

Frequently Asked Questions about Budgets

Q: When are the budget justification and work plan for the new grant year due?

A: The budget justification and 12-month work plan for all communities are due April 30th. Please submit your budget and work plan to your Rooted in Relationships TA at Nebraska Children. TA staff complete a budget checklist (which can be found on the Rooted in Relationships website for your reference) and send it to the community to correct any errors or make adjustments based on the feedback. A finalized budget and work plan must be received and approved by Rooted staff prior to the release of any funding for the new year (which begins July 1st).

Current Budget Justification form and instructions can be found [here](#).

Q: How do we report our expenditures and request reimbursement?

A: Each month you will complete the monthly expenditure report form. This form is specifically tailored to each community with the approved budgeted amounts pre-filled. Monthly reports must reflect year-to-date expenditures. In addition to submitting your monthly expenditure report, receipts, and invoices, you will also need to submit a detailed accounting ledger showing line-item expenditures generated by the fiscal agent. Instructions on what needs to be submitted each month can be found in the required monthly expenditure documentation document. You are required to submit every receipt, invoice, and/or other supporting documentation of expenses requested for reimbursement. Please retain these in your files. All reporting should be submitted online via WebGrants at <https://nebraska.dullestech.net/index.do> Monthly reimbursements will be made based on the submitted Budget Expenditure form. Instructions on how to upload documents to WebGrants can be found: [Here](#)

Q: Can an approved budget be modified?

A: Yes, a budget modification can be requested by the fiscal agent during any time of the contract period. Please work with your Rooted TA prior to submission to ensure modifications are allowable. Modifications are required for any shift that exceeds more than 15% of any line item.

If activities are being added as part of the budget modification that were not previously included in the budget and work plan, even if the change is not greater than a 15% adjustment, your Rooted TA needs to be consulted to ensure that new activities are appropriate and allowable. All newly added activities must also be

added to the work plan and the modified document must be submitted to your Rooted TA. Payment cannot be guaranteed for expenses that are invoiced to Rooted that are not included in an approved budget and work plan.

Instructions for a budget modification request are as follows:

- If there are any changes to the approved budget form that exceed 15% of any line item, you will need to submit a formal budget modification request with updated budget justification. You can find a tab on the far right of the budget justification form where you should briefly explain why the modification is needed and how the change relates to the contractual scope of work and work plan. Please also update the other applicable tabs on the budget justification to reflect the changes being requested.

Current Budget Justification form and instructions can be found [here](#).

Q: If my community has extra funds at the end of the year, can I spend funds on supplies or new activities?

A: Yes, funds can be spent on appropriate and allowable purchases in the last few months of the year, however approval must be provided by your Rooted TA **PRIOR** to the funds being spent. Nebraska Children cannot guarantee payment for expenses that are invoiced to Rooted without prior approval. This includes expenses that are typically allowable, like supplies or extra stipends to providers, if those expenses are not in the approved budget/work plan and have not been approved by your TA. It's also acceptable not to spend all allocated funds. Any remaining funds will be utilized in other ways to support Rooted overall. It is preferred that funds remain unspent rather than be used in a way that doesn't align with the mission of the grant or the community's planned work.

Q: Who do I submit my budget modification to?

A: Budget modifications should be emailed to Leslie Horwart at lhorwart@nebraskachildren.org and your Rooted in Relationships TA. Leslie will work with your Rooted TA to receive approval and process your request. Once your request is approved, you will be sent a new monthly expenditure report form with the updated amounts.