



Fiscal Year 2026 Grantee Training Questions

1. Can an incorrect document be deleted from a draw request before submission?
 - a. Yes. Before submitting the draw in the portal, you can delete an incorrect document by clicking the red “X” next to it.
2. Are HSP or other state awards experiencing the same delays as federal agreements?
 - a. No. State and county agreements are expected to be executed on the same timeline as in previous years. Only federally funded agreements are anticipated to face delays in execution.
3. If the award is less than what was requested, is there a risk of budget rejection for the updated budget?
 - a. No. A partial award indicates that funding has been approved and included in the budget. Grantees will collaborate with their grant manager and the ACDS team to revise and finalize a new budget accordingly.
4. Can we submit pictures along with our report in the documents section?
 - a. Yes, and it’s strongly encouraged. Including photos in your reports helps to illustrate your program’s success, allowing us to better support your work and potentially feature it in our newsletter.
5. For the biannual reports, is the second report accumulative?
 - a. No, both reports are for only the reporting period.
6. How often are grantees eligible to submit an invoice?
 - a. Grantees are recommended to invoice at least quarterly, but can invoice monthly or as often as they may need. ACDS encourages grantees to work directly with their grant manager to determine the best invoicing plan.
7. Are itemized receipts from vendors required for invoices for labor that is outsourced?
 - a. Yes, we would like to have itemized receipts to ensure that items are being reimbursed under the correct line items in the award budget.
8. What are short-paid funds?
 - a. These are funds being requested beyond what is available to be reimbursed to you.



9. If we receive an invoice that exceeds our organization's ability to pay directly, are grantees eligible to submit the received invoice for services provided and request the vendor be paid directly?
 - a. Unfortunately, only grantees with ACDS are eligible for payments. Please reach out to your grant administrator to discuss options.
10. Is it possible to open the reports before the end of the quarter, such as the final reports?
 - a. Please reach out to your grant administrator to see if they are able to open them prior to the deadline for you.
11. Are there 2 reports required or 3?
 - a. For the FY2026 cycle, all grantees will have 2 reports; one due January 15, 2026, and one due on July 15, 2026, each reporting unduplicated new client data only for their designated period.
12. How soon will grantees receive their agreements for signature?
 - a. The timeline for agreements depends on the completion of the tasks created in Neighborly by your grant administrator, as that information is required in order to draft the agreement for signature.
13. If we have updated forms on hand now, can we upload the new forms to Neighborly, or should we wait for a task to be assigned first?
 - a. Please reach out to your grant administrator directly.
14. If our timesheets are required to be signed, how can we submit them if our timesheets are electronic?
 - a. The timesheets can be signed electronically internally, and then submitted in the Neighborly portal as a PDF with the draw request.
15. If a draw is sent back to us and is in the "Not submitted" status due to a missing document, should we create a new draw or attach the updated documentation to the draw that was sent back to us?
 - a. Please resubmit the draw that was returned to you with an updated description and with updated documentation to support your request in alignment with any notes that may have been sent back with your draw.
16. Are indirect costs eligible for reimbursement?



- a. Yes, but please reach out to the grant administrator to check directly on the cost reimbursement requirements by funding source.