

Budget Management and Invoice Submission



All invoices for all work completed by Alliance for Innovation in Maternal Health (AIM) Technical Assistance Center directly funded states (i.e. a subset of subrecipient states implementing AIM that are not funded through the HRSA AIM Capacity Award), member organizations of the Clinical and Community Advisory Group (CCAG), and consultants in support of program activities must be submitted through the online submission portal. This will help to ensure that federal program dollars are utilized appropriately, that individual state and CCAG member organization budgets can be effectively managed, and that invoices for all work completed can be processed and paid in a timely manner.

Invoice Submission

Invoices must be submitted via the designated online portal:

- [AIM State Teams](#)
- [AIM CCAG Organizations](#)
- [AIM Consultants](#)

Invoices may be submitted on a rolling basis when work is completed. However, at a minimum, efforts should be made to submit all invoices for work completed during the previous quarter following the schedule outlined below. Please note that each AIM program year runs from September 1 – August 31. This schedule will be utilized for each year of program funding.

QUARTER 1 Submission by December 31 for any work completed between September 1 – November 30 <i>*Initial reminder sent December 1</i>	QUARTER 2 Submission by March 31 for any work completed between December 1 – February 28 <i>*Initial reminder sent March 1</i>
QUARTER 3 Submission by June 30 for any work completed between March 1 – May 31 <i>*Initial reminder sent June 1</i>	QUARTER 4 Submission by September 30 for any work completed between June 1 – August 31 <i>*Initial reminder sent September 1</i>
Any outstanding invoices for work completed during the current funding year must be submitted no later than September 30 of each year. Unfortunately, we will be unable to guarantee payment of any invoices received after this deadline.	

Fund Carryover

While program workplans and budgets should be integrated so that as workplan milestones are met the corresponding budget spend downs are also made, we do understand that there may be times when program workplan milestones need to be adjusted and budget spend down may not be made. We also understand that other issues may arise which inhibit fund spending throughout the program year. It is important to note that workplans are only applicable to state teams that are subrecipient of ACOG.

While requests for carryover of unspent program funds can be made, carryover approval can never be guaranteed. Approval is granted at the discretion of our federal funder, HRSA. If carryover of unspent funds is desired, requests, including a carryover budget detailing how the remaining funds will be utilized must be submitted no later than **August 1** of each year. Please work with your state Technical Assistance (TA) Specialist or AIM staff to facilitate the carryover request process.

How to Submit Program Invoices for Work Completed

As described above, all invoices for work completed must be submitted through your designated online portal. Below is an overview of how to utilize the portal for submission.

1. Select the program budget year that the invoice is being submitted to. Please note that the year is tied to the federal funding year and may be different from your contracted year with the program. Please refer to the calendar month and year in parenthesis when making your selection.
2. Please provide the number or ID for the invoice being submitted, as this will assist our accounting department with tracking payments. The invoice number may be generated by your organization's accounting department or can follow chronological order of your invoice submissions to AIM.
3. Enter the dollar amount of the invoice being submitted.
4. Select the applicable budget categories for the invoice being submitted. These categories should align with those on your program budget.

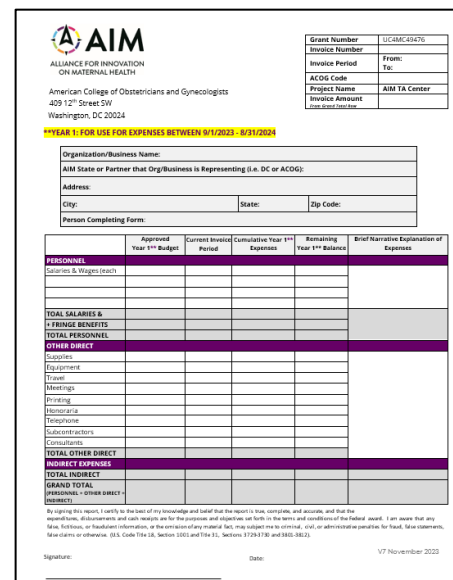
The screenshot shows the 'AIM State and Jurisdiction Invoice Submission Form'. It includes instructions for submission and fields for the following information:

- Budget Year ***: A dropdown menu with the selected option 'YEAR 1 (SEPT 23 - AUG 24)'.
- Invoice Number/ID ***: A text input field.
- Total Amount of Invoice ***: A text input field.
- Applicable Budget Categories ***: A list of checkboxes for 'Consultants', 'Contractors', 'Honoraria', 'Indirects', 'Meetings', 'Printing', 'Salaries & Wages', 'Supplies', and 'Telephone'.
- Copy of Submitted Invoice ***: A section for uploading a signed invoice, with an 'Attach file' button and a 'Drop files here' area.
- Name of Individual Completing Form ***: A text input field.
- Title of Individual Completing Form ***: A text input field.
- Email Address of Individual Completing Form ***: A text input field.

