

Reporting Subsidy and Additional Resources on ADVSD Invoice

The **Payment Request and Resource Summary** serves as the monthly invoice for ADVSD contractors. This form also includes, in *B. Agency Resource Summary*, information on additional services and resources that your agency provided. This may include additional resources that you identified in your proposal's budget documents, or other resources that your agency provided to support the services funded by ADVSD.

You are not required to report this information. However, we may be able to pay for **Agency Program Subsidy** (see below) at the end of the fiscal year. Depending on available funding, ADVSD may be able to pay for some, or all, of these "subsidy" units at the end of the fiscal year. Note: in order to receive payment for subsidy units, the agency must be able to provide the required back-up documentation for the service units.

Agency Unit Rate Subsidy – *not payable by ADVSD*

- Agency Unit Rate Subsidy refers to the resources (cash or in-kind) provided by the agency which are necessary supplements to ADVSD funds in order to pay for the costs of the units of services.
- If your additional resources are subsidizing ADVSD's unit rate, report enough additional resources to bring the cost of the services provided to your actual cost.
- For example, if the actual cost for your agency to provide a contracted service is \$38 per unit of service and ADVSD pays \$30 for that unit of service, your agency's unit subsidy would be \$8 per units of services. If your agency provided 300 units of service the agency subsidy reported would be $300 \times \$8 = \$2,400$.
- This would be reported in the Agency Unit Rate Subsidy section on the right hand side of the invoice. You would fill in the cash and in-kind columns with the costs in each category.
- Agency subsidy of unit rates is not eligible for reimbursement at fiscal year end.

Agency Program Subsidy *may be payable by ADVSD*

- Program subsidy occurs when the agency provides **a higher number of services** than the contracted level and pays for the additional services entirely from agency resources.
- Generally, an agency will report program subsidy for a service only after the contract funding for that service has been spent out. However, consortiums may report subsidy before contract funds are spent: for example, when one partner has fully spent their allocation for the service and the other partner has not. Or, if an agency wanted to spread out their funding over the fiscal year, the agency could report some of the services as subsidy.
- The additional subsidy units of service should be reported monthly in the *Units* column.
- The *In-Kind* column should equal subsidy units times the contracted unit rate. This is the maximum amount that ADVSD could pay for program subsidy, if funding allows, at the end of the fiscal year.

- For example, if your agency provided an additional 460 units of a service, beyond the number of units covered by your contract, and the contracted rate for the service is \$30 your agency's program subsidy would be $460 \times \$30 = \$13,800$. This should be reported on the invoice for in the month the services were provided.
- For services (such as Focal Point) that are paid at a monthly unit rate, you can report the costs of providing more services than planned, but leave the *Unit* column blank. ADVSD will not pay for these subsidy services, but you may choose to report them.
- The *Cash* column is used to report grant funding used to provide services beyond the services ADVSD is paying for. Services paid by another funder are not eligible for payment by ADVSD, since you can't be paid twice for the same service.

You are not required to provide the information on additional resources. However, ADVSD does track this information and reports it our funders to demonstrate the true cost of providing a service, how agencies enhance programming through other funding, and how you provide match.