



Fall 2024 Reimbursement Request Instructions

There are two options for how you can submit your personnel expenses:

1. All staff support all your training pathways
 - i. Total of all personnel expenses will be divided by all your learners
2. Staff support specific training pathways
 - i. Personnel expenses will be connected to their specific training pathway

Instructions for each tab are as follows:

1. Eligible Training Pathway(s)

- a. Enter the Training Pathways you submitted for validation.
- b. Enter the total number of learner's who participated in each of your approved training pathways. This number includes both PDF & non-PDF eligible learners. This will be used to determine your average cost per learner.

2. PDF-Eligible Learners

- a. Reimbursement amounts the sum of your average cost per training pathway multiplied by the individual learners' reimbursement rate. To learn more about the potential reimbursement rates, see this [memo](#) and this [illustration](#).
- b. If a learner received more than one credential from your organization in AY2023/2024 they need a separate line for each credential.
- c. Address should be the learner's residence for the six months prior to beginning their program. If not available, the learner's address during their program may be used.
- d. Select the learner's training pathway from the drop-down options in column A. This list auto populates from the pathways you entered in Tab 1.
- e. Date of Birth- Learner's must be born on or after August 1, 1993, to be eligible for reimbursement.
- f. Program Start Month & Year
 - i. If the learner was active in your program as of August 1, 2023, or began training anytime in August, their start date would be August 2023.
 - ii. If the learner began their training any other time during the 2023/2024 Academic Year, their start date would be that month and year.

3. Personnel Expenses

- a. The personnel expenses on this sheet should include the salaries and fringe benefits of each of your organization's employees' who had direct involvement in your eligible training pathway's training and support services for AY2023/2024.

- b. The percentage of time should reflect your best estimate of the employee's time spent directly supporting the specific training pathway(s) in AY2023/2024.
- c. Please provide your costs broken down by each employee. If any given employee's responsibilities fall under both Cost of Training and Support Services, please use only one row and breakdown the costs between the two reimbursement streams.
- d. An additional 10% of your direct personnel costs will be added to your reimbursement amount on the "Total Expenses" sheet to account for indirect operating costs.
- e. Please only enter data in fields that are grey. Purple & Teal fields have formulas that will automatically run when the gray fields are completed.

4. Direct Operating Expenses

- a. This sheet is intended to capture the direct operating costs for AY2023/2024 training and support services for your eligible training pathway(s) for all learners who participated in the academic year, not just your PDF-eligible learners. The total costs will be used to calculate an average cost per learner.
- b. The costs include program materials, as well as necessary services and fees needed to implement and run the credential program and corresponding support services that can be directly tied to an eligible training pathway with relative ease and with a high degree of accuracy. Please refer to the Credentials Program Guidelines for examples of eligible expenses.
- c. An additional 10% of your direct operating costs will be added to your reimbursement amount on the "Total Expenses" sheet to account for indirect operating costs.
- d. Please only enter data in fields that are grey. Purple & Teal columns have formulas that will automatically run when the gray fields are completed.

5. Expenses Narrative

- a. Please provide a narrative as to how the costs included in each category of direct operating expenses you entered in tab 4 contributes to a learner's training and/or aids in their persistence and completion of their training pathway.
- b. Provide sufficient detail to explain why each cost category should be reimbursed. If you outsource any services in a given category, please explain with whom you partner and how you ensure the quality of services they provide.
- c. The Training Pathways from tab 1 should auto populate into the column headers in row

3.

Please submit completed reimbursement request templates to help@prosperitydenverfund.org.