

U.S. Soccer Foundation OJJDP7 Sub-Grantee Financial Grant Management Guidance



Key Policies Summary

This document is intended for Sub-Grantees participating in the U.S. Soccer Foundation's OJJDP7 grant. This document provides an overview of key financial management policies and processes.

- OJJDP7 is a reimbursement-based grant. Sub-Grantees must submit documentation showing spending on costs related to *Soccer for Success* to the Foundation. The Foundation will review and approve spending in partnership with Sub-Grantees and provide payment within 30 days upon approval.
- Only costs incurred and related to *Soccer for Success* programming are eligible for reimbursement. OJJDP7 sub-grants run from January 1, 2025 – June 30, 2027 ("Allowable Reimbursement Timeframe"). Sub-Grantees are eligible to seek reimbursements on a monthly basis for costs incurred during the Allowable Reimbursement Timeframe related to their *Soccer for Success* programming.
- Only "Allowable" costs may be charged to the OJJDP7 grant. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the grant and in compliance with Department of Justice requirements, including the cost principles set out in the Uniform Requirements 2 C.F.R. Part 200, Subpart E. While the Foundation will make every effort to review and approve costs in agreement with the Department of Justice, the ultimate arbiter of whether a cost is "Allowable" or not is the Department of Justice. When conducting a review or audit the Department of Justice may deem a cost "Unallowable" that the Foundation initially deemed "Allowable" – the final decision on allowability of costs rests with the Department of Justice.
- "Unallowable" costs are categorized as costs that will not be reimbursed by the Department of Justice. Some costs may be deemed unallowable because they are not considered reasonable, allocable to or necessary for the performance of the grant. Other costs are deemed unallowable by the Department of Justice as they are deemed inappropriate, examples of inappropriate unallowable costs include, but are not limited to, the following: land acquisition, lobbying, entertainment, bar charges/alcoholic beverages.
- Reimbursement requests must be monthly. Reimbursement requests are due by the 15th day of the following month. Sub-grantees must use the Foundation-budget template for reimbursement requests. Sub-Grantees become eligible for reimbursements only after they have fully executed their sub-grant agreement. [The How to Submit a Reimbursement Request](#) section of this document provides detailed instructions.
- Sub-Grantees cannot submit multiple months of reimbursement at one time. It is critical for Sub-Grantees to consistently submit each month's reimbursement on the prescribed one per month schedule. Sub-Grantees that do not stay within the reimbursement schedule will experience reimbursement processing delays and may ultimately be terminated from the OJJDP7 grant opportunity.
- When seeking reimbursement for staff salary expenses, only staff with a current and valid Foundation-issued background check and approved abuse prevention training are eligible for salary reimbursement. Sub-Grantees must submit documentation including a timesheet showing hours worked specifically on *Soccer for Success* and proof of payment for each staff member. Proof of payment must include payment date, check number, and include the full name of the staff member. Sub-Grantees are only eligible to request reimbursement for hours worked on *Soccer for Success* aligning with the provided timesheet for each staff member. If Sub-Grantees are only seeking reimbursement for a percentage of an expense, justification for such must be noted on the provided documentation.

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- When seeking reimbursement for staff fringe expenses, all qualifications noted in the last bullet point remain necessary. Sub-Grantees must submit fringe documentation showing the benefit provider vendor name, proof of payment to that vendor, and documentation/report that shows the benefit amount for the staff member(s) included in the reimbursement request. Sub-Grantees are only eligible to request the percentage of fringe benefit that aligns with the percentage of *Soccer for Success* hours worked, as above.
- When seeking reimbursement for other expenses, Sub-Grantees must submit documentation including an invoice and proof of payment. Proof of payment must include payment date, check number, and include the name of the vendor aligning with the invoice. If sub-grantees are only seeking reimbursement for a percentage of an expense, justification for such must be noted on the provided documentation.

Sub-Grant Budget & Budget Changes

The Foundation created a budget on behalf of each Sub-Grantee. The Foundation made assumptions on this initial budget creation based on known costs or certain expenses and assumptions based on the experience of managing six OJJDP grants over the last ten plus years. That budget was approved by OJJDP in February 2025.

Sub-Grantees do have the ability to shift expenses between categories up to 10% of their sub-grant total, without prior approval. For example, if a sub-grant is \$50,000, the Sub-Grantee can shift up to \$5,000 between categories without any prior approval. If a sub-grant wants to shift more than 10% of their sub-grant between categories, prior approval from the Foundation is required, as the Foundation will need to submit a formal budget modification request to OJJDP. Under no circumstances can the allocation of “Admin/Indirect” budget account for over 10% of each Sub-Grantee budget. For example, if a sub-grant is \$50,000, the Sub-Grantee can only expend a maximum of 10%, or \$5,000, on “Admin/Indirect” costs.

OJJDP7 organizes budgets in five categories:

- Program Staff – includes Coach-Mentor Pay, Program Admin Pay, and Background Checks
- Equipment
- Travel & Training – includes Travel and Training Events
- Other Program Costs
- Admin/Indirect

How to Submit a Reimbursement Request

Upon execution of your Sub-Grantee agreement and certificate of insurance approval, the Foundation will send you access to a shared folder which includes your organizational sub-grantee budget template, signed agreement, and access to folders to upload backup documentation for each month’s reimbursement request.

Using the Sub-Grantee Budget Template

The Sub-Grantee budget template is a shared excel workbook that the Sub-Grantee and the Foundation will use to track spending during the Allowable Reimbursement Timeframe. Sub-Grantees can access this file via the link to the shared folder mentioned above. The workbook includes tabs representing each month of the grant. Sub-Grantees must fill in the information related to their reimbursement request for each month. Each tab will serve as a “cover page” or “summary” of the backup documentation the Foundation will review.

