2025 edp subrecipient invoice training Frequently asked questions

# when are the Invoice packets due to edp and HOW ARE YOU TREATING due DATES THAT FALL ON THE WEEKEND?

The packets are due on the last day of the month following the month the expenses were incurred in. If the last day of the month falls on a weekend, the documentation would be due on the next business day.

# Are electronic signatures acceptable?

Yes. Electronic signatures are acceptable for the submission of invoice packets.

# DOES THE BACKUP DOCUMENTATION ONLY APPLY TO THE SUBRECIPIENT OR ARE THE PASS-THROUGH entities required to comply as well?

The documentation requirement is applicable to both the subrecipients and any entities that receive pass-through dollars from your agency specific to your EDP contracts. Your organization would be required to provide documents to support any Franklin County EDP funds disbursed to those agencies.

# WHEN WILL THE NEW INVOICe requirements take effect?

The new process is effective March 1, 2025.

# Can I access training materials outside of this meeting?

Yes. An email was sent to all attendees that included a link to the training, training exhibits, and a copy of the PowerPoint presentation. You can also access the materials on the Economic Development & Planning website by clicking [here](https://development.franklincountyohio.gov/community-development).

# IS THIS TRAININg for new or existing grants?

The training is applicable to both new and old contracts/grants, as some subrecipients have requested and received contract amendments.

**is the timesheet log an example?**

Yes, it is. However, the subrecipient is responsible for providing adequate support for the time and effort charged to EDP grants.

**this seems to be a rather large FILE SIZE TO INCLUDE EVERYTHING MONTHLY. How would you like us to send to edp? Is onedrive acceptable?**

If the invoice packet is too large to send via email, please email FCEDPsubrecipient@franklincountyohio.gov to obtain a link to EDP’s secure SharePoint site for the uploading of invoice documents. Upon submission in SharePoint, please email the Community Development team to confirm receipt at FCEDPsubrecipient@franklincountyohio.gov.

# What is the reimbursement time with the new requirements?

As required by Uniform Guidance, EDP will process payments within 30 days of receipt of the invoice packet, unless incomplete or inaccurate.

# Is this a replacement to the rio system?

No. Franklin County EDP has not and does not utilize the RIO system.

**Some of the entities we pass through funds to are concerned about the pii shared in the payrOLL DOCUMENTS THEY ARE SUBMITting. IS THE COUNTY’s sharepoint HIPaa compliant?**

Personal identifying information can be redacted from the documentation; however, the SharePoint site and the link to access it, are secure. Links are specific to the individual we send it to and cannot be shared within your organization. To give access to others who may need to upload documents, email the Community Development team at: [FCEDPsubrecipient@franklincountyohio.gov](mailto:FCEDPsubrecipient@franklincountyohio.gov), and provide their first and last name, title, and email address.

**WILL EDP SEND THE SUBRECIPIENT’s their CORRESPONDINg RESOLUTION NUMBERS OR WILL THEY HAVE TO FILL It out themselves?**

If you are unsure of the resolution number, please reach out to the Community Development team at: [FCEDPsubrecipient@franklincountyohio.gov](mailto:FCEDPsubrecipient@franklincountyohio.gov).

**HOW DO WE KNOW who we work with on the edp team?**

The subrecipient mailbox is managed by the entire Community Development team. The Grants Coordinator, Community Development Administrator, or Community Development Official will support you from there.

# DO THESE REQUIREMENTs apply to all franklin COUnty grants?

These requirements and training are for Franklin County Economic Development and Planning subrecipients. Subrecipients who receive funding from other County agencies would follow the terms and conditions of those respective entities.

# HAS A TIMELINE BEEN SET FOR THE NEXT ROUNd of cdbg applications?

Yes. Franklin County EDP will have the information out in approximately 45 days.