



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIRECTOR'S OFFICE

*Helping people. It's who we are and what we do.*



## RFR Webinars Q&A

Held on August 25<sup>th</sup> 2022 and August 26<sup>th</sup> 2022

**1. (Title XX) Can we submit and have an RFR processed without a check number as most checks are not processed until after the 15<sup>th</sup> of the month?**

The Director's Office Grant Management Unit (DO-GMU) would prefer to have your expenses in DAWN as backup before the RFR is processed, even if it means RFRs are submitted after the 15th of the month.

**2. (Title XX) Can we use the JVC number in place of a check number if we have not been issued a check number for the RFR?**

Yes, the Journal Voucher number may be used in lieu of a check number for RFR submissions.

**3. (CSBG) Are we able to e-sign documents or does it have to be originally signed?**

The DO-GMU will accept documents that are manually signed or digitally signed.

**4. (CSBG) Is there a limit to the Transaction detail list?**

Transaction detail lists should catalogue all transactions for which expenses are being requested for reimbursement. All transactions should be included.

**5. (CSBG) Do we need to provide all backup documentation with our RFR?**

Yes, all backup documentation is required with your RFR submission.

**6. (CSBG) Are we allowed to request for large amounts of reimbursement at the beginning of the year, sometime spending down the award prior to the end of the year?**

GMU prefers that the total award be spent down throughout the year and not in the first quarter. We only receive funds per quarter and when an award is spent down in the majority in the first couple of months of the year then that puts us at a disadvantage to be able to reimburse other agencies.