At the bottom, there is a blue 'Submit' button and a small disclaimer: 'Do not submit passwords through this form. Report malicious form'.

5. Upload a copy of your completed and signed invoice. A fillable copy of the invoice template [can be found here](#). Please be sure that you have selected the invoice for the correct program year. The year can be found in **purple** at the top of the invoice.
6. Enter the name of the individual completing the form.
7. Enter the title of the individual completing the form.
8. Enter the email address of the individual completing the form. Please ensure that this email is accurate, as you may be contacted for clarification or corrections.
9. Be sure to click the blue submission button to submit your invoice! Upon submission you will receive a confirmation page telling you that you can expect payment in 4-5 weeks. Please contact your technical assistance specialist or AIM staff with any concerns.

Invoices are reviewed and processed on a rolling basis as they are received and are submitted to our finance team for payment on a weekly basis. If your organization is considered medium or high risk by ACOG, you must also submit a [State or CCAG Monitoring Plan form](#). Should we have any questions about the information contained within in your invoice or require any additional documentation, a member of the AIM team will reach out to you directly. To ensure there are no delays in payment, please be sure that your information (i.e., requested dollar amounts) is consistent throughout the invoice.



The image shows a budget form template for AIM (Alliance for Innovation on Maternal Health). The form includes a header with the AIM logo and contact information for the American College of Obstetricians and Gynecologists. It features a table for budgeting with columns for Approved Year 1st Budget, Current Invoice Period, Cumulative Year 1st Expenses, Remaining Year 1st Balance, and Brief Narrative Explanation of Expenses. The table is divided into sections for PERSONNEL, TOTAL SALARIES & FRINGE BENEFITS, TOTAL PERSONNEL, OTHER DIRECT, TOTAL OTHER DIRECT, INDIRECT EXPENSES, TOTAL INDIRECT, and GRAND TOTAL (PERSONNEL + OTHER DIRECT + INDIRECT). The form also includes a signature line and a date field.

How to Amend Your AIM Budget

As stated in AIM State and CCAG Member Organization Contracts:

- a. Prior Approval for Changes. Subrecipient may not transfer allocated funds among cost categories within a budgeted program account without the prior written approval of ACOG; nor shall Subrecipient make any changes, directly or indirectly, in program design or in the Approved Services or in the Approved Budget without the prior written approval of ACOG.

The AIM budget change process is dependent on what percentage of the total contracted yearly budget amount you desire to change. If you are planning to change budget allocations, please adhere to the follow procedures:

1. **States and CCAG member organizations with less than <10% change:** No prior approval needed.
2. **States with 10-25% change:** Please submit a request for budget amendment and updated [budget template](#) to your TA Specialist. The TA Specialist will review and approve any budgetary change for their portfolio of states upon request of less than 25% of total contracted yearly budget (Example: *less than \$6,500 of funds of a \$26,000 fiscal year budget*) to ascertain that any change supports the ongoing work of AIM and the AIM workplan objectives.
3. **States > 25% change and CCAG member organizations for any amount:** For total subawardee recipient budget changes of more than 25% of total contracted yearly budget for states or any budget change by CCAG member organizations greater than 10%, the request and amended budget template should be forwarded or submitted to the Senior Manager, and in their absence, the Senior Director, Quality Improvement and Programs for review and approval to ascertain that any change supports the ongoing work of AIM and the AIM workplan objectives.
4. Written permission for budgetary changes will then be provided to subawardee recipients by their TA Specialist or AIM Senior Manager via email.
5. A copy of the above email statement should be saved by the state or CCAG member organization in compliance with federal and contracted guidelines.

Frequently Asked Questions (FAQs)

1. What about supplemental funds that I have received in addition to my contracted funds?

State teams and CCAG member organizations are eligible to apply for supplemental funding to support additional program activities not specified or supported by the initial program contract and corresponding funding. Funds are awarded on a rolling basis as they are available; there is no guarantee that funds will always be available when applications are received. Supplemental funds do not require an invoice and are distributed in a single, one-time payment to the applying entity. Once awarded, supplemental funds can be utilized to support program activities anytime throughout the end (August 31) of the associated fiscal year. Supplemental funds received also do not require carryover requests, once awarded they can be utilized

to support the activities described without further approval by the AIM program. Applications for supplemental funds must be submitted via the [AIM Supplemental Funding Request form portal](#), located under '[State and Partner Forms and Guidance](#)'.

2. How will I know how much program funding my organization has remaining during each year?

We restart your program budgets in our internal tracking system at the beginning of each funding year. As invoices are received, we are able to track your budget spend in real-time and clearly see any outstanding invoices awaiting payment. Your TA Specialist will send your remaining budget amount to your finance contact along with your invoice reminder at the end of the year quarter. Should you wish to know your remaining balance at other times, please reach out to your state TA Specialist or AIM program staff. We will be happy to provide this information and help you manage your spending.