

STEPS TIMELINE



SUPPORTING TRANSITIONS
& EDUCATIONAL PROMISE
SOUTHEAST ALASKA

2021

APRIL 20

1ST QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE

- Match and Accounting backup

JULY 20

2ND QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE

- Match and Accounting backup

OCTOBER 20

3RD QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE

- Match and Accounting backup

JANUARY 20, 2022

4TH QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE

- Match and Accounting backup

Quick Reference

Contact Information

Email:

stepsak@asab.org

Lori Grassgreen

lgrassgreen@asab.org

907-463-1667

Lisa Worl

lworl@asab.org

907-463-1670

Lauren Havens

lhavens@asab.org

530-219-2902

Emily Ferry

eferry@asab.org

907-463-1671

Tyler Breen

tbreen@asab.org

907-463-1680

Claudia Plesa

cplesa@asab.org

907-463-1675

Steph Long

slong@asab.org

907-463-1662

- Quarterly Reports are due the 20th day after quarter ends: **April 20th, July 20th, Oct. 20th, Jan. 20th**
- AASB will provide reimbursement for allowable costs permitted under each contractors Memorandum of Agreement and consistent with their approved budget and work plan. Reimbursement will be made for eligible expenses actually incurred and paid by the contractor.
- A *reimbursement request* (fiscal report) *template* provided by AASB, must be submitted to AASB before the payment can be processed, along with back-up to justify the payment. An accounting report which provides enough detail to determine what the expenses are is usually sufficient, however invoices, receipts, and other documents may also be requested.
- *Reimbursement checks* will be disbursed on the 10th or 25th of each month (AASB's payables schedule), after the Reimbursement Request and all appropriate documentation is approved.
- *Allowable expenses:* All expenses should comply with federal OMB guidelines and should be included in an AASB approved work plan and budget. Occasionally there are unplanned expenses, in these cases, contractors seek approval on a case-by-case basis. Gift cards from stores that sell alcohol, tobacco, drugs, or firearms are not allowed.
- All *gift cards* reimbursement request must be accompanied by a completed recipient sign-in sheet. Gift cards are only allowable from businesses that sell solely allowable expenses
- *Reimbursement requests* can be sent to AASB/STEPS, 1111 W. 9th St, Juneau AK, 99801 or submitted through the *AASB contractor submission form*. Each organization has a program reporting template that mirrors its work plan.
- *The 1st and 3rd quarter program report* can be a snapshot of progress for that quarter to date and help us monitor progress; all program participation numbers are needed in July and January so that AASB can report to the US Dept. of Ed on progress made during the preceding six months.
- Submit *quarterly reports* through the [AASB Contractor Submission Form](#).
- *MOA addendum:* While STEPS is a five-year grant, each year the US Department of Education may adjust the award amount as funds are available. As a result, each year AASB and STEPS contractors must sign an addendum to the original MOA which states the amount of funding obligated for that year.



**SUPPORTING TRANSITIONS
& EDUCATIONAL PROMISE
SOUTHEAST ALASKA**