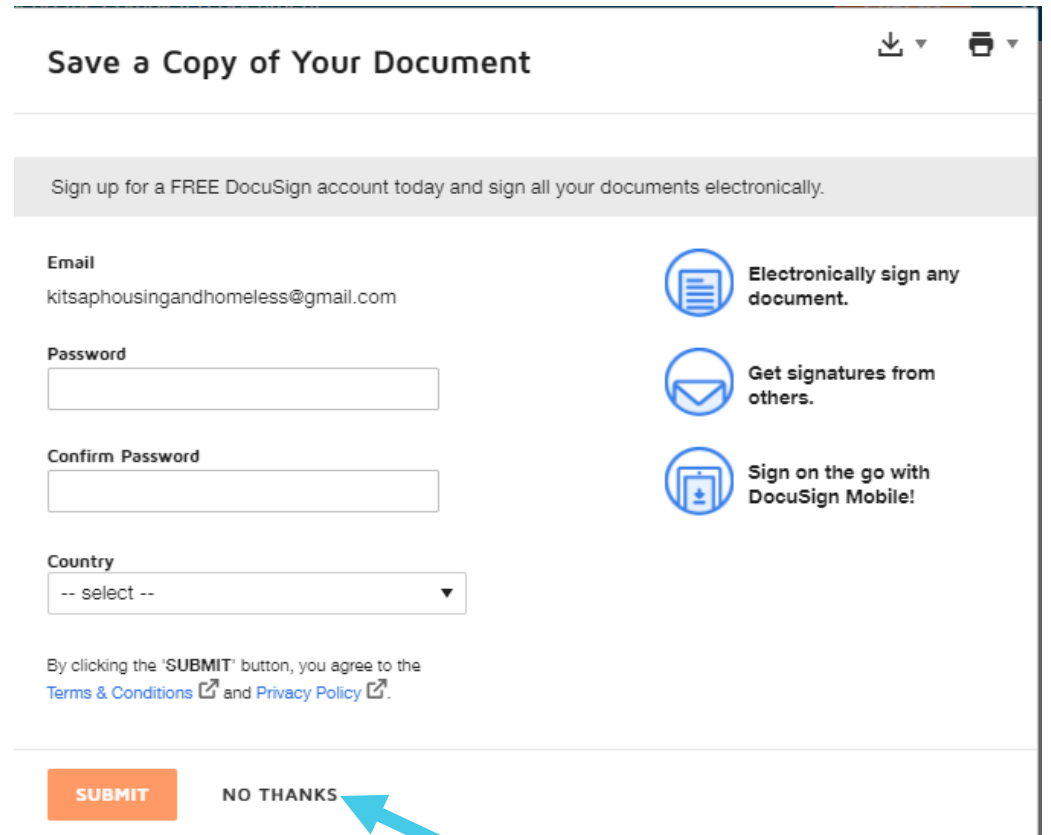
Email
kitsaphousingandhomeless@gmail.com

Password

Confirm Password

Country
-- select --

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).



COMPLETED REQUEST

- Once both the organizations signer and the Housing and Homelessness Division have completed signing, DocuSign will send a final “Completed: Reimbursement Request Form” with the signed .pdf file
- Keep a copy of this file with your reimbursement paperwork.

Q & A

CONTACT INFORMATION

- Kitsap County Housing and Homelessness Division
 - Kirsten Jewell, Division Manager, kjewell@co.kitsap.wa.us, (507) 222-9027
 - Leah Noldan, Contracts Coordinator, lnoldan@co.kitsap.wa.us, (360) 337-7289
 - Cory Derenburger, Division Specialist, cderenbu@co.kitsap.wa.us, (360) 362-0404
 - Virginia McCaslin, Grants Program Analyst, vmccaslin@co.kitsap.wa.us