



## Fiscal Y2025 Grantee Training

### Questions Asked During Training

1. Are the required documents (as mentioned on slide 10) accessible in our neighborly account?
  - a. For some grantees who recently filled out Neighborly applications, they may be up to date and available in your Neighborly account. Others may be outdated or have updated forms such as the W9 so please reach out to your grant manager with any questions.
2. If the required documents for agreement were sent with the application in Neighborly and are up to date, will we need to submit them a second time?
  - a. No, we will only need each document only once into each Neighborly case and grant that is linked with your organization.
3. What is the Neighborly portal URL for grantees to login?
  - a. <https://portal.neighborlysoftware.com/acds/Participant>
4. Do we need to create individual accounts and register each user to link them to the grants?
  - a. Yes, each individual user will need to register to add their email address to then add them to the case as a user.
5. Are we supposed to be able to see the tasks, account, reports, or users at this stage?
  - a. No, these items will become available to you on your screen as they are activated by your grant manager.
6. Are there any required back up documentation needed at the time of invoicing other than the invoice document?
  - a. Yes, you will need a detailed invoice with the date, invoice number, description, and amount, in addition to proof of payment for the invoice to demonstrate the charges were expended per the agreement. Additionally, for other categories within your budget such as personnel, there may be additional requirements for documentation such as timesheets and paystubs.



If you have any questions regarding sufficient documentation, please don't hesitate to contact your grant manager.

7. In the draw request, where it says add a file, is that where you add a receipt/invoice?
  - a. Yes, click on the blue arrow.
8. How do I get the name of our grant manager?
  - a. Please look under the user section of the Neighborly case to find your ACDS grant manager's email to contact them with any questions.
9. Are the accomplishments individualized, or are they the same across the board?
  - a. They are program and project specific, created for you by your grant manager. Please communicate with your grant manager to determine what you will be reporting on. These accomplishments as measured for outcomes are determined by your organization's goals that are created as part of the agreement process.
10. Can any field in the report be left blank or skipped and still submitted as complete?
  - a. No, all fields must have a response for the report feature to enable you the option to submit it.
11. Do we need to use the ACDS samples for invoicing and timesheets, or can we use our own software or contractor's template?
  - a. As long as it demonstrates all of the required information, it will be sufficient.
12. Are organizations required to document procurement for ACDS specifically outside of any designated procurement policies?
  - a. No, honor your procurement policy. There are no additional procurement reporting requirements in a formal manner.