



NSORG Lunch & Learn Webinar Series Session #5 Takeaways

Webinar Recording Available Online

Personnel Expenses & Documentation

What are Personnel Expenses?

- Personnel expenses refer to the costs associated with the employees who are directly involved in the project funded by the grant.
 - Salaries & Wages, Fringe Benefits, Taxes, Personnel-Related Overhead, Etc.
- External Personnel Expenses (i.e. contractors/consultants) will need to report the following:
 - Source Document: invoice from contractor
 - Proof of Payment: bank statement showing contractor was paid
- Internal Personnel Expenses (i.e. employees that work directly for the recipient organization) will need to report the following:
 - Source of Documentation: payroll registers/reports, timesheets/time records, direct deposit details, & paystubs.
 - Proof of Payment: canceled checks, bank statements, or electronic payment records.

Commented [ZR1]: Can you add a bullet point about internal vs. external? @Stansbury, Atticus

How do I Report Personnel Expenses?

- To report personnel expenses, two types of documentation are required: 1) proof of payment, and 2) source documentation.
 - Proof of payment could be canceled checks, bank statements, or electronic payment records.
 - Proof of payment should include information regarding: Was the vendor paid? Did funds clear the recipient's account?
 - Source documentation might include payroll register/reports, timesheets/time records, direct deposit details, & paystubs.
 - Source documentation should include information regarding: what good/service was purchased? For how much? When (date)? By whom? For Whom?
 - Do the Math: Documentation should show how you arrived at the number of hours worked, hourly rate, and total amount charged to the NSORG grant



Administrative Personnel

- Administrative personnel primarily work on the management, oversight, and support of the grant-funded project/program.
- Examples of administrative personnel include grant managers, financial officers, administrative assistants, procurement officers, and compliance officers.
- The work of administrative personnel is to ensure that the grant funded activities are conducted efficiently, effectively, and in compliance with applicable regulations & requirements.

Program Personnel

- Program personnel are individuals directly involved in implementing and delivering the services or activities funded by the grant.
- This type of personnel is responsible for carrying out the specific objectives, activities, and deliverables outlined in your scope of service.
- Examples of program personnel could be: project coordinators, program coordinators, case managers, counselors, outreach workers, trainers, and other staff directly engaged in providing service or implementing program activities.

Resources Available to Recipients:

Program Managers: ([Contact us with this link](#))

- Assetina Kataka – RAPID Grants, Arts, Culture, & Social Assistance Grants
- Mike Vlassakis – Youth, Talent, and Workforce Development Grants, Sports & Tourism Grants
- Deisy Coyle – Entrepreneurship & Innovation Grants, Small Business Support Grants
- Ryan ZimmerMas – Placemaking Grants
- Daren Waters – Arts, Culture, and Social
- Elizabeth Blanco Rodriguez – RAPID Grants

Business Managers:

- Daren Waters - North Omaha Office: 5319 N 30th St., Suite B, Omaha NE 68111
- Available Appointment Hours:
 - Tuesdays from 10:00 a.m. to 1:00 p.m.
 - Thursdays from 12:00 p.m. to 3:00 p.m.
- Elizabeth Blanco - South Omaha Office: 2909 Edward Babe Gomez Ave., Omaha, NE 68107
- Available Appointment Hours:
 - Mondays from 10:00 a.m. to 1:00 p.m.
 - Wednesdays from 12:00 p.m. to 3:00 p.m.

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