The table at the top of each tab provides a summary view of the remaining grant. **This budget summary section is all formula-based, do not edit these cells.** Sub-Grantees are responsible for filling out all the cells highlighted in blue. These cells are divided into three sections: Coach-Mentor Pay, Program Admin Pay, and Other Expenses.

For the Coach-Mentor Pay and Program Admin Pay the process is the same:

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- Enter all the requested information highlighted in blue for each staff member that is requesting reimbursement. Each row represents information for one staff member. The information entered must align with the backup documentation provided for that staff member.
- The “%” column calculates the percentage of *Soccer for Success* hours against total hours. This percentage is then used to calculate the specific amount of *Soccer for Success* pay (SFS Pay column) based on the total salary/pay + fringe amount. The “Fringe” column should include the total of all benefits in which the Sub-Grantee is seeking reimbursement towards. Hours, pay, and fringe information must align with the backup documentation submitted.
- The “OJJDP Claim” column represents the percentage of that staff members pay OJJDP is being asked to cover. This can only be up to the hours worked on *Soccer for Success*. The OJJDP claim may often be less than a staff member’s total pay because only a percentage of their hours went to *Soccer for Success*. The timesheet and proof of payment documentation should allow the Foundation to see such a breakdown of hours during review. If there are oddities about the percentage of pay being requested that differ from what the timesheet and proof of payment suggest, please note such on the documentation.
- The Foundation will not approve reimbursement towards any staff member that does not have the proper pay/timesheet documentation provided, nor a valid and current Foundation-issued background check and approved abuse prevention training certificate.

For the “Other Expenses” column, the process is similar:

- Enter all the requested information highlighted in blue for each expense being requested for reimbursement. Each row represents information for one expense. The information entered must align with the backup documentation you provide for that expense.
- The “Budget Category” column refers to the line item in the budget summary section in which this expense relates to. Once selected, the expense will be drawn down from that line item in the budget.
- The “OJJDP Claim” column represents the percentage of that expense OJJDP should cover. If the percentage is less than 100%, please include justification in the “Notes” column.
- The Foundation will not approve reimbursement towards any expense that does not have the proper receipt/invoice and proof of payment backup documentation.
- If a Sub-Grantee is seeking reimbursement towards a non-program administrative staff member (i.e. finance), the name of that staff member should be listed in the “Vendor Name” column and the budget category is admin/overhead. Please use the “Notes” column to provide details on hours worked, pay, and fringe benefits that are included in your calculation in the “Total Expense” and “OJJDP Claim” columns. Like all other staff members, proof of payment, timesheet, and fringe documentation is required. Depending on the administrative staff member’s role, a current and valid Foundation-issued background check and approved abuse prevention training certificate may be required. Please work with the Foundation to determine.

Uploading Backup Documentation

Included in the shared folder the Foundation will provide access to is a “Backup Documentation” subfolder. When clicking into the Backup Documentation subfolder, additional subfolders are included for each month of the grant. Within each month’s folder are subfolders corresponding with each line item within the subgrant budget. Backup

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documentation must be uploaded to the correct subfolder corresponding with the reimbursement request entered on the subgrantee budget template.

Submitting a Reimbursement Request

Once the Sub-Grantee budget template is filled out and backup documentation is entered, please notify Zach Riggle at zriggle@ussoccerfoundation.org and Eren Munir at emunir@ussoccerfoundation.org that you have completed your reimbursement request for the specific month to allow for timely processing of your reimbursement request.

Review Process & Payment Details

After Sub-Grantees notify the Foundation that a reimbursement request has been submitted, the Foundation will review the information entered on the Sub-Grantee budget template and ensure all backup documentation aligns and can be approved. The yellow cells on the Sub-Grantee budget template are for Foundation staff only and will provide a record of approval to use federal funds to reimburse the cost incurred. If the Foundation is not satisfied with the information entered or the corresponding backup documentation, the Foundation will reach out to the Sub-Grantee to make any necessary corrections.

The Foundation uses Bill.com to make payments to Sub-Grantees. All Sub-Grantees should be set up for ACH payment, as opposed to physical checks. The Foundation's finance team will work with Sub-Grantees to set this up if not already done. With reimbursement requests due on the 15th of each month, the Foundation should be able to issue payment on its check run that is typically around the 25th of each month. This timing estimate assumes the Foundation is able to approve Sub-Grantee reimbursement requests by the 22nd or 23rd prior to the check-run on the 25th of each month.

Federal Grant Requirements

As a federal sub-grantee with the Department of Justice, Sub-Grantees must ensure the following:

- Sub-Grantees are responsible for maintaining an active Sam.GOV account, which will provide the Foundation with the required UEI number for reporting purposes.
- If a Sub-Grantee is found to be suspended or debarred from working with the federal government as defined in Sam.GOV, the OJJDP7 grant will be terminated.
- 750If a sub-grantee organization exceeds \$1,000,000 in federal grants, the subgrantee is required to perform an A-133 audit.
- Upon full execution of the sub-grant agreement, Sub-Grantees are required to send a copy of their organization's most recent audit to the Foundation.
- All finance documentation related to OJJDP7 must be retained for at least three (3) years following the conclusion of the grant.
- The Foundation will perform at least one financial site visit during the Allowable Reimbursement Timeframe of this grant. The Foundation will provide instructions and details that the Sub-Grantee will need to complete and/or verify prior to this site visit.