

Budget Management and Invoice Submission

All invoices for all work completed by Alliance for Innovation in Maternal Health (AIM) states, partners, 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 partner 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 your designated online portal:

- [AIM State Teams](#)
- [AIM Partner 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 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.

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 program manager 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 name of the entity for whom the invoice is being submitted by clicking '+Add'.
2. Select the corresponding AIM program budget year that the invoice is for from the drop down. 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.
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.
5. Upload a copy of your completed 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.

AIM State and Territory Invoice Submission Form

This form is for the submission of invoices for all work completed in support of the activities of the AIM Program.

Affiliated State or Territory *

Click 'Add' to select the State or Territory the invoice is being submitted for.

+ Add

Budget Year *

Select the program budget year that the invoice is assigned to. Note: this corresponds to the time in which work was completed.

Total Amount of Invoice *

Enter the total dollar amount of invoice being submitted.

Applicable Budget Categories *

Select all of the applicable budget categories reflected on invoice being submitted.

Select an option

Copy of Submitted Invoice *

Upload copy of signed invoice for processing.

Attach file

Drop files here

Submit

- Be sure to click the blue submission button to submit your invoice! Upon submission you will receive a confirmation page letting you that you can expect payment in 4-5 weeks. Please contact your state program manager 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 weekly basis. 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) are consistent throughout the invoice.

How to Amend Your AIM Budget

As stated in AIM State and Partner Contracts:

- 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.

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 following procedures:

- States and partners with less than <10% change:** No prior approval needed.
- States with 10-25% change:** Please submit a request for budget amendment and updated [budget template](#) to your program manager. The program manager 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.
- States > 25% change and Partners 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 partners greater than 10%, the request and amended budget template should be forwarded or submitted to the AIM Senior Program Manager, and

AIM
ALLIANCE FOR INNOVATION
ON MATERNAL HEALTH
American College of Obstetricians and Gynecologists
409 12th Street SW
Washington, DC 20024

Grant Number: UCM20042
Invoice Number: [Blank]
Invoice Period: From: 06-30-2021 To: 06-30-2022
ACOG Code: 1-6
Project Name: AIM II
Invoice Amount: [Blank]

YEAR 4: FOR USE FOR EXPENSES BETWEEN 8/1/2021 - 8/31/2022

Organization/Business Name: [Blank]
AIM State or Partner that Org/Business is Representing (E.g. DC or ACOG): [Blank]
Address: [Blank]
City: [Blank] State: [Blank] Zip Code: [Blank]
Person Completing Form: [Blank]

	Approved Year 4 th Budget	Current Invoice Period Expenses	Cumulative Year 4 th Expenses	Remaining Year 4 th Balance	Brief Narrative Explanation of Expenses
PERSONNEL					
Salaries & Wages (each)					
TOTAL SALARIES & WAGES					
FRINGE BENEFITS					
TOTAL PERSONNEL					
OTHER DIRECT EXPENSES					
Supplies					
Equipment					
Travel					
Meetings					
Printing					
Honoraria					
Telephone					
Subcontractors					
Consultants					
TOTAL OTHER DIRECT					
PERSONAL EXPENSES					
TOTAL PERSONAL					
GRAND TOTAL					
(PERSONNEL + OTHER DIRECT + PERSONAL)					

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and that the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the financial award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 18, Sections 1701-1706 and 1003, 1002.)

Signature: _____ Date: _____ VS 2021_09

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 program manager or AIM Senior Program Manager via email.
5. A copy of the above email statement should be saved by the state or partner 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 partner 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 not 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 duration of the program funding period, ending August 31, 2023. 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.

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 down in real-time and clearly see any outstanding invoices awaiting payment. Your remaining budget amount will be sent 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 program manager or AIM program staff. We will be happy to provide this information and help you manage your spending.