NPI Quarterly Report Checklist

Tab 1. Advance Payment Request

- [ ] **NOTE: EVERY FIELD NEEDS TO HAVE SOMETHING IN IT, EVEN IF IT'S A ZERO**
- [ ] Information for Questions 1-3 (UEI) were pre-populated in the template provided to each grantee
- [ ] Use dropdown for Question 3 Reporting Period to select the period you are reporting
- [ ] Enter Y or N for Question 4 (Final Report)
- [ ] Numbers in Column 5b were pre-populated in the template provided to each grantee
- [ ] Numbers in Column 5c should match the numbers in Column 5b
- [ ] Numbers in Column 5d should total what was reported in previous quarters
- [ ] Numbers in Column 5e will auto-populate based on what is input in Tab 2. Expense Report
- [ ] Enter Y or N for Question 7 (Is your organization still in operation?)
- [ ] Insert signature of Responsible Administrator or Authorized Individual
    - TYPED NAME IS NOT ACCEPTABLE AS SIGNATURE
    - Use the insert tab in Excel to insert an image
    - If that's not possible, you may save the document as a PDF and sign it via Adobe
    - If that's not possible, you pay print Tab 1, sign it, and scan it
- [ ] Enter the authorized signor's name, title, and date of signature

Tab 2. Expense Report

- [ ] Enter each expense into one line
- [ ] Enter date of expense
- [ ] Select the Budget Category that corresponds with the expense using the dropdown menu
- [ ] Add a detailed description of the expense to ensure CFGV understands what it is and why it's allowable
- [ ] Enter the total amount expended with NPI grant funds

Tab 3. Optional Narrative

- [ ] While this tab indicates it is optional, in the field provided, please describe how the funds have helped your organization build infrastructure or capacity during the reporting period.
    - If you're having trouble with the text being cut off, here's a tip: enter the narrative into the field and identify at what point the text is being cut off, then go up to the formula bar and put your cursor at the cutoff point, then on your keyboard hold ALT and hit ENTER. This should wrap the text.

Tab 4. Optional Concerns or Needs

- [ ] If you have any needs, are experiencing challenges, or have concerns, please enter them in the field provided.
    - If you're having trouble with the text being cut off, follow the instructions above.

Supporting Documentation

☐ **FOR EACH EXPENSE**, provide supporting documentation that could include things like invoices, email communications, contracts, receipts, budget records, ledgers, etc. and proof of payment
- o If you are paying salaries and/or benefits with NPI grant funds, you MUST include a Time and Effort (aka Timesheet Template) in addition to other relevant supporting documentation

☐ Combine all supporting documentation into ONE PDF in they order they appear on the Expense Report

Submitting Report

☐ You may submit the NPI Quarterly Report as an Excel spreadsheet, or you may convert all four tabs to a single PDF

☐ You may submit supporting documentation in one PDF with the NPI Quarterly Report, or you may submit it as a separate PDF
- o NOTE: ALL SUPPORTING DOCUMENTATION MUST BE CONTAINED IN **ONE** PDF

☐ Email NPI Quarterly Report and supporting documentation to NPI@cfgv.org **BY THE DEADLINE**

Deadlines

The deadline for each quarterly report is the 5th of the month following the end of the quarter

Go to cfgv.org/NPI-grantees for more information or resources!